

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Tuesday, February 5, 2019

5:00 PM

501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Approval of January 7, 2019 Minutes
- III. Policy:
 - a. Administration of Medication in the Schools
 - b. Homework
 - c. Administrative Regulations on Miscellaneous Income—Local Funds
- IV. Future Items
 - a. Students with Special Health Care Needs
 - b. Parent Organizations and Booster Clubs
- V. Open Discussion/Public Comment
- VI. Adjournment

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting
Monday, January 7, 2019
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

Minutes

- Meeting called to order 5:01 PM
 - Present were Jennifer Maxon-Kennelly, Jeff Peterson, Jennifer Jacobsen, Dr. Toni Jones, Jill Mitchell, Kristen Tozzo
- December 4, 2018 minutes approved 3-0
- Policy
 - Policy Committee Calendar approved 3-0
 - Students with Special Health Care Needs
 - The committee reviewed the current policy and information provided by Jill Mitchell from her discussions with the school nurses and principals. Jennifer Maxon-Kennelly will craft suggested language changes and will share with the committee at the next meeting.
 - Homework Policy
 - The committee reviewed the current policy and discussed the specific categories they would like to see outlined in the updated policy. Dr. Jones will review the policies from Ridgefield, Westport, Greenwich, and CAGE, and will request feedback from the administrators for the next meeting.
- Meeting adjourned 6:13 PM

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

5141.21(a)

I. Delegation of Medication Administration to Qualified School Employees

In compliance with the Connecticut General Statutes, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN) or in the absence of a nurse, the following school personnel, who have been properly trained by a school nurse or school medical advisor, may administer medications:

- A. Principals and teachers;
- B. Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district;
- C. Directors or director's designees for school readiness programs and before-and after-school programs;
- D. Paraprofessionals, in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment with an epinephrine cartridge injector and/or inhalant medication to protect the student against serious harm or death; and
- E. Coaches and licensed athletic trainers, during practices, games, and athletic activities, for students who are prescribed inhalant medications to treat respiratory conditions or students prescribed epinephrine cartridge injectors for a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

A qualified school employee, who has been trained according to the medication regulations, may administer the following:

- A. Epinephrine cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine; and
- B. Antiepileptic medication, including by rectal syringe;
- C. A glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(b)

II. Students with Chronic Medical Conditions

Students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, may be permitted to self-carry and/or self-administer medications, provided all of the following conditions are met:

- A. An authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
- B. There is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student:
 - 1. is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification;
 - 2. knows the frequency and time of day for which the medication is ordered;
 - 3. can identify the presenting symptoms that require medication;
 - 4. administers the medication appropriately;
 - 5. maintains safe control of the medication at all times;
 - 6. seeks adult supervision whenever warranted; and,
 - 7. cooperates with the established medication plan.
- E. The administrator, appropriate teachers, coaches, and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
- F. Such medication is transported to school and maintained under the student's control in accordance with this policy; and
- G. Controlled drugs, as defined by §21(a)-240 of the Connecticut General Statutes may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and with an appropriate plan in place; and
- H. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(c)

The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

III. Students Diagnosed with Asthma

A student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- A. An authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
- B. There is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The conditions set forth in subsection (B) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
- E. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

IV. Students Diagnosed with Life-Threatening Allergic Conditions

A student diagnosed with a life-threatening allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

5141.21(d)

(continued)

provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- A. An authorized prescriber provides a written order for the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
- B. There is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The conditions set forth in subsection (B) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
- E. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

V. Students with Life-Threatening Allergic Conditions on District Transportation

A student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

- A. The parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
- B. A qualified medical professional has provided a written order for the possession, self-

administration, or possession and self-administration.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(e)

- C. Not later than June 30, 2019, the District shall insure training is provided to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:
1. the identification of the signs and symptoms of anaphylaxis;
 2. the administration of epinephrine by a cartridge injector;
 3. the notification of emergency personnel; and
 4. the reporting of an incident involving a student and a life-threatening allergic reaction.
- D. On and after July 1, 2019, the District shall insure the training described below as follows:
1. In the case of a school bus driver who is employed by the District, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and
 2. In the case of a school bus driver who is not employed by the District at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the District, except the District is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.

VI. Additional Considerations

The nurse must examine on-site any new medication, medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be re-evaluated, the parent/guardian and authorized prescriber shall be notified immediately by the school nurse. In addition, the nurse may consult with the nursing supervisor and the school medical advisor as needed. In accordance with standard nursing practice, the school nurse may refuse to administer or allow school personnel to administer any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

Legal Reference: Connecticut General Statute Section
 10-212a Administration of Medications in Schools, including liability.

Adopted 9/15/1998
Revised and Adopted 8/22/2000
Revised and Adopted 10/22/2002
Revised and Adopted 1/29/2004
Revised and Adopted 1/22/2008
Revised and Adopted 5/10/2011
Revised and Adopted 4/9/2013
Revised and Adopted 1/28/2016

SHM Vol. II, Sec. 3, Medications

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

5141.21(a)

I. Delegation of Medication Administration to qualified school employees
In compliance with the Connecticut General Statutes, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN) or in the absence of a nurse, the following school personnel, who have been properly trained by a school nurse or school medical advisor, may administer medications:

- A Principals and teachers;
- B Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district;
- C Directors or director's designees for school readiness programs and before-and after-school programs;
- D Paraprofessionals, in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment with an epinephrine cartridge injector and/or inhalant medication to protect the student against serious harm or death;
- E Coaches and licensed athletic trainers, during practices, games, and athletic activities, for students who are prescribed inhalant medications to treat respiratory conditions or students prescribed epinephrine cartridge injectors for a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death;

added in 2016
A qualified school employee, who has been trained according to the medication regulations, may administer the following:

- A Epinephrine cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine;
- B Antiepileptic medication, including by rectal syringe;
- C A glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(b)

II. Students w/ Chronic Medical Conditions

Students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, may be permitted to self-carry and/or self-administer medications, provided all of the following conditions are met:

- I. An authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
- II. There is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
- III. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- IV. The school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: ^① is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; ^② knows the frequency and time of day for which the medication is ordered; ^③ can identify the presenting symptoms that require medication; ^④ administers the medication appropriately; ^⑤ maintains safe control of the medication at all times; seeks adult supervision whenever warranted; ^⑥ and cooperates with the established medication plan;
- V. ^{administrator} The principal, appropriate teachers, coaches, and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
- VI. Such medication is transported to school and maintained under the student's control in accordance with this policy; and
- VII. ^{the regulations} Controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and ^{development of} ^{with the}

add to each area (asthma, allergies, etc.)

§ 21A-240
of Ct gen statutes

Check
for
2020
subcommittee
6/30

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(c)

an appropriate plan. in place.

III. Students ~~Diagnosed~~ w/ Asthma

A student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

A. An authorized prescriber provides a written order ^{for} requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;

B. There is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

→ new c
C. The conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

D. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

apply
to all

IV. Students ~~Diagnosed~~ w/ Allergic Conditions

A student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

A. An authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS
(continued)

5141.21(d)

II. protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;

III. There is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;

IV. The conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

V. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

IV. Students w/ life threatening allergic conditions

A student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

on district transportation

I. The parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and

II. A qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS
(continued)

5141.21(e)

~~Bus Drivers~~

C *11* A. Not later than June 30, 2019, the ~~Board~~ District shall ~~provide training~~ insure training is provided to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:

- I.* ~~The identification of the signs and symptoms of anaphylaxis;~~
- II.* ~~The administration of epinephrine by a cartridge injector;~~
- III.* ~~The notification of emergency personnel; and~~
- IV.* ~~The reporting of an incident involving a student and a life-threatening allergic reaction.~~

D B. On and after July 1, 2019, the ~~Board~~ District shall ~~provide~~ insure the training described in subsections ~~J(6)(a)~~ above as follows:
below

- i.* ~~In the case of a school bus driver who is employed by the Board District, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and~~
- II.* ~~In the case of a school bus driver who is not employed by the Board District at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the Board District, except the Board District is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.~~

add # (c) on or after July 1 2018 described as follow

VI additional consideration
The nurse must examine on-site any new medication, medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be re-evaluated, the parent/guardian and authorized prescriber shall be notified immediately by the school nurse.

Students

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(f)

In addition, the nurse may consult with the nursing supervisor and the school medical advisor as needed. In accordance with standard nursing practice, the school nurse may refuse to administer or allow school personnel to administer any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

more to chronic medical conditions { The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

Legal Reference: Connecticut General Statute Section
10-212a Administration of Medications in Schools, including liability.

Adopted 9/15/1998

Revised and Adopted 8/22/2000

Revised and Adopted 10/22/2002

Revised and Adopted 1/29/2004

Revised and Adopted 1/22/2008

Revised and Adopted 5/10/2011

Revised and Adopted 4/9/2013

Revised and Adopted 1/28/2016

SHM Vol. II, Sec. 3, Medications

Fairfield Public Schools Homework

The Fairfield Board of Education believes that learning should be collaborative, develop critical thinking skills, enhance creativity, develop responsible citizens, spawn innovation, and help students learn to be resilient and goal directed individuals. The development of the student in mind, body, and character is an active part of the FPS curriculum framework and enhances the focus on the FPS Vision of a Graduate.

Homework should inspire, extend, and enhance the learning process for students. Homework should be relevant, timely, and meaningful.

Staff should consider the following:

- The importance of assigning meaningful work
- The developmental age of the students to complete the work assigned
- The objective of the homework

A. Homework Length

Staff should follow the Board of Education established time guidelines to ensure that students are able to balance homework, jobs, playtime, athletics, music, and the vast array of other activities and experiences that enhance the overall health and happiness of FPS students.

Elementary

Homework is different for every student in regards to how long it can take to complete an assignment. Teachers and families should work together to make sure that students are not overburdened in elementary school. Playing outside and interacting with friends is a crucial aspect of social development for elementary students. If homework is impeding the time, a student has for creative play and family time, then adjust for that student. Homework promotes student independence and organization.

Elementary	Approximate Homework Time
Preschool	10 minutes of language and literacy practice as part of family routines
Kindergarten	Read with an adult daily for 10 minutes
First Grade	10 minutes
Second Grade	10 minutes
Third Grade	20 minutes
Fourth Grade	20 minutes
Fifth Grade	30 minutes

Elementary	Approximate Reading Time
Preschool	10 minutes
Kindergarten	20 minutes
First Grade	20 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	30 minutes
Fifth Grade	30 minutes

Middle School

Homework is different for every student in regards to how long it can take to complete and assignment. Teachers and families should work together to make sure that students are not overburdened in middle school. In addition, at the middle level organizational skills become a critical life skill development as students experience schedules with multiple teachers. FPS expects that the middle schools will have a system, which ensures that students assignments are not all given on the same night for multiple subjects requiring a student to spend greater than 40 minutes in total on homework.

Middle	Approximate Time
Sixth Grade	35 minutes
Seventh Grade	40 minutes (Currently 20 minutes per subject)
Eighth Grade	40 minutes (Currently 20 minutes per subject)

Middle	Reading Independently Daily Suggested Time (on average)
Sixth Grade	20 minutes
Seventh Grade	20 minutes
Eighth Grade	20 minutes

High School

In high school the amount of homework a student is assigned can be affected by course selection. Advanced Placement (AP) courses are college level, so most students require additional study outside of school in order to meet the standards of the course.

Homework is not required. Homework, which is given, should be meaningful and utilized to prepare students for mastery of the overall content.

No assignments due at the next class meeting will posted after 6:00 pm on the day of the class.

All assignments should be posted in Google Classroom as per the district guidance document.

FPS utilizes a cumulative grading approach in high school that does not include homework as part of the summative grade. It is still important for students to complete homework as it provides practice in skills Regular practice in skills will lead to improved student motivation and performance.

FPS utilizes a cumulative grading approach in high school and students' who choose not to turn in homework do not have their grades greatly impacted. However, the summative exam at the end of the year is worth 20% of the grade, and students who do not practice the skills are likely to perform poorly on the formative assessments given throughout the year because they are not preparing over time for the exams.

Families are encouraged to work with the school and check the Infinite Campus grades to see if students who are not performing well are not managing their homework assignments to maximize success.

High School	Approximate Time
Grades 9-12	20 minutes per course over 5 nights each week

B. Homework Implementation Expectations

1. There should be no homework assigned over long weekends or school holidays for any grade level. Teachers may provide a look forward so that students who want to get ahead during the break may choose to do so.
- Defining holiday breaks as identified on the school district calendar: long weekends, school vacations, or religious holidays.
2. There should be no assignments due for the first class meeting (regardless of day of the week) after returning from a scheduled long weekend or calendar break.
3. Projects assigned should be meaningful, done by the students primarily in class, with out of class time spent only to finish a project so that the student does the work.
4. Homework will not be part of a student's overall grade.
5. Make up work following absences: Please refer to policy and regulations for student.

Parent and/or Family Focus

At Home

1. Provide a supportive environment and regimented time schedule to complete homework.
2. Refrain from overscheduling children so that they have ample time for creative play.
3. Make sure all electronic devices are stored in a general area of the house for charging so that sleep disruption does not occur in the vein of homework.
4. Support student's independence by assisting them in keeping a calendar of due dates and activities.
5. Support student's independence by assisting them in keeping a checklist of accomplishments and tasks to complete.
6. Encourage all children to read for pleasure on non-homework periods.

At School

1. Let the teacher(s) know if homework is becoming stressful, lengthy, or overly burdensome to the student.
2. Encourage the student to visit with the teacher before or after school to gain clarification on assignments or tutorial assistance.
3. Encourage the student to visit the resources located at the schools to help students be successful in the coursework (tutorial centers).

Instruction

HOMEWORK

6154

The Board of Education considers homework and other out-of-class assignments to be essential parts of the educational program of the Fairfield Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents or guardians are encouraged, through discussions with their children, to become aware of and to support the need for the student to complete homework and other out-of-class assignments.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules,
 policies, and procedures

Adopted 8/27/2004

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK

6154AR

Elementary and Middle School Levels

Purpose of Homework

In assigning homework the following should be kept in mind:

- Homework fosters student initiative, independence, and responsibility.
- Homework reinforces and supplements school learning experiences.
- Homework fosters communications between home and school.
- Homework develops self-discipline and good work habits.

Appropriate Homework

All homework assignments should be designed for specific instructional purposes. Teachers should keep the following in mind when giving homework assignments:

- Clear, definite directions for the homework assignments are an absolute necessity.
- Assignments should be related to classroom objectives and the teacher should make sure students understand the assignment.
- For long-range projects the teacher should establish a time management system including progress reports on gathering information.
- No homework should be assigned **at the elementary level** for weekends other than long-term projects.

What the Student Should Do

- Make and keep a study schedule.
- Study in the same quiet place every day.
- Keep all materials including a notebook in a study place.
- Set a specific time of the day to study.
- Plan ahead by estimating the amount of time it will take to complete the assignment.
- Always read the directions before starting.
- Do not turn on the TV or radio when studying.

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK
(continued)

6154AR

Elementary and Middle School Levels (continued)

Suggested Strategies for Homework (Teacher and Student)

- Make homework folders in which completed assignments are to be stored, evaluated, and charted to show completed and missing assignments.
- Keep notebooks in which all assignments are written. The parent or guardian is asked to check the notebooks at the end of each week.
- Make homework expectations clear to the parent or guardian and students.
- Make sure assignments have a specific purpose and are not merely busy work.
- Contact the parent or guardian when homework is not consistently returned.
- Include homework where appropriate as part of the grade.

The following is a suggested time schedule for homework assignments:

Elementary Schools

Kindergarten	occasional assignments as appropriate
Grade 1	10-15 minutes 2 to 3 days per week
Grade 2	15-20 minutes 4 days per week
Grade 3	15-30 minutes 4 days per week
Grade 4	30-45 minutes 4 days per week
Grade 5	45-60 minutes 4 days per week

Middle Schools

Grade 6	20 minutes per curriculum area 4 days per week
Grade 7	20 minutes per curriculum area 4 days per week
Grade 8	20 minutes per curriculum area 4 days per week

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK

6154AR

(continued)

High School Level

Philosophy

Homework is a logical extension or expression of well-planned classroom lessons and should be meaningful to the learning process. It should also make the parent or guardian familiar with their child's learning experiences.

The primary outcome of homework for students during their high school experience is that learning becomes an independent activity. As a valuable teaching strategy, homework not only addresses the skills and concepts taught, but it also can aid in developing a sense of responsibility and accomplishment within students, encourage students to work on their own, and acknowledge the existence of different learning styles.

Professional judgment must be exercised relative to the use of homework. In view of the diversified curriculum within the school, teachers must be allowed the academic freedom necessary for effectively reaching all students and meeting individual needs.

General Guidelines

In establishing homework guidelines, it is of prime importance to consider the individual differences of students, availability of resources, and time allotments.

The amount of homework assigned should be appropriate to the grade, course level, and student ability. In most academic courses, students should expect a minimum range of 2½ - 5 hours / week for each course. In related arts and skills courses, students should expect homework periodically. These recommended time allotments reflect flexible guidelines that should be viewed as an average throughout the school year.

The type of homework assigned should be according to its purpose:

- Practice assignments help students master specific skills taught in the class.
- Preparation assignments encourage students to derive maximum benefit from future lessons.
- Extension assignments enable students to demonstrate their ability to transfer specific skills and concepts to new situations.
- Creative assignments encourage students to integrate learned skills and concepts to produce original results.

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK

6154AR

(continued)

High School Level (continued)

General Guidelines (continued)

Homework takes the form of doing practice exercises (oral or written), writing, studying, reading, and library research or projects. The assignment can be either long- or short- term.

Guidelines for Teachers

The responsibility of the teacher is:

- to explain the purpose of each assignment;
- to give clear directions and suggested method for accomplishing the assignment;
- to ensure availability of all necessary resources to carry out the assignment;
- to acknowledge completion of homework and to evaluate it appropriately;
- to explain the method of evaluation of the homework assignment and its potential impact on a student's grade e.g., cumulatively equivalent to a quiz, test, exam, oral recitation, written exercise, lab performance;
- to suggest a reasonable time allotment on homework assignments;
- to make it clear that deadlines and penalties are understood and are adhered to;
- to encourage integrity in all homework assignments;
- to provide for reasonable make-up of assignment whenever appropriate; and
- to explain that homework often will be a study assignment reviewing the important facts, principles, formulas, and concepts or a reading assignment from books, magazines, newspapers, etc., related to class work or for general reading skill development.

Guidelines for Students

The responsibility of the student is:

- to contact the teacher when absent;
- to understand the purpose, requirement, and directions of the assignment;
- to understand the means of evaluation;
- to understand the suggested time allotment and to budget time realistically;
- to understand that content, structure, and appearance of all written homework assignments are important elements in the grading process;

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK

6154AR

(continued)

High School Level (continued)

Guidelines for Students (continued)

- to establish a time for a regular pattern of review;
- to demonstrate integrity and neither to give nor receive so much help that the value of the homework will be lost;
- to meet the deadlines and understand the penalties; and
- to understand that the basic purpose of homework is learning and, therefore, the preview and review of the skills and concepts learned are always appropriate.

Guidelines for Parents

The responsibility of the parent or guardian is:

- to understand the philosophy and guidelines of the Board of Education concerning homework;
- to be sure that students or the parent or guardian obtain assignments missed when the student is absent;
- to provide the student with a time and place to carry out his assignment(s);
- to contact the teacher, counselor, or administrator in the event of questions or concerns;
- to be supportive of the homework policy, as it is an integral part of the student's learning process;
- to understand that usually a student does have homework. The student may preview, review, or improve his present assignment reviewing the important facts, principles, formulas, and concepts or a reading assignment from books, magazines, newspapers, etc., related to class work or for general reading skill development;
- to encourage integrity and never give so much help that the value of the homework is lost;
- to understand that content, structure, and appearance of all written homework assignments are important elements in the grading process; and
- to check to see that homework assignments are completed.

Instruction

ADMINISTRATIVE REGULATIONS ON HOMEWORK
(continued)

6154AR

High School Level (continued)

Guidelines for Administration

The responsibility of the administrator is:

- to articulate the philosophy and guidelines concerning homework to staff, parents or guardians, and students;
- to support the staff in the implementation of the guidelines; and
- to review homework assignments with teachers as part of the monitoring responsibility.

8/27/2004

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON MISCELLANEOUS INCOME – LOCAL FUNDS

3210AR

Advertising on School Property to Generate Revenue for the School District

1. Individual schools may not endorse or imply endorsement of any product.
2. All solicited advertisements from merchants and business establishments must have approval from the school Principal and/or Headmaster, and the Superintendent or designee.
3. No students shall be involved in soliciting advertising for athletic venues.
4. Areas Permitted for Advertising:
 - a. Public assembly spaces such as gymnasiums and outdoor field spaces
5. Areas Not Permitted for Advertising:
 - a. Classroom instructional spaces.
6. Advertisements shall not promote or display the following products or activities:
 - a. Drugs
 - b. Alcohol
 - c. Tobacco of any type including vaping
 - d. Sexual activities
 - e. Violence
 - f. Gangs or gang-related activities
 - g. Racial or ethnic discrimination
 - h. Weapons
 - i. Tattoo parlors
 - j. Body piercing
 - k. Other products or activities that are prohibited in the school.
7. Advertisements shall not contain any messages deemed to be disruptive of the school operations, or disrupt the education process, be vulgar, lewd, or plainly offensive.
8. Advertising space shall be made available on first-come, first-served basis with no preference to one particular advertiser.
9. All revenue gained from advertising on FPS athletic fields will be deposited at the district level.
10. All funds gained from advertising must be sent to the Business Office and will follow usual purchasing guidelines.