

## **Policy Committee Meeting**

Tuesday, October 28, 2025 6:00 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 06443

### **I. Policies for Review:**

- 4030.5 Family and Medical Leave
- 6080.1.1 Educating Students in the Gifted and Talented Program
- 9510 Time, Place, and Notice of Meetings
- 6154 Homework

### **II. Public Comment**

**III. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.**

## Policy Summary

Oct. 28, 2025

### **Review**

#### 4030.5 Family and Medical Leave

Effective October 1, 2025, Public Act 25-174 makes significant revisions to two state laws: the Connecticut Family and Medical Leave Act (CT FMLA) and Connecticut Paid Family and Medical Leave (CT Paid Leave), extending coverage to employees of public school operators whose positions do not require a license under Chapter 166 of the Connecticut General Statutes. We have revised our model FMLA policy in light of these legislative changes.

#### 6080.1.1 Educating Students in the Gifted and Talented Program

We recommend that the Board repeal this policy and adopt the S&G Model Policy Equitable Identification of Gifted and Talented Students. The current policy is outdated. Recent revisions to state law require the District to engage in specific processes for the identification of gifted and talented students. The District may still decide if it wishes to deliver educational services to identified students. *Admin note: Our current policy does not align with state law which is causing confusion for families.*

#### 9510 Time, Place, and Notice of Meetings

The policy lists the old regular meeting start time (7:30). The language needs to be updated to reflect the new regular start time.

#### 6154 Homework

We recommend repealing this policy and adopting the S&G model policy concerning Homework. If the Board maintains the current policy, we recommend administrative review to ensure that the requirements identified meet all grades and levels, aside from AP/UCONN courses. It appears that some of the requirements may be inconsistent with the homework assigned at the high school level. This policy also references "regulations"; however, the regulations are not posted on the Board's website.

The Administration recommends adopting the S&G model policy and turning the current Board policy into a regulation.

Family and Medical Leave

**PURPOSE**

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the Madison Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“Federal FMLA”) and/or the Connecticut Family and Medical Leave Act (“CT FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

**ELIGIBILITY**

An employee who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (*i.e.*, a “noncertified employee”) is eligible for unpaid leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

**DEFINITIONS**

**Genetic information:** For purposes of this policy, “genetic information” includes an individual’s family medical history, an individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which includes genetic services. “Genetic information” includes genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member utilizing assistive reproductive technology.

**Instructional employee:** For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

45 **Noncertified employee:** For purposes of this policy, “noncertified employee” means an employee  
46 employed by the Board in a position that does not require a professional certification under Chapter 166  
47 of the Connecticut General Statutes.

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50 **REASONS FOR LEAVE**

51  
52 (a) Federal FMLA

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54 Leaves under the Federal FMLA may be taken for the following reasons:

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- 56 • incapacity due to pregnancy, prenatal medical care, or child birth;
  - 57 • to care for the employee’s newborn child;
  - 58 • the placement of a child with the employee by adoption or for foster care;
  - 59 • to care for the employee’s spouse, child, or parent who has a serious health condition;
  - 60 • to care for the employee's own serious health condition that renders the employee unable  
61 to perform the functions of the employee’s position;
  - 62 • to care for a covered injured or ill servicemember (see below – Length of Leave – for  
63 further information); or
  - 64 • to address a qualifying exigency arising out of an employee’s spouse, child, or parent’s  
65 military service, including one or more of the following reasons (note – more detailed  
66 information on the following categories is available from the Human Resources office):
    - 67 • short-notice deployment;
    - 68 • military events and related activities;
    - 69 • childcare and school activities;
    - 70 • financial and legal arrangements;
    - 71 • counseling;
    - 72 • rest and recuperation;
    - 73 • post-deployment activities;
    - 74 • parental care leave for military member’s parent who is incapable of self-care and  
75 care is necessitated by the military member’s covered active duty; and/or
    - 76 • additional activities that arise out of the active duty or call to active duty status of  
77 a covered military member, provided that the Board and the employee agree that  
78 such leave qualifies as an exigency, and agree to both the timing and the duration  
79 of such leave.
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81 (b) CT FMLA

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83 Leaves under the CT FMLA may be taken for the following reasons:

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- 85 • upon the birth of the employee’s newborn child, and to care for the newborn child;
  - 86 • upon the placement of a child with the employee for adoption or foster care, and to care  
87 for the newly placed child;
  - 88 • to care for the employee’s family member, if such family member has a serious health  
89 condition;

- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

## LENGTH OF LEAVE

### (a) Basic FMLA Leave Entitlement

- (1) Leaves under the Federal FMLA: If a leave is requested for a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.
- (2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

### (b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces

135 or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the  
136 line of duty in the Armed Forces.

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138 When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time  
139 may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures  
140 described below apply to all requests for and designation of leave for this purpose. *However*, in the case  
141 of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the  
142 day such leave actually commences.

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145 **TYPES OF LEAVE AND CONDITIONS**

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147 (a) Full-Time, Intermittent and Reduced Schedule Leave

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149 Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid  
150 leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

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152 Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather  
153 than for one continuous period of time. Examples of intermittent leave include: leave taken one day per  
154 week over a period of a few months or leave taken on an occasional/as-needed basis for medical  
155 appointments.

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157 Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for  
158 some period of time. For example, an employee may request half-time work for a number of weeks so  
159 the employee can assist in the care of a seriously ill parent.

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161 Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken (a) when  
162 medically necessary for an employee's or covered family member's serious health condition, or for a  
163 covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated  
164 through an intermittent or reduced schedule leave. In addition, Federal FMLA and/or CT FMLA leave  
165 may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to  
166 effectuate the placement of a child for adoption or foster care before the placement of the child in the  
167 home.

168  
169 If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical  
170 treatment of the employee or a covered family member or a covered servicemember, including during a  
171 period of recovery from an employee's or covered family member's serious health condition or a serious  
172 injury or illness of a covered servicemember, the Board may, in its sole discretion, temporarily transfer  
173 the employee to another job with equivalent pay and benefits that better accommodates the type of leave  
174 requested.

175  
176 Under the Federal FMLA, special arrangements may be required of an instructional employee who  
177 needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty  
178 (20) percent of the work days in the period over which the leave will extend (for example, more than  
179 five days over a five-week period), if the leave is to care for a covered family member with a serious  
180 health condition, to care for a covered servicemember with a serious injury or illness, or for the

181 employee's own serious health condition, which is foreseeable based on planned medical treatment. In  
182 such situations, the Board may require the instructional employee to transfer temporarily to another job  
183 or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

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185 (b) Both Spouses Working for the Same Employer

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187 If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave  
188 for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family  
189 member, for purposes of CT FMLA leave) with a serious health condition, they only will be entitled to a  
190 maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either  
191 spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding  
192 sentence, each is entitled to the difference between the amount the employee has taken individually and  
193 the 12 weeks for Federal and/or CT FMLA leave for other qualifying reasons in the 12-month  
194 entitlement period.

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196 (c) Leave Taken by Instructional Employees Near the End of an Academic  
197 Term

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199 If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5)  
200 weeks before the end of an academic term, the Board may require that instructional employee to  
201 continue the leave until the end of the term if the leave will last at least three (3) weeks and the  
202 instructional employee would return to work during the three-week period before the end of the term.

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204 If the instructional employee begins Federal FMLA leave during the five-week period preceding the end  
205 of an academic term for a reason other than the instructional employee's own serious health condition,  
206 the Board may require the instructional employee to continue taking leave until the end of the term if the  
207 leave will last more than two (2) weeks and the instructional employee would return to work during the  
208 two-week period before the end of the term.

209  
210 If the instructional employee begins Federal FMLA leave during the three-week period preceding the  
211 end of an academic term for a reason other than the instructional employee's own serious health  
212 condition, the Board may require the instructional employee to continue taking leave until the end of the  
213 term if the leave will last more than five (5) working days.

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215 **REQUESTS FOR LEAVE**

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217 (a) Foreseeable Leave

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219 An employee must notify the HR Department of the need for a family or medical leave at least thirty  
220 (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth  
221 of the employee's child, placement of a child with the employee for adoption or foster care, planned  
222 medical treatment for the employee's or a covered family member's serious health condition, or the  
223 planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice  
224 is not practicable, then the employee must provide notice as soon as practicable under the circumstances,  
225 usually the same day or the next business day after the employee becomes aware of the need for Federal  
226 FMLA and/or CT FMLA leave.

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(b) Unforeseeable Leave

When the employee’s need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

**SCHEDULING PLANNED MEDICAL TREATMENT**

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the Human Resources Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board’s operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board’s operations. Ordinarily, the employee should consult with the Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee’s needs without unduly disrupting the Board’s operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

**REQUIRED CERTIFICATIONS/DOCUMENTATION**

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee’s diligent, good faith efforts, the employee must inform the Human Resources Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA-protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee’s health care provider, medical certification the employee’s family member’s health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee’s own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Human Resources Department. If the employee is unable to perform one or more of the essential functions of the employee’s position, the Board will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for

272 such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in  
273 accordance with the Americans with Disabilities Act.

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275 In connection with the Board’s request for medical information, employees must be aware that the  
276 Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits employers and other entities  
277 covered by Title II of GINA from requesting or requiring genetic information of an individual or family  
278 member of the individual, except as specifically allowed by this law. To comply with this law, the Board  
279 requests that employees not provide any genetic information when responding to a request for medical  
280 information.

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283 **USE OF PAID LEAVE**

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285 Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining  
286 agreement (if any), and/or Board policy (“PTO”) will be substituted for any unpaid portions of family or  
287 medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In  
288 such instance, the employee’s accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave  
289 will run concurrently. The employee must satisfy any procedural requirements applicable to the use of  
290 paid leave, but only in connection with the receipt of such payment. An employee who is approved for  
291 CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be  
292 required to run concurrently with CT FMLA leave.

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294 Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid  
295 leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of  
296 family violence and sexual assault, the employee may apply for and be provided with compensation  
297 through the Paid Family and Medical Leave Insurance Program (“CT Paid Leave”) for all or part of any  
298 unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees  
299 may apply to the Connecticut Paid Medical and Family Leave Insurance Authority (“Authority”) for  
300 partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT  
301 FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care  
302 or psychological or other counseling for physical or psychological injury or disability for the victim; to  
303 obtain services from a victim services organization on behalf of the victim; to relocate due to such  
304 family violence or sexual assault; or to participate in any civil or criminal proceeding related to or  
305 resulting from such family violence or sexual assault. Eligible employees shall apply directly to the  
306 Authority, which is responsible for determining an employee’s eligibility for CT Paid Leave benefits  
307 and the amount of such benefit. The Board will provide the Authority with all requested information  
308 regarding an employee’s application for CT Paid Leave, in accordance with applicable law.

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310 The Board shall require employees to use applicable PTO concurrently with their CT FMLA leave,  
311 subject to their right to retain up to two weeks of accrued PTO. If, after exhausting other applicable  
312 PTO, an employee does not wish to retain two weeks of accrued PTO while on approved CT FMLA  
313 leave, the Board shall permit the employee to receive these accrued PTO benefits concurrently with their  
314 CT Paid Leave benefits, if any, provided the total compensation of such covered employee during such  
315 period of leave shall not exceed such covered employee's regular rate of compensation.

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317 In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an  
318 FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if  
319 applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave  
320 in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so  
321 that the employee can maintain the employee's regular weekly income level.  
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324 **MEDICAL INSURANCE AND OTHER BENEFITS**

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326 During family or medical leaves approved in accordance with the Federal FMLA, the Board will  
327 continue to pay its portion of medical insurance premiums for the period of unpaid Federal FMLA. The  
328 employee must continue to pay the employee's share of the premium, and failure to do so may result in  
329 loss of coverage. If the employee does not return to work after expiration of the leave, the employee  
330 will be required to reimburse the Board for payment of medical insurance premiums during the family or  
331 medical leave, unless the employee does not return because of a serious health condition or  
332 circumstances beyond the employee's control.  
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334 Unused employment benefits accrued by the employee up to the day on which the leave begins will not  
335 be lost upon return to work. Leave taken under this policy does not constitute an absence under the  
336 Board's attendance policy.  
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339 **REINSTATEMENT**

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341 Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and  
342 unless an exception applies, an employee who returns to work following the expiration of a family or  
343 medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent  
344 position with equivalent pay and benefits.  
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347 **COMPLAINTS**

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349 The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any  
350 rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from  
351 terminating or discriminating against any individual for opposing any unlawful practice or being  
352 involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA  
353 also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid  
354 Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave  
355 benefits.  
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357 An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department  
358 of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the  
359 employee discovers that the employee's Federal FMLA rights have been violated. In no event may a  
360 complaint be filed more than two (2) years after the action which is alleged to be a violation of the

361 Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able  
362 to bring a private civil action for violations.

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364 An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut  
365 Department of Labor within one hundred eighty (180) calendar days of the employer action that  
366 prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint,  
367 the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an  
368 investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has  
369 occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of  
370 competent jurisdiction against the employer within one hundred eighty (180) calendar days of the  
371 employer action alleged to be in violation of the CT FMLA. Such action may be brought by an  
372 employee without first filing an administrative complaint.

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375 **ADDITIONAL INFORMATION**

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377 Questions regarding family or medical leave may be directed to the Superintendent or superintendent's  
378 designee or Human Resources Department. Federal FMLA and CT FMLA do not affect any federal or  
379 state law prohibiting discrimination or supersede any state or local law or collective bargaining  
380 agreement that provides greater family or medical leave rights.

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383 Legal References:

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385 Connecticut:

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387 Conn. Gen. Stat. § 31-51kk et seq.

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389 Conn. Gen. Stat. § 31-49e et seq.

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391 Regs. Conn. State Agencies 31-51qq, et seq.

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393 Public Act 25-174, "An Act Authorizing and Adjusting Bonds of the State and Concerning Grant  
394 Programs, State Grant Commitments for School Building Projects, Revisions to the School  
395 Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the  
396 Biennium Ending June 30, 2027"

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398 Federal:

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400 Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as  
401 amended

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403 29 CFR Part 825.100 et seq.

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405 Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

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29 CFR 1635.1 et seq.

#4030.5

**Family and Medical Leave**

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***PURPOSE***

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Madison Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

***ELIGIBILITY***

An employee who holds a certification under Chapter 166 of the Connecticut General Statutes (*i.e.* a certified employee) who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee who does not hold a certification under Chapter 166 of the Connecticut General Statutes (*i.e.* a noncertified employee) is eligible for the leave described in this policy if such employee has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

***DEFINITIONS***

**Genetic information:** For purposes of this policy, “genetic information” includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Instructional employee:** For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

***REASONS FOR LEAVE***

Leaves under the FMLA and applicable state law may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position; or
- to serve as an organ or bone marrow donor; or
- to care for an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources office):
  - short-notice deployment;
  - military events and related activities;
  - childcare and school activities;
  - financial and legal arrangements;
  - counseling;
  - rest and recuperation;
  - post-deployment activities;
  - parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty;
  - additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the

employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

***LENGTH OF LEAVE*****(a) Basic FMLA Leave Entitlement**

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

**(b) Leave to Care for an Injured or Ill Servicemember**

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) a servicemember who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.

For servicemembers, the injury or illness must render the servicemember medically unable to perform the duties of office, grade, rank or rating. This provision applies to servicemembers who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and must have been (1) a member of the Armed Forces (including the National Guard or Reserves); (2) discharged or released under conditions that were other than dishonorable; and (3) discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.<sup>1</sup>

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

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<sup>1</sup> The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

#### **TYPES OF LEAVE AND CONDITIONS**

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered service member's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member or a covered service member, including

during a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

***REQUESTS FOR LEAVE***

(a) Foreseeable Leave

An employee must notify the Human Resources Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave.

(b) Qualifying Exigency.

An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.

(c) Unforeseeable Leave.

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

***SCHEDULING PLANNED MEDICAL TREATMENT***

When planning medical treatment for foreseeable FMLA leave, an employee must consult with the Human Resources Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

***REQUIRED CERTIFICATIONS/DOCUMENTATION***

For leaves taken for any FMLA-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee. The employee must submit a complete and sufficient certification form as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the Human Resources Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. FMLA-protected leave may be delayed or denied if the employee does not

provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Human Resources Department. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

### ***USE OF PAID LEAVE***

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the employee's accrued paid leave and FMLA-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

### ***MEDICAL INSURANCE AND OTHER BENEFITS***

During family or medical leaves of absence approved pursuant to this policy, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of

medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

***REINSTATEMENT***

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

***ADDITIONAL INFORMATION***

Questions regarding family or medical leave may be directed to the Superintendent or designee. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## Legal References:

## Connecticut General Statutes:

Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees of political subdivisions

Regs. Conn. State Agencies 31-51rr-1, et seq.

Public Act 24-41, “An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements”

## United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

Date of Adoption: October 17, 2023

Date of Revision: November 26, 2024

**Equitable Identification of Gifted  
and Talented Students**

**(formerly Educating Students in the Gifted and Talented Program)**

The Madison Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Madison Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

**I. Definitions**

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented,

34 means a group of certified or licensed professionals who represent each of the teaching,  
35 administrative, and pupil personnel staffs, and who participate equally in the decision  
36 making process.

37  
38 **II. Referral**

39 Any student enrolled in grades kindergarten through twelve, inclusive, in a District  
40 school may be referred to the PPT to determine eligibility as gifted and talented. A  
41 referral may come from any source, including the student’s teacher, an administrator, the  
42 student’s parent/guardian, or the student.

43  
44 **III. Evaluation and Identification**

45 The PPT shall be responsible for conducting evaluations and identifying whether students are  
46 eligible as gifted and talented, and shall meet, as needed during the school year to determine  
47 the eligibility of groups of children for whom evaluation and identification as gifted and  
48 talented are planned. When a child has been individually referred to the PPT for consideration  
49 as a gifted and talented child, the PPT shall provide the student’s parent(s)/guardian(s) with  
50 written notice of the referral.

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52 The Board requires the use of multiple methods of identification of gifted and talented  
53 students. The PPT will use the following methods of evaluation in determining whether a  
54 student is eligible as gifted and talented:

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56 Group Assessment. The PPT may use an appropriate standardized test administered to  
57 all students in a particular grade. In administering standardized tests, the PPT will use a  
58 locally normed cut score to identify students for consideration for gifted and talented  
59 classification. Parent/guardian consent is not required prior to the administration of a  
60 group assessment.

61  
62 Individual Evaluation. Individual evaluations may be recommended by the PPT in  
63 appropriate circumstances, such as when there is a possibility of identifying the student  
64 as gifted and talented in areas that are not typically addressed by large-scale standardized

65 tests, such as social studies, a technical discipline, music, creative arts, or performing  
66 arts. The PPT may also recommend an individual assessment for a student referred to the  
67 PPT for an evaluation when the student is in a grade level in which group assessments  
68 are not administered. Before a student is individually evaluated for identification as  
69 gifted or talented, the PPT must secure the written consent from a parent/guardian.

70

71 After the PPT has determined from an individual or group assessment that a student has  
72 potential for or has demonstrated extraordinary learning ability or outstanding talent in the  
73 creative arts, the student will be identified as gifted and talented only if the PPT determines  
74 that the student qualifies.

75

76 The results of the PPT meeting concerning a determination of the child's identification as  
77 gifted or talented shall be provided to the parent or guardian electronically or, if the District  
78 does not have the parent or guardian's e-mail address on file, in writing. Such notice shall  
79 include, but is not limited to, (1) an explanation of how such student was identified as gifted  
80 and talented; and (2) the contact information for (A) the District employee in charge of the  
81 provision of services to gifted and talented students, or, if there is no such employee, the  
82 District employee in charge of the provision of special education and related services, (B) the  
83 employee at the Connecticut State Department of Education who has been designated as  
84 responsible for providing information and assistance to boards of education and parents or  
85 guardians of students related to gifted and talented students and, (C) any associations in the  
86 state that provide support to gifted and talented students.

87

88 If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the  
89 parent/guardian has a right to a hearing.

90

91 The District may identify up to ten (10) percent of the total student population for the District  
92 as gifted and talented.

93

94 **IV. Provision of Services**

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96 The provision of services for gifted and talented students by the Board is discretionary.

97

98 In evaluating and identifying students as gifted or talented, the District shall ensure that such  
99 methods do not screen out students who are English learners because of their limited English  
100 proficiency unless demonstrated proficiency in English is required for meaningful  
101 participation. In providing services, if any, for gifted and talented students, the District shall  
102 ensure that students who are English learners/multilingual learners receive appropriate  
103 language assistance services while participating in gifted and talented services.

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107 Legal Reference:

108

109 Conn. Gen. Stat. § 10-76a

110 Conn. Gen. Stat. § 10-76xx

111

112 Conn. Agencies Regs. § 10-76a-1

113 Conn. Agencies Regs. § 10-76a-2

114 Conn. Agencies Regs. § 10-76d-1

115 Conn. Agencies Regs. § 10-76d-9(c)

116

117 Connecticut State Department of Education, *Gifted and Talented Education: Guidance*  
118 *Regarding Identification and Service* (March 2019), available at [https://portal.ct.gov/-](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)  
119 [/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)

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121 United States Department of Education, Office for Civil Rights, *Ensuring Meaningful*  
122 *Participation in Advanced Coursework and Specialized Programs for Students Who*  
123 *Are English Learners* (June 2023), available at

124 <https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-ap-participation-el.pdf>

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# 6080.1.1

**Educating Students in the Gifted and Talented Program**

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The Madison Board of Education recognizes that there are some students with extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in the core educational program.

**General Principles for Programming**

Section 10-4a of the Connecticut General State Statutes requires that “each child shall have equal opportunity to receive a suitable program of educational experiences.” Therefore, the Madison Board of Education affirms the following:

- The Madison Public Schools should identify gifted and talented students, K-12.
- The Madison Public Schools should meet the educational needs of gifted and talented students, including expanding enrichment learning opportunities.
- Instructional modifications should occur in the core educational program as part of a planned, ongoing, and systematic approach to meeting the needs of gifted and talented students.
- In addition to the core educational program, specialized learning opportunities should be available.
- Educators working with gifted and talented students should receive specialized training.

#6080. 1.1 (continued)

**General Identification Guidelines**

Connecticut state statute requires K-12 students who are gifted and talented to be identified. The purpose of assessment to identify giftedness is to determine areas of unusually high performance or potential and to develop them to the maximum extent. The Board recognizes that gifted and talented students possess a range of gifts and talents and that exceptionalism may be exhibited in one or more specific areas, but not necessarily in all. Gifted and talented students' social and emotional development may not always match their advanced intellectual, academic or creative development. For these reasons, identification must be accomplished by multiple procedures which are methodologically sound. Procedures may include portfolio review, performance-based assessment, judgment by experts, and standardized tests, as well as information collected from teachers and parents.

**Guidelines for Instruction**

The Madison Public Schools should provide challenging programming that nurtures the strengths, interests, and abilities of gifted and talented students. These students with exceptional gifts and talents deserve learning experiences that provide a wide range of open-ended activities designed to accommodate the students' learning styles.

Quality instruction for gifted and talented students may be differentiated by faster pacing and greater depth and breadth, higher levels of abstraction and complexity, and presentation at an earlier age. Learning experiences which may be particularly successful with these students include in-depth investigations of special topics, directed independent study, regional or statewide off-campus courses, internships, mentorships, and peer teaching, all of which should respect each student's learning style and area of giftedness. Gifted and talented students also need opportunities to interact with each other. Interaction periodically with others learning at a similar pace and level provides additional intellectual challenge, social, and emotional support, and the opportunity to gain a more accurate perspective of their own abilities and those of others.

**#6080. 1.1** (continued)

Opportunities should be provided for both direct instruction and facilitation by those teachers trained especially to work with gifted and talented students, as well as by the core educational program teachers. These opportunities should be an integral part of the student's total instructional time.

**K-12 Program Development**

The Board of Education requires the Madison Public Schools' administration and staff, under the direction of the Superintendent, to develop and implement a planned, challenging, and integrated program of instruction for gifted and talented students in the Madison Public Schools (K-12). Each school should incorporate the development of a gifted and talented program as a school-based initiative documented in the school's improvement plan.

Date of Adoption: December 3, 1996

**Time, Place, and Notice of Meetings**

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4  
5 1. Regular Meetings

- 6  
7 A. The Madison Board of Education (the “Board”) shall set a calendar of  
8 regular meetings for the ensuing year at the first regular meeting in  
9 December.  
10  
11 B. In compliance with the Connecticut General Statutes, the Chairperson or  
12 Chairperson’s designee shall file this calendar with the Town Clerk, and  
13 post this calendar on the Board’s Internet web site on or before January  
14 31.  
15  
16 C. Normally the Board shall schedule regular meetings on the first and third  
17 Tuesday of each month of the year except during school holidays, when  
18 the Board shall schedule no regular meetings.  
19  
20 D. If at any point in the meeting the Board should not maintain a quorum,  
21 then the Chairperson of the Board will adjourn the meeting and declare the  
22 time and place of the resumption of the meeting, which shall be reflected  
23 in a written order of adjournment. A copy of the written order of  
24 adjournment will be posted on or near the door of the place where the  
25 meeting was held within twenty-four hours after the time of adjournment.  
26  
27 E. If, in accordance with applicable law, the Board conducts a regular  
28 meeting by means of electronic equipment, the Board shall provide, at  
29 least forty-eight (48) hours before the meeting, direct notification in  
30 writing or by electronic transmission to each member of the Board and  
31 post a notice that the Board intends to conduct the meeting solely or in  
32 part by means of electronic equipment in the Administrative Offices of the  
33 Board, in the office of the Town Clerk, and on the Board’s Internet web  
34 site. Such notice shall include instructions for the public to attend and  
35 provide comment or otherwise participate in the meeting, by means of  
36 electronic equipment or in person, as applicable and permitted by law.  
37

38 2. Special Meetings

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40 A. Special meetings may be held when determined by the Board, when so  
41 called by the Chairperson, or within fourteen (14) days upon written  
42 request of three members of the Board.  
43  
44 B. No special meeting shall be held unless a notice stating the time, place and  
45 purpose of the meeting has been given to each member and to the Town

46 Clerk, and has been posted on the Board’s Internet web site, if available,  
47 twenty-four (24) hours before the time stated for the meeting to convene.  
48

49 1. If, in accordance with applicable law, the Board holds a special  
50 meeting conducted solely or in part by means of electronic  
51 equipment, notice of such meeting shall include whether the  
52 meeting will be conducted solely or in part by means of electronic  
53 equipment. If such meeting is to be conducted by means of  
54 electronic equipment, such notice shall include instructions for the  
55 public, by means of electronic equipment or in person, to attend  
56 and provide comment or otherwise participate in the meeting, as  
57 applicable and permitted by law.  
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59 C. When a majority of the members agree that an emergency exists which has  
60 made a regular notice impossible, such a meeting may be called at a time  
61 or place which may be most convenient. In case of such emergency  
62 meeting, a copy of the minutes setting forth the nature of the emergency  
63 and the proceedings occurring at such meeting shall be filed with the  
64 Town Clerk no later than seventy-two (72) hours following the holding of  
65 such a meeting.  
66

67 3. Meeting Time and Place  
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69 A. All regular meetings of the Board shall begin at ~~7:00~~ ~~7:30~~ p.m. or as soon  
70 thereafter as a quorum is present. All regular meetings of the Board shall  
71 be held in Central Office, unless otherwise ordered by the Board.  
72

73 B. Special Meetings (non-emergency) of the Board shall be held at a time and  
74 place to be determined and announced in advance of meeting.  
75

76  
77 Legal References:

78 Connecticut General Statutes  
79

80 Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of  
81 Information Act.”  
82

83 1-225 Meetings of government agencies to be public. Recording of votes.  
84 Schedule and agenda of certain meetings to be filed and posted on web  
85 sites. Notice of special meetings. Executive sessions

86 1-228 Adjournment of meetings. Notice

87 1-229 Continued hearings. Notice

88 1-230 Regular meetings to be held pursuant to regulation,  
89 ordinance or resolution

90 7-3 Warning of town and other meetings

91 7-4 Record of warning

92 10-218 Officers. Meetings

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94 Date of Adoption: January 23, 2024

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It is the policy of the Madison Board of Education (the “Board”) to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student’s grade.

The Superintendent or superintendent’s designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference:

Connecticut General Statutes § 10-221 (b)

**#6154**

**Homework**

The Madison Board of Education believes that homework is an integral component of the learning process when it is developmentally appropriate. Homework is designed with the intent to engage students in meaningful learning experiences outside of the classroom.

When assigned, homework will provide students the opportunity to reinforce learning and/or promote inquiry through the practice, application, and extension of knowledge and skills, as well as time to reflect upon their own learning. Homework also serves as a communication tool for families to better understand the activities and experiences occurring within the classroom.

The Board recognizes the importance for educators, families and students to promote a healthy lifestyle by balancing academic and non-academic activities, including, but not limited to clubs, extracurriculars, and private family time. In our committed work to develop all learners' capacities to approach learning with persistence, resiliency, reflection, and adaptability, homework assignments shall be planned in accordance with the following principles\*:

- Homework should be meaningful, purposeful, appropriate, reasonable, and thoughtfully planned.
- The quantity and quality of homework should be consistent within grade levels, teams, and courses/classes.
- Research shows a strong correlation between the amount of reading done outside of school and gains in academic achievement. Therefore, it is the expectation that students will read outside the classroom to promote an appreciation of reading.
- Homework assignments should be designed to accommodate varied student abilities and needs.
- Students should be able to complete homework with minimal parental support. There should be a clear understanding of what to do and how to do it.
- Teachers will not make assumptions about resources available in the home, including access to technology.
- Homework should be directly related to the curriculum and driven by student progress.
- Teachers will provide timely feedback.
- Homework will not be assigned with the expectation that vacation time will be needed to complete the assignment.
- The impact of homework on student grades should be clearly communicated to students and families. The weighting of homework in grade calculation shall not be the sole reason for a student failing a course.

*\*Enrollment in particular courses such as Advanced Placement or UConn Early College Experience may include expectations determined by other agencies which exceed these guidelines.*

The assignment of homework shall be determined by teachers in accordance with the individual needs of the students and administrative regulations per level (elementary, middle and high school).

Legal Reference: Connecticut General Statutes

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10-221(b) Boards of education to prescribe rules, policies, and procedures re Board of Education responsibility to develop homework policies

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