

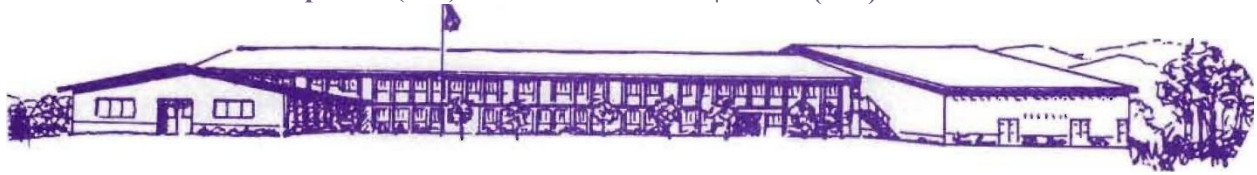
# Milford Central School

Mark Place, Superintendent

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TO: Policy Committee  
FROM: Mark Place, Superintendent  
DATE: January 29, 2021  
RE: Policy Items for February 3, 2021 Policy Committee Meeting

Below are the seven (7) policies that I will be bringing forward for the Policy Committee on 02/03/2021.

POLICY NUMBER	REGULATION	EXHIBITS	POLICY NAME	Notes
1740	X		Relationship with Non-Public Schools	<b>New:</b> This policy will incorporate Policy #4500: Textbook Loan and include provisions for instructional software and hardware which are required under NYSED regulation.
4334			High School Credit for College Courses	<b>Revised and Renumbered:</b> Policy #4334.1 is renumbered to 4334 as there are no policies with the same number. The high school counselor has reviewed and made recommendations for alignment with current practices.
4500			Textbook Loan	<b>Delete:</b> This policy will be incorporated with the new Policy #1740 which is expanded to include instructional software and hardware as required by NYSED regulation.
4511			Textbook Selection and Adoption	<b>Revised:</b> This policy has not been updated since 1988. This revision specifically delegates the selection of textbooks to the professional staff. The criteria are clearly defined for the selection of textbooks and literary works.
4711			Final Examinations	<b>Revised:</b> This policy was last updated in 2005. The high school counselor has reviewed and made recommendations for alignment with current practices.
4713			Acceleration in English Language Arts Program	<b>Delete:</b> This policy was created in 2002, and based on conversations with the high school counselor MCS has never denied a student from enrolling in a course. The references to AP are moot now that MCS no longer offers any of these courses.
4774			Class Rank and Weighted Grading	<b>Revised:</b> As presented this revision simply seeks to more clearly outline the current policy and to remove specificity with regard to courses and to rather require the counselor to maintain a current list. The Board will need to consider whether a Valedictorian/Salutatorian should need a Regents or an Advanced Regents Diploma.

## **FOR BOARD CLERK**

### **NEW POLICY:**

Policy #1740: Relationship with Non-Public Schools

### **REVISED POLICIES:**

Policy #4334: High School Credit for College Courses

Policy #4511: Textbook Adoption and Selection

Policy #4513: Selection of Library Materials

Policy #4513-R: Selection of Library Materials Regulation

Policy #4711: Final Examinations

Policy #4774: Class Rank and Weighted Grading

### **RENUMBERED POLICIES:**

Policy #4334.1: High School Credit for College Courses RENUMBERED to #4334

### **DELETED POLICIES:**

Policy #4500: Textbook Loan

Policy #4713: Acceleration in English Language Arts Programs



# **MILFORD CENTRAL SCHOOL DISTRICT**

## **POLICY# 1740**

### **RELATIONSHIP WITH NON-PUBLIC SCHOOLS**

( ) REQUIRED  
(X) LOCAL  
( ) NOTICE

In recognition of its responsibility under state law and regulation, the Milford Central School District Board of Education (the Board) shall make available required public school materials, equipment, and services to resident students who attend nonpublic schools.

#### **Textbook Loan**

The Board recognizes that section 701 of the Education Law requires all Boards to purchase and to loan, upon individual request, textbooks to all children residing in the district who are attending grades kindergarten through twelve in any public or nonpublic school that complies with the compulsory education law.

It is also understood that the textbooks must be “loaned free” to the children, but Boards may make reasonable rules and regulations regarding such loan(s).

Therefore, the following rules and regulations shall govern the loan of textbooks to residents of the Milford Central School District (the District) attending nonpublic schools:

1. The textbooks shall remain the property of the District.
2. The textbooks shall be returned at the end of the nonpublic school year.
3. If lost or destroyed, the textbooks shall be paid for in the same fashion as the students attending District schools.

#### **Instructional Computer Hardware and Software Loan**

The Board recognizes its responsibility to loan instructional computer hardware and software, upon request, to all pupils legally attending nonpublic elementary or secondary schools located in the District. The District shall loan instructional computer hardware and software on an equitable basis. However, software and hardware purchased with any local, federal, or state funds, other than Instructional Computer Hardware or Software Aid funds, are not required to be loaned to nonpublic school students.

In addition, the District will only purchase and loan software programs that do not contain material of a religious nature.

All requests for the loan materials under this policy must be submitted to the Superintendent by no later than July 1<sup>st</sup> of the school year preceding the year in which the materials are requested for use.

Ref:

Education Law §§701; 751-754; 1709; 3204; 3602-c  
8 NYCRR §175.25; 21.3

Adopted: March 11, 2021

This policy incorporates Policy #4500: Textbook Loan (deleted) and includes provisions for instructional software and hardware which are required under NYSED regulations.



# **MILFORD CENTRAL SCHOOL DISTRICT**

## **POLICY# 4334**

### **HIGH SCHOOL CREDIT FOR COLLEGE COURSES**

( ) REQUIRED  
(X) LOCAL  
( ) NOTICE

The Board of Education recognizes the value that college courses can add to a student's educational program. Accordingly, high school credit will be awarded to students who enroll in and complete approved courses offered by accredited colleges and universities, as follows:

1. Students who wish to participate in college courses must meet specific academic, grade level and course work requirements as set forth by the Superintendent of Schools.
2. The student will be responsible for obtaining a numerical grade from the instructor. No high school credit will be awarded without a numerical grade.
3. One semester of college course work (3 credit hours) shall be equivalent to 1/2 unit(s) of high school credit.
4. College courses taken on the initiative of the student and not offered as part of the district's curriculum shall be at the student's sole expense, including tuition, fees, books, and any other expense.
5. College courses taken by a student with a disability as part of that student's Individual Education Plan, as determined by the Committee on Special Education, shall be provided by the district at no cost to the student.
6. High school credit shall not be granted for any college course for which a student receives a failing grade.

Adopted: October 26, 2000

Revised: March 11, 2021

This policy was previously numbered as 4334.1 and is renumbered to 4334 as there are no policies with the same number. The high school counselor has reviewed and made recommendations for alignment with current practices

4334

## MILFORD CENTRAL SCHOOL HIGH SCHOOL CREDIT FOR COLLEGE COURSES

The Board of Education recognizes the value that college courses can add to a student's educational program. Accordingly, high school credit will be awarded to students who enroll in and complete approved courses offered by accredited colleges and universities, as follows:

1. Students who wish to participate in college courses must meet specific academic, grade level and course work requirements as set forth by the Superintendent of Schools.
2. The number of college courses a student may participate in each school year shall be subject to the approval of the Superintendent of Schools and the high school Principal. The course content, equivalency of instruction, and time requirements shall be approved in advance by the Principal and the Superintendent. In the case of students with disabilities, the above must also be approved by the Committee on Special Education (CSE).
3. College courses offered over the Distance Learning Network are the only acceptable courses of study for both high school and college credit. Students wishing to receive both high school and college credit must so inform the Guidance Office at the time of enrollment in the course of study. No high school credit will be awarded unless the student and his/her parent make that decision on the day of enrollment.
4. The only exception to paragraph 3 will be for a student who has successfully completed the AP English course and has earned a 4 or better on the AP test. These students may take a college English course in lieu of English 12. Students and their parents must realize that a failing grade in the college course(s) will prevent the student from graduating.
5. The student will be responsible for obtaining a numerical grade from the instructor. No high school credit will be awarded without a numerical grade.
6. One semester of college course work (3 credit hours) shall be equivalent to  $\frac{1}{2}$  unit(s) of high school credit.
7. College courses taken on the initiative of the student and not offered as part of the district's curriculum shall be at the student's sole expense, including tuition, fees, books, and any other expense.
8. College courses taken by a student with a disability as part of that student's Individual Education Plan, as determined by the Committee on Special Education, shall be provided by the district at no cost to the student.
9. High school credit shall not be granted for any college course for which a student receives a failing grade.
10. All requests shall be considered fairly and impartially.

#2, #3 and #4 were removed to align with current practices

First Reading: October 19, 2000  
Adopted: October 26, 2000

Renumbered to 4334  
and Revised

03 / 11 / 2021

DELETE

FILE: 4500

## TEXTBOOK LOAN

All resident students, both public and non-public shall be eligible for textbook loans. The only exception will be resident pupils attending schools out of state. Textbooks will be loaned free of charge.

Each student will be loaned necessary textbooks at the beginning of the school year. The student is expected to return these textbooks in as good condition as when they received them after consideration of ordinary wear. On those books that show damage other than ordinary wear the student will be assessed a fine by the individual subject teacher based upon the condition of the book when the student received it, the cost of repair, and the replacement cost. The student's final report card will not be released until all such fines have been paid.

Requests from students attending non-public school must be received by the Superintendent prior to April 1 of the year preceding the school year for which the requests are being made. All requests must provide at least the title, the author, the publisher, the date of publication, and the name of the student making the request. Books loaned to students of non-public schools remain the property of the Milford Central School District and must be returned upon request or otherwise accounted for. Students who return damaged books will be assessed a fine on the same basis as the students of the public school.

The Board expects the useful life of a textbook to be 5 years. Replacement of a useable textbook less than 5 years of age will require a favorable 3/4 vote of the Board of Education.

This policy is being deleted and the topic of loans to students attending non-public schools is being included in the new Policy #1740: Relationship with Non-Public Schools.

Education Law Section 701  
Commissioner's Regulations 21.1 and 21.2

Adopted: February 28, 1983

Deleted - Refer to New Policy #1740  
03 / 11 / 2021



# MILFORD CENTRAL SCHOOL DISTRICT

## POLICY# 4511

### TEXTBOOK SELECTION AND ADOPTION

( ) REQUIRED  
(X) LOCAL  
( ) NOTICE

The Board of Education of the Milford Central School District delegates responsibility to the professional staff for the selection of textbooks, library resources, and other instructional materials.

The superintendent or designee shall establish objectives and criteria for selection of textbooks and a method for selecting staff members who shall serve in the selection and recommendation process.

The following criteria are to be considered in the selection of textbooks:

1. qualifications of the author(s) on the subject;
2. adaptability to existing instructional program;
3. accuracy of the information presented;
4. sufficient scope to meet the requirements of the curriculum as developed locally and approved by the State Education Department;
5. objectivity and impartiality in treatment of subject matter and freedom from bias and prejudice;
6. high quality format in respect to typography, arrangement of materials or pages, cover design, size, and margins;
7. appropriateness to grade level as to vocabulary, sentence structure, and organization;
8. meet grade-to-grade requirements: they should contain supplementary aids to learning, when desirable and necessary, such as a table of contents, introduction, study activities, exercises, questions, problems, selected references, bibliography, index, glossary, and appendices;
9. should include appropriate illustrative materials: pictures, maps, charts, graphs, diagrams, etc., which clarify the text and enrich the content;
10. should fairly represent the many ethnic and cultural groups and their contribution to American heritage; and
11. a reasonable balance of viewpoints regarding controversial issues should be presented.

The following criteria are to be considered in the selection of literary works for classroom use in teaching literature, as well as the assignment of such works to particular grade levels:

1. use of a compositional style that contributes to the reader's critical and appreciative understanding of the work;
2. sophisticated use of literary devices (i.e., metaphor, point of view, tone) to further student understanding of written concepts;
3. levels of student maturity and experience necessary for empathic reading of literature;
4. capacity of a work to capture student interest;
5. thematic treatment that promotes sound and healthy values for students;
6. intrinsic qualities that establish a work as a significant part of the literary heritage; and
7. sufficient variety to avoid duplication of theme, plot, setting, etc., unless such duplication affords opportunities for comparison and contrast or serves to reinforce understanding.

**Ref:** Education Law §§701 et seq.; 1711; 2508; 2566

Adopted: October 26, 1988

Revised: March 11, 2021

This policy has not been updated since 1988. This revisions specifically delegates the selection of textbooks to the professional staff. The criteria are defined for both the selection of textbooks and literary works.



## TEXTBOOK SELECTION AND ADOPTION

The Board has the responsibility of designating the textbooks to be used in the schools. It will base its choice of textbooks on the recommendation of the Superintendent, who may involve appropriate supervisory and teaching staff members in the selection of textbooks as he deems appropriate. The textbooks recommended for adoption will support the best current instructional methods and be consistent with the curriculum established for the school.

A textbook is defined as "any book, or a book substitute, which shall include hard covered or paperback books, work books, or manuals which a pupil is required to use as a text, or a text-substitute, in a particular class or program as a primary source of study material intended to implement a major part of a state curriculum or a state approved local curriculum in the school he legally attends".

Textbooks, once designated, cannot be superseded within a period of five years except by a three-fourths vote of the Board.

The Board will provide textbooks to all students attending its schools. Children who are residents of the district and attend non-public or private schools will be loaned textbooks designated for use by this Board. Private school students will make individual requests for each textbook they require.

This policy did not delineate who was responsible. Paragraph three, to the best of anyone's memory, has never been adhered to, and in today's world where e-Books and other new types of "textbooks" are available, it is not really applicable anymore.

The last paragraph is now included in Policy #1740: Relationship with Non-Public Schools

Adopted: October 26, 1988

Revised  
03/11/2021





**MILFORD CENTRAL SCHOOL DISTRICT**  
**POLICY# 4711**  
**FINAL EXAMINATIONS**

☐ **REQUIRED**  
☒ **LOCAL**  
☐ **NOTICE**

Students in grades 7-12 taking a Regents examination are not required to take a local examination as well.

Adopted: September 30, 1991

Revised: August 10, 2005

Revised: March 11, 2021

This policy was last updated in 2005. The high school counselor has reviewed and made recommendations for alignment with current practices.

## FINAL EXAMINATIONS

Effective June, 1989, students in grades 7-12 taking a Regents examination are not required to take a local examination as well.

To retain flexibility, mitigating circumstances may cause teachers and/or students in heterogeneously-grouped Regents classes to consider taking a local final examination in lieu of the Regents examination at the end of 40 weeks. This decision should be reached by the student and teacher collectively, with a recommendation to the principal. The principal will make the final determination as to which examination the student should take. The principal reserves the right to expect the student to take both examinations under certain circumstances.

The students who take physics during their senior year will take a local final examination and the Regents examination. The higher of the two exam grades will be averaged into their final average.

Paragraphs # 2 and #3 have been moot for many years per conversation with the high school counselor.

First Reading:	September 12, 1991
Adopted:	September 30, 1991
Amended	August 10, 2005

Revised

03/11/2021

### **Acceleration in English Language Arts Program**

**Students who excel in the area of English Language Arts may be accelerated in their sophomore year. The program will consist of:**

**Advance Placement English Composition in Grade 10**

**Advanced Placement English Literature in Grade 11**

**College Level English Composition Class – Grade 12, One Semester**

**College Level English Literature Class – Grade 12, One Semester**

**Or**

**Quarterly Senior Electives in English Language Arts – Grade 12**

**Criteria for acceleration:**

**95+ Overall average in English 9**

**Scored at Level 4 on the New York State 8<sup>th</sup> Grade ELA Assessment**

**Teacher recommendation – based on grade of 95+ on quarterly  
assessment portfolios at the A Level (equivalent to AP  
assignments)**

**To remain in the accelerated program, a student must maintain a minimum quarterly average of 85.**

This policy was created in 2002, and based on conversations with the high school counselor MCS has never denied a student from enrolling in a course. The references to AP are moot now that MCS no longer offers any of these courses.

*Deleted*  
*03/11/2021*



# MILFORD CENTRAL SCHOOL DISTRICT

## POLICY# 4774

### CLASS RANK AND WEIGHTED GRADING

( ) REQUIRED  
(X) LOCAL  
( ) NOTICE

#### CLASS RANK

Class rank will be determined at the end of the third quarter of the senior year.

In order to qualify for selection as Valedictorian or Salutatorian, a student must have:

- completed the requirements for a Regents Diploma.
- completed at least three quarters in the senior class and one semester in the junior class.

Class rank and GPA will be determined by a weighted, cumulative numerical accounting of each student's final course averages from Grade 9 through graduation.

#### Additional Weights:

**4th Level Course of a Regents Sequence:** One (1) point shall be added to the final grade

**College Courses:** Two (2) points will be added to the final grade

College courses are those offered and taught under the direction of an accredited institution of higher education. Any college course taken in order to satisfy graduation requirements, with prior approval of the administration, will be weighted per this policy.

**Advanced Placement (AP) Courses:** Two (2) points will be added to the final grade

Advanced placement courses are those offered and taught following guidelines as provided for Advanced Placement courses by The College Board. They provide the opportunity for a student to take a national examination through which they may qualify for college/university credit.

The high school counselor will maintain a list of current courses that are eligible for additional weighting.

Effective with the graduating class of 2026, a student must complete the requirements for an Advanced Regents Diploma in order to qualify for selection as Valedictorian or Salutatorian.

Adopted: September 22, 2005

Revised: March 11, 2021

**SUBJECT: CLASS RANK AND WEIGHTED GRADING**

Valedictorian and Salutatorian will be determined at the end of the third quarter of the senior year. Selection will be made from those students who have completed the requirements for a Regents Diploma. In order to qualify for these honors, a student must have completed at least three quarters in the senior class and one semester in the junior class.

Class rank and GPA will be determined by a weighted, cumulative numerical accounting of each student's final course averages from Grade 9 – graduation. This policy becomes effective for the Class of 2009.

**Grades will be determined as follows:**

4<sup>th</sup> level course of a Regents sequence: One (1) point shall be added to the final grade

AP / College courses: Two (2) points will be added to the final grade

Any college course taken in order to satisfy graduation requirements, with prior approval of the administration, will be weighted per this policy.

Advanced placement courses are those offered and taught following guidelines as provided for Advanced Placement courses by The College Board. They provide the opportunity for a student to take a national examination through which they may qualify for college/university credit.

College courses are those offered and taught under the direction of an accredited institution of higher education.

4<sup>th</sup> Year non-required courses:

- French/Spanish 4
- Math 12X (Math104)
- Regents Physics

AP Courses:

- AP Language and Composition

College Courses:

- SUNY Albany UHS Course A English 121L- Reading Literature
- SUNY Albany UHS Courses English 144L- Reading Shakespeare
- SUNY Albany US History
- SUNY Calculus –Math 112
- SUNY Albany / AP Biology
- SUPA Economics

Approved: 9/22/05

We are looking to remove the specificity of the course lists as they are subject to change on a yearly basis, and should not be included in a policy.

We are also looking to update the policy with a possible requirement for an Advanced Regents Diploma for Valedictorian/Salutatorian.

*Revised*

*03/11/2021*