

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PUBLIC SCHOOLS**

**COMMUNITY RELATIONS**

**SERIES 1000**

		<b>Number</b>	<b>Policy or Regulation</b>
0.	Concept and Roles in Community Relations .....	1000	P
1.	Communications with the Public.....	1100	P
	A. Media of Communication		
	(1) Parent Involvement.....	1110.1	P/R
	(2) Use of Education Television Channel.....	1111	P/R
	(a) School Directory .....	1111.1	P
	(3) News Media Relationships (Public Press, Radio, & TV) .....	1112	P
	(a) Coverage of Board of Education Meetings .....	1112.1	P
	(4) School News Releases		
	(a) Access to Information.....	1112.3	P
	(b) Video Taping of Staff/Students .....	1112.6	P/R
	(5) District-Sponsored Social Media.....	1114	P
	(6) Distribution of Materials by Students/Use of Students .....	1140	P
	B. Responsibilities of Board Members and School Personnel.....	1150	P
	C. Recognition of Citizens, Staff Members, Members of Board of Education, Students.....	1170	P
2.	Participation by the Public		
	A. School-Community Associations.....	1210	P
	(1) School Volunteers.....	1212	P/R
	B. Citizens' Advisory Committees		
	(1) For the Board of Education .....	1221	R
	C. Visits to the Schools.....	1250	P
	(1) Loitering or Causing Disturbances.....	1251	P
3.	Public Activities Involving Staff, Students or School Facilities		
	A. Relations between Public and School Personnel		
	(1) Public Complaints.....	1312	P/R
	(2) Gifts to School Personnel .....	1313	P
	(3) Conduct on School Property.....	1316	P
	B. Relations between Public and Students		
	(1) Contests for Students .....	1322	P
	(2) Awards to Students.....	1323	P
	(3) Advertising and Promotion .....	1325	P
	C. Use of School Facilities		
	(1) Smoke Free Environment.....	1331	P
	(2) Naming of Amity Regional School District #5 Facilities.....	1331(a)	P
	D. Access to School Procedures and Materials .....	1340	P
	E. Senior Citizens' Benefits.....	1350	P

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PUBLIC SCHOOLS**

**COMMUNITY RELATIONS**

**SERIES 1000**

	<b>Number</b>	<b>Policy or Regulation</b>
4. Relations between other Governmental Agencies and the Schools		
A. Local Units		
(1) Law Enforcement Agencies .....	1411	P/R
(2) Fire Department .....	1412	P
(3) Fiscal Authority .....	1416	P
B. State Government .....	1430	P
5. Relations between Area, State, Regional and National Associations and the Schools		
A. Accreditation Agencies.....	1531	P
6. Otherwise Lawful Possession of Firearms on School Property .....	1700	P

## Community Relations

### Concept, Goals and Roles in Community Relations

The Board of Education recognizes that the community, defined broadly as the State and specifically as the area served by the school system, determines the quality educational provisions available and the quality of the educational output. Hence, it is imperative that members of the community and of the school personnel cooperate in planning, policy development, implementing programs, and evaluating results.

School-community relations, then, are not merely reporting and interpreting. Rather, they are the pursuit of a public enterprise in which members of the community and school personnel play their respective roles to further the best interest of the school.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

## Community Relations

### Public Information Program

It is the responsibility of the Superintendent to employ such means as may be available to inform the citizens of the activities of the schools. It is the Superintendent's responsibility to remain sensitive to the interests and aspirations of the community. The Superintendent from time to time will initiate efforts to assess these interests.

The Board of Education, through the Superintendent, will seek to keep the public informed as to the needs and activities of the schools through the following actions:

1. By encouraging the school administration to cooperate with the various news media in releasing information;
2. Through issuing special publications about the Amity Regional Schools to parents and the public from time to time; and
3. By encouraging school personnel to meet with organizations and groups in the community to explain school programs and to seek community views and opinions.

### Public's Right to Know

In today's world of increasing news emphasis on education, the people have become more aware of public education and more interested in it.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate such information.

It is the desire of the Board that the citizens of the district be fully informed of Board policies and actions. The exception to this is deliberations involving individual employees or students or school business matters of a confidential nature.

## **Community Relations**

### **Communications with the Public**

#### **Parental Involvement**

The Amity Regional District Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as well-informed partners.

Although families are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. The Amity Regional School District and its schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Amity Regional Board of Education supports the development, implementation, and regular evaluation of a parent involvement program in each school that will involve parents at all grade levels in a variety of roles. Such parent involvement policies will include, but not be limited to, the following components:

- Communication and shared information between home and school is regular, two-way, and meaningful.
- Parents are welcome in the school, and their support and assistance are sought.
- Input from parents on significant school-related issues is sought.
- Parents are informed as to how they can assist in their children's learning.
- Community resources are available to strengthen school programs, family practices, and student learning.

#### **Parental Involvement Procedures**

**Communication and shared information between home and school is regular, two-way and meaningful.**

- Distribute a comprehensive handbook
- Provide parents with a written schedule of open houses and parent-teacher conferences
- Encourage teachers to report student progress through mid-marking reports
- Send out a principal's newsletter
- Share the district/building parental contract with parents
- Sponsor new teacher workshops on conducting effective parent conferences

## **Community Relations**

### **Communications with the Public**

#### **Parental Involvement Procedures (continued)**

##### **Parents are welcome in the school and their support and assistance are sought.**

- Sponsor open houses
- Encourage parent volunteer opportunities
- Welcome parents during National Education Week
- Encourage parents to join the Parent-Teacher-Student Association (PTSA) district-wide

##### **Input from parents on significant school-related issues is sought.**

- Establish a Parent Involvement Committee for the development of the parent compact
- Work with parent/teacher organizations to support school initiatives
- Encourage parents to attend Board of Education meetings
- Conduct parent forums on education issues

##### **Parents are informed as to how they can assist in their children's learning.**

- Develop a newsletter that outlines helpful tips for parents to support their children's education
- Develop and distribute parental informational brochures created by Support Services Department to parents at open houses, parent-teacher meetings, and guidance functions
- Continue parent programs supported by the high school Guidance Department

##### **Community resources are available to strengthen school programs, family practices, and student learning.**

- Continue Guidance Department programs on the college process, financial aid, and the school to-work/transition program
- Continue to distribute Support Service Department parent informational pamphlets informing the community of available resources
- Continue job-shadowing opportunities for students to link them with community professionals/services
- Continue to support students and families through the high school scholarship program
- Inform parents of excellence in student achievement through district Curriculum Night
- Continue to encourage PTSA to co-sponsor activities promoting student success

## Community Relations

### Communications with the Public (continued)

#### District-Level Parental Involvement Compact

1. The Amity District involves parents/guardians in the joint responsibility of Amity's plan to help all children meet challenging achievement and academic standards and the process of school review and improvement by:
  - Establishing a District-level committee with parents/guardians liaisons from each building
  - Establishing meaningful, ongoing three-way communication among the District, staff, and parents/guardians
  - Developing a District newsletter to communicate to parents/guardians about the plan and seek their input and participation
  - Training personnel in ways to collaborate effectively with families with diverse backgrounds that may impede parents/guardians participation
  
2. The Amity District provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parents/guardians involvement activities to improve student academic achievement and school performance by:
  - Providing ongoing District-level workshops to assist buildings in planning and implementing improvement strategies
  - Establishing training programs for building liaisons to bring communication and facilitation skills to the buildings they represent
  - Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress
  - Seeking input from parents/guardians in developing workshops
  
3. The Amity District builds the capacity of schools and parent/guardians for strong parental involvement by:
  - Providing ongoing communication about the district-wide committee through district-wide newsletters, websites, or other written or electronically communicated means
  - Engaging the building PTO's and PTSA's actively to seek out and involve parents/guardians through regular communications updates and information sessions
  - Utilizing PTO's and PTSA's to assist in identifying effective communication strategies based on their members' needs
  - Providing a master calendar of district meetings to discuss pertinent topics

## Community Relations

### Communications with the Public

#### District-Level Parental Involvement Compact (continued)

4. The Amity District coordinates and integrates parents/guardians involvement strategies under this compact with parents/guardians involvement strategies under other programs (such as HEAD Start program, Reading First program) by:
  - Involving district, building, and parent representatives from other programs to assist in identifying specific population needs
  - Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement
  
5. The Amity District conducts, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parents/guardians involvement policy in improving the academic quality of all the district schools (Title I and non-Title I, including identifying barriers to greater participation by parents/guardians in activities authorized by this section (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parents/guardians involvement, and to revise, if necessary, the parents/guardians involvement policies described in this section by:
  - Evaluating the effectiveness of the content and communication methods through a variety of ways, including: focus groups, surveys, workshops, written communications, and informal coffees with district and building administrative staff, parents/guardians, and teachers
  - Identifying barriers to effective evaluation by language support or other assistance as needed
  - Identifying potential policy and compact changes to revise and improve programs
  
6. The Amity District involves parents/guardians in the activities of the district schools, including those served under Title I, by:
  - Providing communications and calendar information to parents/guardians of upcoming meetings, discussions, or events and encouraging their participation
  - Providing building principal and PTO/PTSA coordination of events



**Community Relations**

**Communications with the Public**

**District-Level Parental Involvement Compact** (continued)

Legal Reference: Connecticut General Statutes

10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290

## **Community Relations**

### **Use of Education Television Channel**

#### **Mission**

It is the mission of the Education Channel to provide an opportunity for public involvement in local education, to inform the public of education and community life, and to document education activities. The provision of educational opportunities for school children is vital to this mission.

#### **Goals**

It is the goal of the Education Channel to:

1. Provide local citizens with increased access to education meetings through live and recorded television programming.
2. Provide television programming to inform local citizens of the operations and activities of the local education and its agencies.
3. Provide television programming to increase information available to citizens about political issues, candidates and elections.
4. Produce and transmit other informational television programs of interest and value to local residents which are otherwise neither available nor provided by other sources.
5. Provide opportunities for citizen involvement and interaction in the development of the local Education Channel programming.
6. Provide instructional opportunities for local public school students.

## **Community Relations**

### **Use of Education Television Channel**

#### **Operational Guidelines**

##### **Access**

The use of the Education Channel shall be limited to the Board of Education programming. The use of studio facilities operated by the Board of Education shall have student instruction as its primary goal.

##### **Board of Education sponsored programs include, but are not limited to:**

1. Direct instruction
2. Presentation of school programs, including political discussions or debates, provided they are sponsored, organized and controlled by school personnel (such activities must be balanced as to content)
3. Presentation of school activities, performances or ceremonies
4. Meetings and hearings (Such coverage shall be "gavel to gavel" and will depict all speakers.)
5. Other school related activities as approved by the Superintendent

##### **Political Issues**

Political programs will be limited to one local "candidates night" per elected body of a non-partisan format within 30 days of a town election. The appearance of an elected official, (example: the Governor, Senator) in his/her official capacity shall not be considered a political program unless the elected official is running for office and the appearance is within 60 days of that election.

##### **Authority**

All matters regarding the use and implementation of programming for the Education Channel for educational programming will rest with the Superintendent of Schools or his/her designee(s).

##### **Advertising**

Advertising will be limited to product, ticket sales, and free events sponsored or approved by the Board of Education.

## **Community Relations**

### **Use of Education Television Channel**

#### **Operational Guidelines** (continued)

#### **Copyright**

All Education Channel programming must strictly abide by copyright regulations.

#### **Copying**

Copies of locally developed programs will be made available from time to time at an established rate of \$10 per 30 minutes or a fraction thereof. This fee can be modified at the discretion of the Superintendent of Schools or his/her designee(s).

#### **Facilities/Equipment**

The studio and equipment located within the public schools shall be used for the production of the Education Channel programming. This equipment may be used for such purpose as long as said use does not interfere with the operation of the schools education program. The education of the public school students is the primary function of this equipment.

#### **Personnel**

The Superintendent of Schools shall hire/appoint a person to be responsible for the following:

- Education Channel character generator operation,
- operation of the "head end" equipment,
- coordination of all local Education Channel activities,
- solicitation and training of volunteers to produce Education Channel programs,
- scheduling use of facilities/equipment, communication between the school instructional program and the Education Channel production crews,
- development of needs lists; and
- any other responsibilities as deemed appropriate.

#### **Procedures**

A "Video Proposal" form must be completed prior to the development of any program produced for the Education Channel which is not developed by school.

## Community Relations

### School Directory

The Superintendent of Schools shall develop personnel directories subject to the following conditions:

- The Directories will be distributed only to persons or organizations authorized by the Superintendent or Board of Education.
- The Personnel Directory shall not be distributed for political or commercial use.

(cf. 1340 - Access to School Procedures and Materials)

(cf. 4112.6 - Personnel Records)

(cf. 9330 - Board/School System Records)

## Community Relations

### News Media Relations

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator prior to access.
6. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.
7. In the case of photographs, video recordings, live streaming, and/or articles referring to students involved in performance events, parents and/or guardians are informed of the requirements of the program.
8. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.

Legal Reference: Connecticut General Statutes

1-226 Recording, broadcasting or photographing meetings

## Community Relations

### Coverage of Board of Education Meetings

Agendas of regular Board of Education meetings shall be released to newspapers for publication in advance of meetings. Items may be added to the published agenda by a two-thirds vote of the members present and voting at the meeting.

(cf. 9324 - Advance Delivery of Meeting Materials)

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings. Executive sessions

1-21 c Mailing of notice of meetings of persons filing written request

## **Community Relations**

### **Access to Information**

The charge to supply information in response to Freedom of Information requests shall be .50/page or the actual cost of material if higher.



## **Community Relations**

### **Videotaping of Staff/Students**

Videotaping and filming of school district employees shall have the prior written consent of the building Principal and the participating employees. Any student who does not wish to be filmed, videotaped, or interviewed and identified as a primary subject of such filming or videotaping may sign the Amity Photo/Video Release form included in the Parent/Student Handbook. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release waiver forms shall be obtained from each participating employee and his/her Principal.

(cf. - 1112 News Media Relationships)

## Community Relations

### Videotaping of Staff/Students

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive rights for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. Permission must be obtained from the building Principal or a designated administrator and participating employees before videotaping or filming is begun.
3. Prior to filming or videotaping, requests must be checked to determine parental approval.
4. Film or videotape of a district employee shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his/her designee.
6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent/release/waiver and the approval of the Superintendent of Schools and the Board of Education.
7. The policy also does not apply to employees who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.

(cf. 1112 - News Media Relationships)

(cf. 1112.5 - Media Access to Students)

(cf. 5125 - Student Records)

(cf. 6145.4 - Student Performances)

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

Dear Parent,

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives from the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible, we also respect each student's right to privacy guaranteed by the "Family Education Rights and Privacy Act of 1974." Please return the form below to your child's teacher so that it can be kept on file.

Sincerely

\_\_\_\_\_

Principal

=====

**Parental Permission for Interview/Photograph by Media of a Student  
Enrolled in the Amity Regional School District No. 5 School System.**

I do hereby grant permission for my child \_\_\_\_\_ (name) \_\_\_\_\_ to be interviewed/photographed by a journalist/photographer/cameraman from (news service) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_ at \_\_\_\_\_ (location) \_\_\_\_\_ School in an activity that is being coordinated by \_\_\_\_\_ Schools.

\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_

(Date)

## **Community Relations**

### **District-Sponsored Social Media**

The Board of Education (Board) recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

### **Guidelines for Content**

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Freedom of Information Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

### **Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

## Community Relations

### District-Sponsored Social Media

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in other applicable Board policies shall also apply to official District social media platforms.

Social media and networking sites and other online platforms shall not be used by District employees to transmit confidential information about students, employees, or District operations.

All employees participating in the use of efficient District social media platforms and District endorsed social media shall follow the Connecticut Code of Professional Responsibility for Educators as stated in the Regulations of Connecticut State Agencies, Section 10-145d-400a.

- (cf. 1100 – Communications with the Public)
- (cf. 1110.1 – Parent Involvement)
- (cf. 1112 – News Media Relationships)
- (cf. 4118.5/4218.5 – Staff Acceptable Computer Use)
- (cf. 4118.51/4218.51 – Social Networking)
- (cf. 5114 – Suspension/Expulsion; Due Process)
- (cf. 5125 – Student Records)
- (cf. 5131 – Conduct)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5142.2 – Freedom of Expression)
- (cf. 5144 – Discipline)
- (cf. 6141.321 – Acceptable Computer Use)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student Work/Photographs)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6145.5 – Student Organization and Equal Access)
- (cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

## Community Relations

### District-Sponsored Social Media

46b-56(e) Access to Records of Minors.

Regulations of Connecticut State Agencies, Section 10-145d-400a, (Professional Responsibility for Educators)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

## Community Relations

### Distribution of Materials by Students (Use of Students)

Printed materials may be distributed to parents by students as inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

### Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the decision of the Superintendent will be final in order that the best interests of the students will be served.

### Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location, and question or proposal may be disseminated through the students. This information may not contain statements, or be written in a manner which may advocate a position on the budget or on a referendum question.

Legal Reference: Connecticut General Statutes  
9-369b Explanatory text relating to local questions.

## Community Relations

### Communication with the Public

#### Responsibilities of Board Members and School Personnel

It is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Board of Education policy and school policies and programs in order that they may better advance public understanding of the schools.

(cf. 9020 – Public Statements)

Legal Reference:      Connecticut General Statutes  
                                 10-13 Making of reproductions  
                                 1-14 “Certified copy” defined. Evidence  
                                 1-16 Reproductions  
                                 1-17 Reproductions to serve purposes of originals  
                                 1-18 Disposition of original documents  
                                 1-200-1-241 Freedom of Information Act  
                                 10-220 Duties of boards of education.



## **Community Relations**

### **Recognition of Students, Citizens, Staff Members, and Members of the Board of Education**

The Board of Education is committed to recognize and to honor citizens, students, staff, and groups whose distinguished or exceptional achievements benefit the school system. Persons so honored shall include retiring staff and Board members who have contributed to the school system over an extended period of time. The Board may extend recognition at Board meetings through letters of recognition, or other methods.

## **Community Relations**

### **Memorials for Deceased Students or Staff**

From time to time requests are made to honor a deceased student or employee of the Amity Regional School District. Recognizing that the loss of a member of the school community is deeply felt, our schools provide support for staff, students and families who feel the loss, and assist with connections to appropriate community resources.

The preferred method for memorializing a deceased member of the school community is by means of a memorial scholarship. Criteria for the memorial scholarship may be developed by the individual or group wishing to honor the deceased member of the community. Criteria shall be finalized in consultation with the high school principal and the director of counseling services. Memorial scholarship awardees shall be selected solely by the high school scholarship committee following the criteria established. Individuals or groups conveying the scholarship shall be invited to present the scholarship to the selected student(s) at the appropriate awards event.

Physical memorials are not encouraged

Policy approved: 12/8/08

**Amity Regional School District No. 5  
Woodbridge, Connecticut 06525**

## **Community Relations**

### **Relations with the Board**

The Board of Education recognizes that as officials of the Regional Board, individual members are elected by the voters of a particular town. However, the Board is committed to conducting the District's business and fulfilling its responsibilities as a regional Board of Education. Therefore, a board member's primary responsibility is to serve the entire District. In addition to many other responsibilities, Board members should be responsive to the concerns expressed by the citizens of the community who elected them.

With this relationship established, it is the Board's position that the District and its citizens can best be served when problems that arise are resolved at the most immediate level of responsibility, or at an administrative level closest to the level of immediate responsibility.

The immediate responsibility concerning an individual student regarding educational matters is with the classroom teacher or subject teacher. Until such time a problem has been resolved, individuals should proceed through the next levels of responsibility until an understanding is reached. In most instances levels for responsibility proceed starting with the teacher to the school administrator, to the Superintendent of Schools, and to the Board of Education.

The immediate level for responsibilities regarding administrative matters is generally with the administrator of each school.

The immediate level for responsibility regarding the implementation of Board policies and District wide administrative matters is with the Superintendent of Schools.

The immediate level for responsibility regarding the formulation of Board policies and the establishment of rules and regulations as required by State law is with the Board of Education.

Finally, it is the Board's position that concerns expressed by individuals to individual Board members will be entertained by the Board after it has received sufficient evidence through its Superintendent of Schools that all means for resolving concerns at lower levels of responsibility have been exhausted, and that the parent(s) or citizen(s) involved have stated their concern in writing to the Chairperson of the Board of Education.

## **Community Relations**

### **School-Community Associations**

The purpose of Parent-Teacher Associations is to promote the educational welfare of the students, families, and teachers of the school district without seeking to control the policies of the schools or to direct their administration. The Board recognizes Parent-Teacher Associations as important channels for the sharing of viewpoints between parents, faculty, administration, and the Board of Education. The Board welcomes the assistance of the Parent-Teacher Associations in the on-going improvement of schools.

## Community Relations

### School Volunteers

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Volunteers who may be in an unsupervised situation with students are required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Principals shall maintain a quarterly list of all regular and/or occasional volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

## **Community Relations**

### **School Volunteers**

#### **Securing and Screening Volunteers**

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who is a “registered sex offender,” or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. No person convicted of a felony involving a minor or convicted of any felony within the past five years will be allowed to serve as a volunteer.
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

## Community Relations

### School Volunteers

#### Securing and Screening Volunteers (continued)

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Foregoing exclusion based on any indicators listed in Section 2 above, and absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include but are limited to: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

AMITY REGIONAL SCHOOL DISTRICT #5 PUBLIC SCHOOLS  
Woodbridge, Connecticut

**Volunteer Information Form and Waiver of Liability**

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink.*

**Information Form**

Name: \_\_\_\_\_  
*Last First Middle Telephone*

Address: \_\_\_\_\_  
*Street City Zip Code*

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer?  Yes  No

At which school(s)? \_\_\_\_\_ Year(s)? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

**Information Regarding Criminal Conviction, Placement on DCF Child Abuse and Neglect Registry or Sex Offender Registry**

- |  |   |  |
|--|---|--|
| (a) Are you a sex offender listed on a state or federal sex offender registry? | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (b) Are you listed on any DCF Child Abuse and Neglect registry?                | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| (c) Have you been convicted of any felony involving a minor?                   | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (d) Have you ever been convicted of a felony within the past five years?       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| (e) Have you ever been convicted of a felony?                                  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

*If you answered YES to (a), (b), (c), or (d) above, you are **not** eligible to volunteer in our District schools in accordance with our school volunteer policy and regulations.*

If requested, are you willing to consent to a criminal background investigation?  Yes  No

*(The Superintendent or designee may request that a volunteer who works directly with a student(s) for extended periods of time without constant supervision of staff submit to a criminal background check or may similarly make such a request in other situations where a check would be prudent.)*

**Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.



**Volunteer Information Form and Waiver of Liability**

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer \_\_\_\_\_

\*\*\*\*\*

**For School Use Only**

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ supervising \_\_\_\_\_ staff \_\_\_\_\_ member: \_\_\_\_\_

\_\_\_\_\_ "Sex offender list"

checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent such as chaperoning on overnight field trip)?  Yes  No  
(to be answered by Principal)

If "yes," and provided the individual authorized the check,

- the date on which the check was requested? \_\_\_\_\_
- the date on which it was received and reviewed. \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signature

Date

## **Community Relations**

### **Citizen's Advisory Committee for Adult Education**

#### **Article I: Name**

The name of this organization shall be the Citizens' Advisory Committee for Adult Education.

#### **Article II: Object**

This organization shall be an advisory body, assisting the Board of Education through the Superintendent and Director of Community Education in the formulation, promotion and evaluation of the overall program.

#### **Article III: Policies**

1. This Committee shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the Committee nor the names of its officers in their official capacities shall be used in connection with any commercial concern.
2. This Committee shall not assume administrative authority or direct the administrative activities of the Program. However, it may develop and submit recommendations relative to program, policies, or practices to the Director.
3. This Committee may cooperate with other organizations and agencies engaged in continuing education.

#### **Article IV: Membership**

1. Nomination for membership to the Committee shall be made by the Director of Community Education and the Superintendent of Schools. The Director shall solicit candidates from civic and industrial organizations of the community, interested adults, and present and past students of the Adult Education Program.
2. The Board of Education shall appoint the members of the Committee as vacancies occur, upon nomination by the Superintendent of Schools.
3. The Committee shall consist of twelve members, four each from Bethany, Orange, and Woodbridge, who shall serve for a period of three years. Four of the members shall be appointed on succeeding years.

## **Community Relations**

### **Citizen's Advisory Committee for Adult Education**

#### **Article IV: Membership** (continued)

4. The Director of the Program shall be an ex-officio member of the Committee, the Executive Board, and all standing committees.
5. Resignation of membership shall be submitted to the Secretary in writing whereupon the resignation shall become effective immediately.

#### **Article V: Officers and Their Election**

1. The officers of this Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary. The officers shall be elected by ballot or by voice at the annual meeting to be held not later than July 1. Officers shall serve for a term of one year, July 1 to June 30, and shall assume their official capacities on July 1. No officer shall serve in more than one office at the same time.
2. The Executive Board shall appoint a successor pro-tem for any vacancy in an elected office. Such appointment must be considered for confirmation at the next Committee meeting and only ratified by a majority vote of the Committee. If the Executive Board is unable to appoint a successor, a majority of the Committee shall do so. This appointment shall be voted on by Committee members at the next regular meeting. In case a vacancy occurs in the Office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson for the balance of the term of office.

#### **Article VI: Duties of Officers**

1. The Chairperson shall preside at all meetings of the Committee and of the Executive Board, shall be a member ex-officio of all committees, and shall perform all other duties usually pertaining to his/her office.
2. The Vice-Chairperson shall act as aide to the Chairperson and shall perform all other duties usually pertaining to his/her office.
3. The Secretary shall keep a correct record of all meetings of the Committee, and of the Executive Board, and shall be in charge of all communications from the Committee, and the Executive Board. The Secretary shall be responsible for each meeting.

## **Community Relations**

### **Citizen's Advisory Committee for Adult Education (continued)**

#### **Article VII: Meetings**

1. A minimum of two Committee meetings shall be held each school year, November and May. Notices of all meetings shall be sent out one week in advance. Special meetings may be called by the Executive Board.
2. A majority shall constitute a quorum.

#### **Article VIII: Executive Board**

The Executive Board shall consist of the elected officers.

#### **Article IX: Standing Committees**

1. Standing Committees shall be created by the Chairperson with the approval of the Committee as may be required to promote its purposes. Standing committees will be dissolved upon completion of their assignments.
2. The Chairperson of all standing committees shall present plans of work to the Citizens' Advisory Committee.

#### **Article X: Amendments**

The constitution or the bylaws of the Committee may be amended at any meeting of the Committee by a two-thirds vote of the entire membership, and by approval of the Board of Education. Any member may offer an amendment, but first it must be presented in writing to the Secretary.

## **Community Relations**

### **Visits to the Schools**

Any visitor to the schools should be directed to proceed to the main office or security desk. Permission may be granted to visit classrooms upon requests. Visitor passes will be issued by the office. Any person found in the building without a proper pass should be reported to the security desk or authorized school personnel immediately.

Parents who come to school to discuss matters with teachers should be advised to make appointments. A teacher may properly refer to the office any parent who is without an appointment and who interferes in any way with a class or other scheduled activity.

The Board of Education and staff of the school system welcome and strongly encourage members of the community and other interested persons to visit the schools. School improvements often come from suggestions originating in such visits.

The Superintendent of Schools is authorized to establish such regulations as will:

1. Encourage visitors to observe our schools;
2. Require all visitors to register in the office of the Principal upon their arrival at the school;
3. Channel expressions of approval as well as constructive criticism to the Board;
4. Ensure that such visits will enhance the effect of the educational program rather than hinder it; and
5. Provide for appropriate hospitality for visitors.

### **Board Member Visits**

Board of Education members who visit schools of their own volition do so only as any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action, which may take them into the schools.

### **Principal Authority to Ensure a Safe and Orderly Environment**

The Principal or her/his designee shall have complete authority to exclude from the school premises any persons whom s/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act.

(cf. 9030 - Limits of Authority)

Legal Reference: Connecticut General Statutes  
53a-185 Loitering in or about school grounds: Class C misdemeanor.

## **Community Relations**

### **Loitering or Causing Disturbance**

Any person is guilty of loitering on school grounds when he/she remains in or about a school building or grounds without license or privilege to be there. It is required all visitors register in the office of the Building Administrator. Staff members should be alert to the presence of unauthorized visitors and promptly report their presence to the Building Administrator.

(cf. 1250 - Visits to the Schools)

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

## Community Relations

### Public Complaints

Board of Education members shall refer persons making complaints about the schools to the most immediate level at which the problem can be resolved. Complainants shall be informed that if a problem is not resolved at this level, they are to follow the prescribed lines of organization to the Superintendent of Schools. Board of Education members shall inform the Superintendent of all such complaints.

Most complaints, e.g., those pertaining to discipline, instructional technique, grade placement, teacher assignment, scheduling, grading, etc., are handled by means of the prescribed means of organization as follows:

1. Faculty/Staff Member
2. Department Chairperson/Department Coordinator
3. Principal
4. Superintendent

### Challenges to Curriculum or Instructional Materials

When the public files a complaint about the curriculum or instructional materials, complainants are to follow the prescribed lines of organization. If the complaint is not resolved at the level of the Superintendent, the complainant may file a written complaint with the Chairman of the Board of Education. The Chairman shall refer the written complaint to the Curriculum Committee to evaluate the curriculum or instructional material. The committee shall issue its finding to the complainant.

A parent or legal guardian has the right to request that his/her child not read, view or hear any curriculum provided a written request is made to the appropriate building principal. No parent or legal guardian has a right to deny access to instructional materials for students other than his/her own children.

### Board of Education Hearings

There are four circumstances involving students when the Board of Education conducts a hearing:

1. When residency is challenged by the district
2. Transportation disputes not resolved by the Superintendent
3. Expulsion
4. When the district does not allow a student to enroll (School accommodations)

(cf. 4118.21 - Academic Freedom)

(cf. 5145 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provisions/Selection)

## Community Relations

### Public Complaints

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589 603 (1967)

*President's Council, District 25 v. Community School Board No. 25* 457 P. 2d 289 (1972). *cerfi denied* 409 U.S. 998 (1976)

*Minarcini v. Strongville City School District*, 541 P. 2d 577 ( Cir. 1976).

*Board of Education, Island Trees Union Free School District No. 26 v. Pico* 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by board of education.



## **Community Relations**

### **Gifts to School Personnel**

The members of the Board of Education and its employees wish to avoid any conflict between their personal interests and the interests of the school district in dealing with suppliers, contractors, and all organizations or individuals doing or seeking to do business with the school district.

Although it is customary for some suppliers to give gifts to customers' employees at different times which are not of more than nominal value, and are not intended to influence in any manner the school district's procurement practices, the Board of Education requests that suppliers or potential suppliers do not offer gifts to individuals connected with the school district.

### **Gifts**

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, article or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Legal Reference:       Connecticut General Statutes  
                              7-479 Conflicts of interest.

## **Community Relations**

### **Fund-Raising and Solicitation**

Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds that supplement, but do not supplant, public funding for the educational benefit of students and the schools.

Fund-raising shall be permitted by students, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee.

Each Principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

Crowdfunding (through sites including, but not limited to, AdoptAClassroom.org, GoFundMe.com, DonorsChoose.org, or IncitED) by employees is not permitted without the express written permission of the Superintendent.

No organization or individual shall solicit funds, sell memberships or articles, or in any other way collect or seek to collect money from the employees of the school system except with the approval of the Superintendent.

## **Community Relations**

### **Relations Between Public and School Personnel**

#### **Conduct on School Property**

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
10. Violate other District policies or regulations or an authorized District employee's directive.

## Community Relations

### Relations Between Public and School Personnel (continued)

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1312 - Public Complaints)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

## **Community Relations**

### **Contests for Students**

The Board of Education approves a selective policy of participation in contests. However, participation by students in any such activities must be on a purely voluntary basis and at no time can such participation interfere with the instructional program. In the high schools, the criteria of the National Association of Secondary School Principals relative to contests shall serve as a guide.

Where students so agree to participate in any activity sponsored by an outside organization, it shall be the responsibility of the sponsoring organization to assume the management of the contest, providing the students with detailed information, instructions, and rules governing the activity.

At no time will pressure be applied to enjoin students to participate in any contest sponsored by outside organizations.

The evaluation and scheduling of and consent to participate in district-wide contests shall first be approved by each Building Principal. Final approval of the contest must be given by the Superintendent.

## **Community Relations**

### **Awards to Students**

Only trophies, prizes, or awards which conform to the Awards for Achievement policy of the Board of Education and the corresponding administrative regulations providing for awards for distinguished success in any school activity may be presented by any person or organization not connected with the schools.

(cf. 5126 - Awards for Achievement)

## Community Relations

### Advertising and Promotion

Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization.

No advertising material may be posted or distributed to students which, in the opinion of the Superintendent, would contribute to the personal gain of an individual, business, or company except as follows:

- a. Educational material used by staff for educational purposes.
- b. Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

## Community Relations

### Smoke Free Environment

#### Students

At any time, there shall be no smoking or any other unauthorized use of tobacco or tobacco products by students in any school building or school vehicle or on any school grounds or when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, sporting event, extracurricular event, field trip, or school-related activity such as work-study program.

This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

A program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

#### Staff and Public

At any time, there shall be no smoking in buildings, on any school grounds under the control of the Board of Education, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board of Education or under the supervision of the board of Education or its authorized agents.

A program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

#### Definitions

**Tobacco** includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.



## Community Relations

### Smoke Free Environment

**Electronic nicotine delivery system** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

**Vapor product** means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

(cf. 1120 Board of Education Meetings)

(cf. 1330 Use of School Facilities)

(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

10-233a(h) Definitions, "School-sponsored activity"

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a 242 Schedules of controlled substances.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

P.L. 107-110, Section 4303, "Non-smoking Policy for Children's Services"

20 U.S.C. 7181-7184 The Pro Children Act of 2001, PL 107-110, 115 State 1174

## **Construction of Physical Facilities**

### **Naming of Amity Regional School District No. 5 Facilities**

#### **Introduction**

State law invests the ownership and responsibility for all Amity property in the Board of Education.

#### **I. Purpose**

This policy establishes a process and criteria for the consideration of requests to the Amity Regional Board of Education for the naming/renaming of District facilities or parts thereof, including rooms or small clusters of rooms, wings, other parts of the buildings, grounds and athletic facilities. The Superintendent will maintain a record of all requests and naming actions undertaken by the Board.

#### **II. Responsibilities of the Amity Board of Education**

It shall be the responsibility of the Amity Regional Board of Education to select names for all facilities and to authorize naming of school facilities and grounds to honor individuals or groups. The Board will solicit input from the community prior to naming facilities; however, final decisions on the naming of grounds, facilities and areas within facilities lies entirely with the Amity Regional Board of Education.

#### **III. General Criteria**

Facility naming shall be considered in cases when it has been recommended to honor a person or organization providing exemplary services or contributions to and having an affiliation with Amity Regional School District No. 5.

#### **IV. Specific Criteria**

Recommendations must meet the following specific criteria:

The individual(s) or group(s) recommended must:

- a.** Have significantly enhanced the experience of Amity students in the area(s) Academics, Arts or Athletics.
- b.** Have made outstanding contributions to the heritage of the Amity Regional School District.
- c.** Have made contributions which will remain memorable long beyond the lifetime of those who propose the name.
- d.** Have significant community support.
- e.** Have length of service to the Amity Community.
- f.** Not currently be employed by the Amity Regional School District.

## Construction of Physical Facilities

### Naming of Amity Regional School District No. 5 Facilities

Historical perspective should be exercised before proposing name(s). Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

#### V. Naming of Facilities

Requests to attach a name to an aspect of the Amity Regional School District No. 5 facility shall be made in writing to the Superintendent of Schools. Requests must include the following:

- a. Rationale for the request with documentation supporting IV above.
- b. Specific aspect of the facility to be named: Requests should be consistent with an individual's contribution to Amity. For example, if the outstanding individual had been an exemplary science teacher, an appropriate request would be to name an aspect of the science wing.

Upon receipt of a completed request, the Superintendent will record the request and it will rest for four (4) calendar years before being vetted.

The Superintendent will contact an existing family member or an appropriate contact for the namesake to discuss the request and seek approval.

The Superintendent will consult with appropriate members of the faculty and community to ascertain the level of support for the naming request.

When the Superintendent determines that the request is qualified, a meeting of the Facilities Committee will be convened to consider the request. It is within the sole discretion of the Facilities Committee to determine if the request should be recommended to the Amity Regional Board of Education for consideration.

#### VI. Board of Education Consideration

In cases where the Facilities Committee makes such recommendation, the Board will consider the recommendation during no less than two public meetings in order to provide sufficient notice to the community of their consideration.

If the Board acts favorably upon the recommendation of the Facilities Committee, the facility naming will be enacted by the Superintendent with a naming ceremony, including placement of an appropriate plaque identifying the individual's or group's unique contribution to Amity.

The Board of Education shall retain its authority to name or rename a facility of the

## Construction of Physical Facilities

### Naming of Amity Regional School District No. 5 Facilities

school district notwithstanding any action or lack thereof of the Facilities Committee.

## VII. Renaming of Facilities

In most instances, naming approved by the Board of Education will remain in existence during the useful life of the facility. The Board has no obligation to continue a name in cases where there has been demolition or movement of a named facility. New naming requests would be open in such cases.

In the sole discretion of the Board, it may consider a request to rename a facility. There may also be instances when requests are made to name individual units within named facilities. For example, the media center may be named for an individual who met criteria outlined in IV above, but an appropriate request may be made to name a smaller unit within the center. If criteria outlined in IV above are met, the Superintendent would follow all steps outlined in V above before bringing such a request to the Facilities Committee for consideration.

In cases of renaming or naming of units within already-named facilities, if approved by the Board of Education, the Superintendent will enact the naming with a ceremony, including placement of a plaque identifying the individual's or group's unique contribution to Amity.

### References:

Policy on Naming of Facilities and other Assets of the University of Tennessee  
rev. 2/27/2009

Policy for Naming Facilities University of Nebraska - Lincoln 10/1/1990

Policy for Naming, Dedication, Sponsorship of City Facilities and Acceptance of  
Donations, City of Vacaville, CA 1/27/2009

Naming Public School Facilities, Northampton, Massachusetts Public Schools  
3/13/2003

Naming of School Facilities and Dedicating Areas of School Facilities or  
Grounds, Fairfax County Public Schools 11/17/2008

# Construction of Physical Facilities

## Naming of Amity Regional School District No. 5 Facilities

### REQUEST TO NAME / RENAME \*\*\* PLEASE PRINT \*\*\*

Name of person/group making request: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Last First

Contact Number(s): \_\_\_\_\_

Name Request: \_\_\_\_\_

Significant contributions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet is more space required)

Rationale for request (based on criteria in section IV of Policy 1331 – Naming of Amity

Regional School District No. 5 Facilities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheet is more space required)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received in Superintendent's Office: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved Date: \_\_\_\_\_

## Community Relations

### Access to School Procedures and Materials

Ideas, operating procedures, records, and publications developed in or for the school system may be made available to outside nonprofit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school system and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law.

A reasonable charge may be made for copying available records.

(cf. 5125 - Student Records)

(cf. 4112.6/4212.6 - Certified/Non-Certified - Personnel Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-210 Access to public records. Exempt Records.

1-211 Access to computer-stored records.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Notice. Appeals.

1-240 Penalties.

## **Community Relations**

### **Senior Citizens' Benefits**

The Board of Education recognizes the contribution senior citizens have made to the support of education and wishes to encourage their continued support and participation in school sponsored events.

To this end, the Board of Education offers to any senior citizen 60 years of age or older a 50% discount on the admission to any school sponsored activity such as athletic functions or musical events.

A free season ticket to school events shall be available to senior citizens who are town residents and 65 years of age or over. The senior citizen pass shall be valid only for the person to whom issued and shall entitle the authorized person free admission to school sponsored activities such as athletic functions and musical events. The senior citizen pass will be available at the central administration office.

The Board of Education also encourages booster organizations and parent groups which sponsor school events to offer discounts to senior citizens whenever possible.

## Community Relations

### Law Enforcement Agencies

A reasonable and cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises, or during a school-sponsored activity, or to assist in controlling disturbances to the educational environment. They also may be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

At all times, the school system's administrators shall act in a manner which protects and guarantees the rights of students and parents and upholds the law.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender



## Community Relations

### Law Enforcement Agencies

#### I. Investigations Conducted in the Educational Environment

##### A. School Administrators Initiating Investigation

###### 1. Administrative Investigation

Principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules whether or not the alleged conduct is a violation of criminal law.

###### 2. Law Enforcement Investigation

- a. The Principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior which jeopardizes the safety of school personnel or students, endangers school property or which interferes with the operation of the schools.
- b. The Principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian, or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian, or representative shall be observed. Such contacts or attempted contacts with parents, guardian, or representative shall be documented by the administrator involved.
- c. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedure for taking students into custody by the police set forth in Section II shall be followed to the extent they do not interfere with reasonable law enforcement procedures.

## Community Relations

### Law Enforcement Agencies

#### I. Investigations Conducted in the Educational Environment (continued)

##### B. Law Enforcement Officials Initiating Investigation

In demonstrated emergency situations, law enforcement officers will be permitted to conduct an investigation during school hours. They shall be requested to obtain prior approval of the Principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practicable. Alleged criminal behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of Section I.A.2.

##### C. Questioning of Students during Investigation

###### 1. Violations of Criminal Law

- a. During an investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the administrator can attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants contacting law enforcement officials.
- b. Where a suspected violation of criminal law has occurred on the school grounds involving the operation of the school or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Unless circumstances dictate otherwise, questioning of the student shall not begin or continue until the law enforcement officers arrive. Reasonable attempts shall be made to contact a student's parents, guardian, or representative who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during questioning. The administrator shall document the contact or attempted contact with the student's parents, guardian, or representative. The law enforcement officers shall advise the student of the student's legal rights. If the parent and the student consent to the questioning, the investigation can continue. If the parent or student refuses consent to the questioning or is absent to give consent, the law enforcement officers will determine the course of action to be pursued.

## Community Relations

### Law Enforcement Agencies (continued)

#### II. Taking a Student Into Custody

- A. Students may not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless the parent, guardian, or representative and the student agree to the release. Administrators shall make reasonable objections to law enforcement authorities who attempt to remove students from school without placing them under arrest or without the acquiescence of the parent, guardian, or representative and the student. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to contact the student's parents, guardian, or representative immediately. Such effort shall be documented. Whenever a student is removed from school without an arrest being made or without acquiescence of the parent, guardian, or representative and the student, the administrator shall immediately make an objection to the superior of the law enforcement officers regarding the removal of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.
- B. The administrator shall make reasonable efforts to persuade law enforcement officers not to make arrests or take students into custody on school premises. Where it is necessary to take a student into custody on school premises, and time permits, the law enforcement officer shall be requested to contact the School Principal and relate the circumstances necessitating such action. When possible, the Principal shall have the student summoned to the Principal's office where the student may be taken into custody.
- C. When an emergency exists, a school administrator may summon law enforcement officials to the school to take a student into custody,
- D. When a student has been taken into custody or arrested on school premises without prior notification to the Principal, the school staff present shall encourage the law enforcement officers to notify the Principal of the circumstances as quickly as possible. In any event, the school staff member present shall immediately notify the Principal.
- E. If at all possible, parents, guardian, or representative of the student shall be notified before the student is taken into custody by law enforcement officials, or as quickly thereafter as can be accomplished. An administrator shall document such notification or attempted notification.

## Community Relations

### Law Enforcement Agencies (continued)

#### III. Controlling Disturbances

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which has the potential of possible harm to students and other persons or to property. Such potential of possible harm includes members of the general public who have exhibited undesirable or illegal conduct on school premises or at a school event held on or off of school property and who have been requested to leave by an administrator but have refused or failed to do so.

#### IV. School Officials & Local Enforcement Officials Meeting Regularly

School administrators shall meet regularly with local law enforcement officials to discuss the school system's policy and rules regarding law enforcement contacts with the school system. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policy and rules.

#### V. School staff members shall be apprised of the contents of these provisions at least annually.

Legal Reference: Connecticut General Statutes  
 10-221 Boards of education to prescribe rules.  
 10-233a through 10-233s re student suspension, expulsion.  
 10-233g(b) Boards to report school violence.  
 10-233h Arrested students. Reports by police to the superintendent, disclosure, confidentiality.  
 17a-101 Protection of children from abuse.  
 17a-102 Report of danger of abuse.  
 46b-124 Confidentiality of records of juvenile matters. Exception  
 53-206c Sale, carrying and brandishing of facsimile firearms prohibited. Class B misdemeanor.  
 53a-185 Loitering in or about school grounds: Class C Misdemeanor.  
 Reports of principals to police authority.  
*New Jersey v T.L.O.*, 53 U.S.L.W. 4083 (1988), 469 U.S. 325; 105 S.CT 733.  
 54-76j Disposition upon adjudication as youthful offender.

## Community Relations

### Fire Department

Members of the local fire department play a vital role in the school safety program. It shall be the responsibility of the administration/staff to:

1. Establish and maintain relationships with the local fire department;
2. Determine the nature and timing of the department's participation in the school program;
3. Coordinate and supervise the planned activities; and
4. Seek the advice and cooperation of the Fire Department in at least the following matters:
  - a. Planning and conduct of fire drills;
  - b. Fire prevention education;
  - c. First aid, especially in fire related incidents; and
  - d. Steps needed to conform to all state and local fire codes.

(cf. 6114.1 - Fire Drills)

## **Community Relations**

### **Fiscal Authority**

The Board of Education shall work with appropriate fiscal authorities throughout the budgeting process to develop a clearer understanding of school and student needs to improve education in the community.

The Board of Education will meet and confer with the fiscal authority prior to collective bargaining, and further, it will cooperate with the fiscal authority in developing a sound fiscal base for school operation.

Legal Reference: Connecticut General Statutes

10-153d Meeting between board of education and fiscal authority required.  
Duty to negotiate.

## **Community Relations**

### **State/Federal Government**

The Board of Education, shall carry an aggressive program to secure approval of State laws and regulations which the Board feels to be in the best interest of the school system. This policy shall include the pursuit of adequate and equitable sources of revenue to support the local free public schools.

### **State and Federal Aid**

To bring the full benefit of State and Federal aid programs to bear upon the needs of the school system, the Board will maintain close liaison with the State Department of Education and appropriate Federal agencies, and cooperate with them fully in providing improved educational services.

## **Community Relations**

### **Accreditation Agencies**

The Board of Education seeks the highest status of membership for its schools in the New England Association of Colleges and Secondary Schools, cooperating in the Association's evaluations of the school system, and considering its recommendations.



## Community Relations

### Otherwise Lawful Possession of Firearms on School Property

Persons other than law enforcement officers are prohibited by the Board of Education from possessing firearms for any reasons, whether otherwise lawful or not, in or on the real property comprising the school district or at a school-sponsored activity as defined in subsection (h) of section 10-233a.

(cf. 5114 – Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)