

<u>Series 1000: COMMUNITY RELATIONS</u>	<u>Policy</u>	<u>Regulation</u>
Concept, Goals and Roles in Community Relations	1000	
News Media Relations	1112	
• Procedures for Disseminating Information to Media		R-1112
Board of Education Meetings	1120	
School-Family-Community Relations	1208	
• Procedures for School-Family-Community Relations		R-1208
School – Community Associations	1210	
Parent Involvement for Improvement of Student Learning	1215	
Citizens’ Advisory Committees	1220	
Visits to Schools	1250	
• Procedures for School Visitations		R-1250
Loitering or Causing Disturbance	1251	
Staff Participation in Community Activities	1311	
Political Activities of School Employees, Performance of Civic Duties by Employees, Individual Responsibility in Participating In Political Functions	1311.1	
Public Complaints	1312	
• Procedures for Reviewing Public Complaints		R-1312
• Form: Request for Re-Evaluation of Instructional Materials		
Public Performances by Students	1321	
• Procedures for Student Participation in Public Events		R-1321
Use of Students in Public Information Programs	1322	
• Procedures for Student Participation in Public Information Programs		R-1322
• Relations Between Public and Students		R-1322 (2)
Soliciting Funds From and By Students	1324	
Advertising and Promotion in the School System	1325	
• Advertisement Proposal Form		R-1325 (2)
• Advertising Approval		R-1325 (3)
Public Gifts to Schools	1326	
• Procedures for Considering Public Gifts		R-1326

<u>Series 1000: COMMUNITY RELATIONS (Continued)</u>	<u>Policy</u>	<u>Regulation</u>
Use of School Facilities	1330	
• Use of School Facilities Procedures		R-1330
Drugs, Tobacco and Alcohol in School Facilities	1331	
Relations with Parks and Recreation and the Community	1333	
• Procedures for Scheduling Recreational Areas		R-1333
Use of School Facilities/Posting of Political Signs	1335	
• Procedures to Be Followed When Posting Political Signs		R-1335
Access to School Procedures/Materials	1340	
Cooperation with Police Authorities	1411	
• Procedures for Cooperating with Law Enforcement Agencies		R-1411
Community Agencies	1414	
• Procedures for the Use of Agency Services in the Schools		R-1414
Relations Among Area, State, Regional and National Associations and the Schools	1500	

Series 1000: Community Relations**News Media Relations**

The Board of Education believes that one of its important responsibilities is to keep the public informed about operations and activities of the schools. Therefore, the Board of Education invites and welcomes the active participation of the media such as the public press, radio, TV, and the internet.

Information concerning any phase of the schools' operations may be made available by the Superintendent to the press.

The Superintendent will plan for periodic releases to the press and other community media which will provide information to the community concerning its schools and various phases of the school program.

The chairperson of the Board of Education will serve as the official spokesperson on Board of Education activities. Other Board members, including the Board Chairperson when appropriate, shall indicate to the media that their comments represent their individual views. In all cases, it is expected that once a decision is made by the Board of Education, individual Board members will support the decision(s).

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Disseminating Information to News Media

Recognizing that an open relationship should exist between school administrators who are charged with the responsibility of conducting public business and the news media which has the responsibility of reporting the actions of government to citizens, each administrator is authorized to provide to the members of the press information which is a matter of record and public information. Members of the press, television, and radio stations will be directed by the Superintendent of Schools to the administrator or staff member directly responsible for the information they seek. Information released to the media shall be that which is public information as covered by statute. It is recognized that there is information of a confidential nature which shall not be released, such as information concerning personnel, grievances, negotiations, court actions, and special placement of students.

Information provided to the media should be factual and should not involve speculation or assumptions.

Administrators may release any information which has been previously generated. This does not include, however, generating new information at the request of a member of the press.

All communications by school officials to the press shall be "on the record." Press releases are to indicate the administrator's name and title.

The principal of each school will be the official spokesperson for the activities and instructional program of that particular school.

Coordinator staff will serve as spokespersons for issues of a system-wide nature related to their program areas. Principals and coordinators will work together on media topics which have both building level and system level programmatic implications.

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Series 1000: Community Relations**Board of Education Meetings**

The regular and special meetings, committee meetings, workshops and other forums of the Board of Education are open to the public and representatives of the press except that a part of any meeting, regular or special, may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through the posting of the agenda and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Legal Reference: Connecticut General Statutes

1-21h	Conduct of Meetings
1-21a	Broadcasting or Photographing Meetings
1-21b	Smoking in Public Meetings in Rooms of Public Building Prohibited
1-21c	Mailing of Notice of Meetings to Persons Filing Written Requests – Fees
10-238	Petition for Hearing by Board of Education

Policy Adopted: October 1988
 Policy Reviewed: January 2003

Series 1000: Community Relations**School-Family-Community Relations**

The Board of Education recognizes that a child's education is a responsibility shared by the school and home 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 knowledgeable partners.

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

To this end, the Board supports the development and implementation of parent involvement programs in each school which will include the home at all grade levels in a variety of roles. They will include, but not be limited to, the following components of successful parent involvement programs:

- Responsible parenting is promoted and supported.
- Communication between home and school is regular, two-way, and meaningful.
- The home plays an integral role in assisting student learning.
- Parents/Guardians are fully involved in the decisions that affect their children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board of Education supports the development and implementation of programs to involve parents/guardians in the decisions and practices of the school district, using to the degree possible, the components listed above.

Series 1000: Community Relations**School-Family-Community Relations (continued)**

Engaging parents/guardians is essential to improved student achievement. The Southington Public Schools shall foster and support active parent/guardian involvement.

Legal Reference: PA 97-290

Policy Adopted: August 1998
Policy Reviewed: January 2003

Series 1000: Community Relations**Procedures for School-Family-Community Relations**

In order to develop partnerships that will increase parental involvement and participation in promoting students' social, emotional and academic growth, the schools may consider some or all of the following activities.

1. Create Action Teams

Parents, educators, administrators, and others deemed appropriate can be represented and involved in reaching a common understanding and in setting goals to which all are committed.

2. Examine Current Practices

Review the current status of parent and family involvement. Survey staff and parents to ensure a clear understanding of current practices.

3. Develop Plans of Improvement

Based on the evaluation of current practice, identify first steps and priority issues to be pursued in the school.

4. Secure Support

For optimal success, keep those involved aware of the school's plan and pursue their willingness to support it. Financial resources need to be determined and budgeted.

5. Provide Professional Development for School/Program Staff

Effective training is essential. The best models for training are those that provide staff with several opportunities to interact with the issues, work together, and monitor and evaluate progress.

6. Evaluate and Revise the Plans

Parent and family involvement is not a one-time goal. It merits a process of continuous improvement and commitment to long-term success.

Regulation Adopted: August 1998
Regulation Reviewed: January 2003

Series 1000: Community Relations**School-Community Associations**

The Board of Education considers school-community groups such as parent-teacher associations or parent-teacher organizations to be integral parts of the school community which can promote better educational programs.

The Board of Education encourages active support of and cooperation with school-community associations or organizations by teachers, administrators, and other employees.

Among the many services which such associations can offer, the Board of Education especially endorses support for parent/citizen volunteer programs in the schools.

Policy Adopted: May 1997
Policy Reviewed: January 2003

Series 1000: Community Relations**Parent Involvement for Improvement of Student Learning**

It is the position of the Board of Education that parents and school personnel are both necessary and desirable allies in the education of children. Parents and school personnel share a mutual commitment to improved student learning. Acknowledging this commitment, the Board supports the involvement of parents in many ways, including, but not limited to, the following:

1. Encouraging parent-teacher organizations and associations
2. Enlisting the help of parent volunteers in the schools
3. Providing avenues of communication for continuous improvement of student learning, among parents, administrators, and staff.

Policy Adopted: May 1997
Policy Reviewed: January 2003

Series 1000: Community Relations**Citizens' Advisory Committee**

The Board of Education endorses appropriate advisory committees for various district programs and activities. When it establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

Cf.1312 Public Complaints
Cf.5145.2 Freedom of Speech/Expression
Cf.6144 Controversial Issues
Cf.6161 Equipment, Books, Materials: Provision/Selection

Legal Reference: Academic Freedom Policy (adopted by Connecticut State
 Board of Education, 09/09/81)

Policy Adopted: October 1998
Policy Reviewed: January 2003

Series 1000: Community Relations**Visits to the Schools**

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

The Superintendent of Schools shall establish regulations which:

1. Encourage school visitations
2. Provide for appropriate hospitality for visitors
3. Channel expressions of approval and constructive criticism to the Board of Education
4. Ensure that public visits will not hinder the educational program
5. Require prior approval for classroom visitations
6. Require all visitors to register in the principal's office upon arrival at the school

Although the Board of Education members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board of Education or when delegated specific tasks by specific Board of Education action.

Policy Adopted: October 1998
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for School Visitations

Parents and others who wish to visit a school must first report to the school office and secure the appropriate authorization and/or identification badge.

The building principal will grant all parental requests to visit the school provided such requests do not interfere with the educational process, the privacy or other legal rights of students, employee rights or board policy. In any case where a building principal has reason to believe that a parental request for a building visit should not be granted, he/she should consult with the Assistant Superintendent of Schools.

Requests from others who wish to visit the school will be reviewed and acted upon by the building principal. Requests will only be approved if there is an obvious educational benefit to be derived from such a visit.

Regulation Approved: December 1988
Regulation Revised: December 1995
Regulation Reviewed: January 2003

Series 1000: Community Relations**Loitering or Causing Disturbance**

All visitors must register in the office of the school principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

Legal Reference: Connecticut General Statutes

53a-185 Loitering In or About School Grounds,
Class C, Misdemeanor

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations**Staff Participation in Community Activities**

The Board of Education encourages staff members to become active participants in the activities of the community in which they live. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Political Activities of School Employees

School employees are encouraged to assume full responsibilities as citizens of a democracy.

Performance of Civic Duties by Employees

Employees should perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in current social, political and economic issues.
2. Exercising democratic rights and responsibilities shared with other citizens. These rights and privileges may include:
 - a. Electioneering for candidates
 - b. Accepting positions in political campaigns
 - c. Holding an office in a political party organization
 - d. Serving as a delegate to political party conventions

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation to their work as educators
2. Help others understand that employee opinions and actions are expressed as individuals and not s representatives of the educational institution
3. Engage in no political activities on school premises during school hours

Legal Reference: Connecticut General Statutes
 7-421 Political Activities of Classified Municipal
 Employees
 10-156c Employees of boards of Education
 Permitted to Serve as Elected Officials;
 exception

Policy Adopted: October 1988
 Policy Reviewed: January 2003

Series 1000: Community Relations**Public Complaints**

Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. Parents should be made aware of the proper channels of communication and appeal. The decision of the principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent of Schools to the Board shall be in writing and signed.

Complaints made to Board members about school personnel shall be referred to the Superintendent for study and possible resolution. The individual employee shall be advised of the complaint and be given the opportunity to explain or comment on the allegations in question.

Challenged Material

A procedure for processing and responding to a criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

- Cf.1220 Citizens' Advisory Committees
- Cf.5145.2 Freedom of Speech/Expression
- Cf.6144 Controversial Issues
- Cf.6161 Equipment, Books, Materials: Provision/Selection

Series 1000: Community Relations**Public Complaints (continued)**

Legal Reference: Keyishian v. Board of Regents 385 US 589, 603 (1967)

President's council, District 25 v. Community School Board
No. 25 (457 f. 2d 289 (1972), Cert. denied 409 US 988 (1972)

Minarcini v. Strongsville City School District, 541 F. 2d 577
(6th Cir. 1976)

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

Academic Freedom Policy (adopted by Connecticut State
Board of Education, 09/09/81)

Connecticut General Statutes 10-238 – Petition for Hearing
by Board of Education

Policy Adopted: October 1998
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Reviewing Public Complaints

General Complaints

There will be occasions when complaints are made related to school district operations. The Superintendent, the person making the complaint, or the employee involved may request a meeting to discuss the complaint. Generally, all parties involved, including the central administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. If a complainant requests board of Education action, then an executive session may be scheduled to discuss the complaint. Generally, all parties involved would be asked to attend the executive session.

Any parent/guardian or other person who insults or abuses any teacher or other employee on school property or in the presence of students may be prosecuted by the district under the provisions of law.

Request for Re-evaluation of Instructional Materials

The following procedures shall be followed whenever there is a request of the Board of Education or Superintendent of Schools for the re-evaluation of instructional materials.

1. The Superintendent of Schools shall establish an ad hoc review committee broadly representative of:
 - a. Teachers competent in the area of content covered by the material
 - b. Administrators appropriate to the level and/or subject for which the material is used.
2. Any objection to instructional material and a request for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Instructional Materials forms are available in the office of the Superintendent.
3. Initial action on a written request on the proper form shall be taken no later than fifteen (15) school days after receipt of the request.

Series 1000: Community Relations

Procedures for Reviewing Public Complaints (continued)

4. A written report from the review committee shall be submitted to the Board of Education through the Superintendent of Schools. The Superintendent of Schools shall recommend a course of action to the Board based on the review committee report and advise the person(s) requesting the re-evaluation of his/her decision.
5. Should the recommendation of the Superintendent not satisfy the person(s) requesting the re-evaluation, the Board of Education or an ad hoc committee appointed by the Board chairperson may hold a special hearing to review the Superintendent's decision and take final action on the matter.
6. Once instructional material has been re-evaluated, the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Education.

Cf.1220 Citizens' Advisory Committees
Cf.5145.2 Freedom of Speech/Expression
Cf.6144 Controversial Issues
Cf.6161 Equipment, Books, Materials: Provision/Selection

Legal Reference: Keyishian v. Board of Regents 385 US 589, 603 (1967)

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No. 26 v. Pico, 457 US 853 (1982)

Academic Freedom Policy (adopted by Connecticut State
Board of Education, 09/09/81)

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Southington Public Schools
Southington, Connecticut

Request for Re-Evaluation of Instructional Materials

**Please feel free to respond fully by utilizing the reverse side of the form or additional pages*

Title of Material _____

Type of Material _____

Author/Producer _____

Request Initiated By _____

Address _____

City _____ State _____ Zip _____ Phone _____

DO YOU REPRESENT:

Yourself _____

Organization _____ Name _____

Other Group _____ Name _____

1. What do you find objectionable about this material? Please be specific – cite pages, scene, etc. _____

2. Did you read/view the material in its entirety? _____ If not, what specific parts have you read/reviewed? _____

3. What do you feel might be the result of reading/viewing this material? _____

4. For what age group would you recommend this material? _____

5. What do you believe is the theme of this material? _____

6. Did you locate professional reviews of this material? _____

If yes, please site them _____

7. Did the review(s) substantiate your feelings? _____

8. What do you suggest be provided to replace the material in question? _____

9. What do you suggest be done with the material in question?

Do not assign or recommend to my child _____

Withdraw it from all students _____

Other (please specify) _____

Signature

Date

Series 1000: Community Relations**Public Performance by Students**

The Board of Education recognizes the educational value from student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education when they don't interfere unduly with other educational activities or programs.

School groups may, as authorized by the Superintendent's regulations, participate in local public events.

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Student Participation in Public Events

School groups may participate in:

1. Events sponsored by the schools - Educational events in which the schools serve as host shall have priority in scheduling appearances.
2. Community functions in the interests of the schools, such as those initiated by a PTO/PTA or other parent groups.
3. Non-commercial civic occasions of local, state, or national interest.
4. Events that are primarily patriotic in nature, such as Veteran's Day.
5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent of Schools.
6. Programs sponsored by established public agencies or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events for private gain or for advertising of commercial projects or products. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events for furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education for its review.
3. Events primarily for furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events which unduly interfere with regular school programs or that require excessive time for rehearsal or preparation.

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Series 1000: Community Relations**Use of Students in Public Information Programs**

The participation of students in interpreting the educational program of the schools to the community shall be encouraged with the understanding that:

1. Students shall not be exploited for the benefit of any individual or group
2. Students shall participate only in situations deemed appropriate by the principal
3. The use of students shall always be evaluated in terms of the effect on the student

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Student Participation in Public Information Programs

Materials may be distributed through the students in the schools only for organizations which are directly associated with the schools. Other materials which benefit or serve the general welfare of the community may be circulated or announced in school bulletins upon the approval of the Assistant Superintendent.

All groups will be responsible for the delivery of their materials to the schools and for packaging their materials in a manner which facilitates their distribution to students. School personnel will not be expected to spend more than a routine amount of time in handling materials for distribution.

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Series 1000: Community Relations

Relations Between Public and Students

Use of Students in Public Information Program

Equal Access

Non-curriculum related student groups which are not sponsored by the Board of Education may have access to school facilities during non-school hours and may have announcements made over the public address system.

These groups must have proper adult supervision and comply with board Policy #1330, Use of Facilities.

In order for a non-curriculum related student group to be covered by this policy:

- a. The group must be made up of Southington Public Schools students
- b. The group must meet at a Southington Public School
- c. The group must have been initiated by students
- d. The adult(s) who supervises the group may not promote, lead, or participate in the group's activities

At the discretion of the building principal, an emergency announcement may be made for any non-school group meeting in building.

Regulation Approved: April 1991
Regulation Reviewed: January 2003

Series 1000: Community Relations**Soliciting Funds From and By Students****Introduction**

The Board of Education recognizes that certain types of fundraising activities may enhance the relationship between school and community and can contribute to the improvement of the school program. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by a school system. Therefore, the Board of Education establishes the following.

Application Procedure

1. All requests to conduct fundraising shall be submitted to the building principal, in writing, at least 15 days prior to the proposed activity.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, and purposes and nature of the fundraising activity.
3. Any fundraising activity must be approved by the principal of the school or, if a district-wide activity, by the superintendent.

Criteria for Approval of Fundraising Activity

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
2. Fundraising shall be in good taste and appropriate for the school district.
3. Fundraising shall be limited to Board-approved activities, activities sponsored by faculty, students and/or school-related parent organizations for school benefit.
4. Funds raised from the activity will be used for the stated purpose.

Series 1000: Community Relations**Soliciting Funds From and By Students****Criteria for Approval of Fundraising Activity (Continued)**

5. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
6. Instructional time will not be used to conduct fundraising activities except in cases where it is an integral part of the curriculum. Promotional activities shall be conducted in such a manner as to cause minimal disruption of regular school activities.
7. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group.
8. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.

Rules for Solicitation

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
3. Any person who goes into the community to request donations or to sell a product must have a document signed by the principal (or superintendent when appropriate) showing that the fundraising activity is a school-approved fundraising event.

Policy adopted: October 1988
Policy reviewed: January 2003
Policy revised: November 2006

Series 1000: Community Relations**Community Relations****Advertising and Promotion in the School System**

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values and standards of the school system and community.

The Board of Education or designee must approve advertising in school district facilities or on school district property. Any approval will state precisely where the advertising is to be located and for how long. Advertising will not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit making companies or organizations to utilize school property or facilities to promote their goods or services in exchange for money, service, material or other compensation.

Restrictions on Advertising

The following restrictions will apply to all advertising:

Advertising shall not:

1. Violate or contradict the standards, values or educational goals of the school district or community
2. Promote hostility, disorder or violence
3. Attack or defame ethnic, racial or religious groups
4. Discriminate, demean or harass any person or group based on gender or sexual orientation
5. Inhibit the functioning of the school or district
6. Override the school or district identity
7. Involve any political promotion or endorsement
8. Be obscene or violate the prevailing community standards
9. Promote any religious organization
10. Use any district or school logo without prior approval

Funds Management and Allocation

The Board of Education retains the rights to allocate advertising revenue to support school district programs unless required to deposit revenue in the General Fund. The Board or its designee will have the right to enter into partnerships with school related clubs and organizations for the purposes of selling advertising. In these cases, the Board retains the right to allocate a portion of the funds raised to the club or organizational

Series 1000: Community Relations**Community Relations****Advertising and promotion in the School System****Funds Management and Allocation (continued)**

partner. The proposal and approval process in these cases must follow the process described in this policy and its corresponding regulations.

Advertising revenues must be accounted for and reported to the Board of Education. All district programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditure of all district and school advertising revenue.

Approval

All proposals for advertising shall be submitted, in writing, to the Superintendent of Schools, on the *Proposal for Advertising Form R-1325 (2)*. Advertising proposals must be approved in writing by the Superintendent or designee prior to being displayed on school district property or facilities. The Superintendent may refer any proposal for advertising to the Board of Education for its approval. Any arrangement that calls for the district to enter into a formal contract must be approved by the Board of Education.

Advertising in school-based publications or activity “programs” (newspaper, yearbook, play programs, concert programs etc.) must be approved, in writing, in advance, by the school principal or designee. This advertising must meet the standards described in Policy #1325. The principal may refer advertising to the Superintendent for approval.

Disclaimer:

The approval and sale of advertising by the school district does not constitute endorsement of any product, company or organization.

Policy Adopted: February 2009



Southington Board of Education

Advertisement Proposal Form

Please Print or Type

Agency/Business: _____

Description of Product or Service to Be Advertised:

Representative: _____

Address: _____

Town/City: _____ State _____ Zip _____

Day Telephone Number: _____

1) I want a banner(s) displayed for:

One Year Two Years Three Years Other _____

2) Location Preference:

Standard Premium

My banner should look like this:

**Attach Business Card
OR
Design Your Own**

3) I am interested in a different form of advertising. Please describe:

.....

Approved _____

Denied _____

Signature of Superintendent, Southington Public Schools

Date



R-1325 (3)

Southington Board of Education

Advertising Approval

Your Proposal for advertising has been approved. Your advertisement will be displayed:

Location: _____

Time Period: _____

Directions

Please read very carefully

1. Banners are made of 4' x 8' vinyl and become property of the Town of Southington.
2. Choose either block letters only (no logo or graphics) **OR** have your business logo displayed in color.
3. Businesses wishing to have their logo displayed must provide a "camera ready" business card/letterhead or other clean logo sample along with their payment.
4. We want to make sure your banner is correct. Please sketch out, on the paper provided, how you envision the banner to look.
5. Pick the length of display time: *1, 2, or 3 years.*
6. Enclose your payment. Checks should be made out to the Southington Board of Education
7. Mail payment to:
*Southington Board of Education
Business Office
49 Beecher Street
Southington, CT 06489*
9. Questions: Contact the Business Office at (860) 628-3200 ext. 212.

Banner Fees

Banner Style	One Year	Two Years	Three Years
Block Letter Standard Location	\$500	\$950	\$1350
Company Logo Standard Location	\$650	\$1100	\$1500
Block Letter Premium Location	\$800	\$1250	\$1650
Company Logo Premium Location	\$950	\$1400	\$1800

**Locations are to be determined*

All Questions Contact:

*Southington Board of Education
Business Office
(860) 628-3200, ext. 212*

Mail Payments to:

*Southington Board of Education
Business Office
49 Beecher Street
Southington, CT 06489*

Make Checks Payable to:
Southington Board of Education

Series 1000: Community Relations**Public Gifts to the Schools**

Gifts which serve to enhance and extend the work of the schools may be accepted by the district provided they do not cause unequal educational opportunities within the system. Those who desire to make contributions are encouraged to consider equipment or services which are not likely to be acquired through the expenditure of public funds.

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Considering Public Gifts

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not add to staff load.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will not be inappropriate or harmful to the best education of students.
8. Will not imply endorsement of any business or product.
9. Will not be in conflict with any provision of public law.

All gifts, grants, and bequests shall become school district property. A record shall be maintained of all gifts.

A letter of appreciation signed by the administrator accepting the gift shall be sent to the donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within sixty (60) days with a statement indicating the reason for rejection of such gift.

Cross Reference: Regulation 3280

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Series 1000: Community Relations**Use of School Facilities**

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law.

Types of Activities Which Will Not be Permitted

1. Activities advocating the overthrow of the United States, the State of Connecticut, or of local governmental agencies
2. Any Activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools
3. Any purpose in conflict with school activities
4. Fundraising campaigns except as permitted by Board of Education policy or by special action of the Board of Education
5. Activities which are discriminatory by nature
6. Rental of school equipment off-site is not permitted

The Board of Education will not allow use of school facilities by any group which discriminates on the basis of race, color, religion, sexual orientation, gender or handicapping condition.

Consistent with this policy, the Superintendent of Schools shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

Legal Reference: Connecticut General Statutes
 10-239 Use of School Facilities for Other Purposes

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Use of School Facilities Procedures

Procedures for the use of school facilities are described in a separate booklet which is available from the school district's business manager.

Regulation Approved: December 1988

Regulation Reviewed: January 2003

Series 1000: Community Relations**Drugs, Tobacco, and Alcohol in School Facilities**

No person shall smoke in school buildings or on school grounds.

No person may possess or use alcohol or illegally obtained drugs in school buildings or on school grounds. Any person found to be under the influence of alcohol or drugs shall be reported to the proper authorities for the purpose of being removed from Board of Education property.

Cf. 1120 Board of Education Meetings

Cf. 5131.1 Bus Conduct

Cf. 5131.6 Drugs, Tobacco, Alcohol

Public Act 87-201, An Act Prohibiting Smoking Anywhere in Schools During School Hours

Public Act 74-126, An Act Prohibiting Smoking During Public Meetings

Policy Adopted: October 1988

Policy Reviewed: January 2003

Series 1000: Community Relations**Relations with the Parks and Recreation Commission and the Community**

Every effort will be made to facilitate the use of recreational areas with community groups. The Superintendent of Schools shall establish regulations which:

1. Ensure the primary use of facilities for educational purposes
2. Ensure proper supervision of activities
3. Provide for the coordination of building use between the Board of Park Commissioners and other community groups
4. Provide for the effective maintenance and care of school buildings and grounds

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for Scheduling Recreational Areas

The Superintendent of Schools or his/her designee will determine the use of school facilities and grounds. In arranging the use, all community groups are to have equal access. The following procedures will be completed:

1. Community groups including the Parks and Recreation Commission will submit tentative schedules of activities to be reviewed by the school administration.
2. Building principals will review the tentative schedules and identify conflicts with school sponsored events.
3. The supervisor of buildings and grounds will be given a copy of the tentative schedules and asked to identify conflicts with planned maintenance and custodial projects.
4. The tentative schedules will be modified as needed and then finalized.
5. The school administration will confer with group representatives to agree on appropriate levels of supervision for all events and activities.

A facilities checklist will be completed by the head custodian in the schools following each activity.

The checklist will be used to verify that the inspected area has been left in good order and repair. The user group will be expected to correct noted deficiencies.

Regulation Approved: December 1988
Regulation Revised: January 2003

Series 1000: Community Relations**Use of Facilities****Posting of Political Signs and Distribution of Political Material**

The Board of Education recognizes the special role the schools play in the community. The school system must be seen as an impartial and independent institution in terms of partisan political matters. In order to maintain this standing during election campaigns, the Board prohibits the posting of political signs on or in the schools or on school grounds. The Board also prohibits the distribution of any political material in the schools or on school property.

On Election Day, itself, candidates for political office may post signs on school grounds and distribute literature in keeping with the requirements of local, state and federal law.

The Superintendent of Schools is directed to develop administrative regulations to implement this policy.

Policy Adopted: September 1992
Policy Reviewed: January 2003

Series 1000: Community Relations

Use of Facilities

Procedures to be Followed when Posting Political Signs and Distributing Political Materials on School Grounds on Election Day

The following procedures are to be followed when posting political signs or distributing political literature on school grounds on Election Day:

1. No signs may be posted on or in school buildings.
2. Signs posted in the ground must be no more than four (4) square feet in size.
3. Signs larger than four (4) square feet in size may be displayed if mounted on a vehicle parked in a designated parking area.
4. Signs posted in the ground may only be displayed in lawn areas adjacent to or in proximity to entryways to polling areas. Signs may not be posted on play fields, in shrubbery beds, or other such areas.
5. Candidates are responsible for removing their signs prior to the start of school on the day following Election Day.
6. Political materials may be distributed along the walkways and parking areas of the schools.
7. Any dispute concerning the application of these regulations shall be resolved by the administration.

These regulations apply as well to election campaigns for ballot questions and referendum questions.

Regulation Approved: September 1992
Regulation Reviewed: January 2003

Series 1000: Community Relations**Access to School Procedures and Materials**

Ideas, operating procedures, records, and publications developed in or for the school district may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will not be exploited or used for commercial purposes. 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 in the interests of the person or persons involved.

A reasonable charge may be made for copying available records.

Cf. 5125 Student Records
Cf. 4112.6 Certified Personnel Records
Cf. 4212.6 Non-certified Personnel Records

Legal Reference Connecticut General Statutes
 1-15 Application for Copies of Public Records – Certified
 Copies – Fees
 1-19 Access to Public Records – Exempt Records
 1-19a Access to Computer-stored Records
 1-21i Denial of Access to Public Records or Meetings –
 Notice – Appeals
 1-21k Penalties

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations**Cooperation with Police Authorities**

The Board of Education recognizes the appropriateness of cooperation with law enforcement officials in the investigation of criminal activity. The Board also recognizes its responsibility for the welfare of students while they are in attendance at school. In furtherance of these objectives, school officials shall observe the following:

1. Students are not immune from criminal prosecution by virtue of their status as students nor is the school building to be considered a sanctuary from criminal prosecution or a refuge from the proper activities of law enforcement personnel. The Board has stationed a School Resource Officer on the Southington High School campus. In addition, a police officer shall be admitted to school property in the exercise of his/her official duties, provided that the Southington Police Department abides by state and federal law in exercising its official duties.
2. Under other circumstances, however, the educational interests of the District may best be served by entrusting primary responsibility for the maintenance of order to school personnel.
3. Consistent with requirements of state law, the School District's cooperation with law enforcement officials shall include the obligation of employees to turn over physical evidence indicating the commission of a crime to appropriate law enforcement officials or to the school principal or his/her designee. This shall occur as soon as possible but not to exceed two (2) school days after receipt of such physical evidence. If the evidence is obtained less than two (2) days before a school vacation or the end of a school year it shall be turned over within two (2) calendar days after receipt thereof, excluding Saturdays, Sundays and holidays.
 - a. When such evidence is received by the principal or his/her designee, it shall then be turned over to appropriate law enforcement officials. This shall occur as soon as possible but not to exceed two (2) school days of the receipt by the principal or his/her designee. If the evidence is received less than two (2) days before a school vacation or the end of a school year it shall be turned over within two (2) calendar days after receipt thereof, excluding Saturdays, Sundays and holidays.

Series 1000: Community Relations**Cooperation with Police Authorities (continued)**

4. The Superintendent of Schools is directed to establish lines of communication with local law enforcement officials in order to effect the cooperation needed for the security of school facilities and the safety of students and staff.
 - a. A criminal act is, by its very nature, a police matter. School personnel who have knowledge of incidents of a criminal nature shall report this information to the principal or his/her designee. The principal or his/her designee shall report such information to the applicable law enforcement agencies.
 - b. In effecting such cooperation, however, the right of professional employees of the School District to maintain the confidentiality of certain communications with students as set forth in Connecticut General Statutes §10-154a shall be given recognition. Consistent with state law, a professional employee of the district shall not be required to disclose any information concerning a student's problem with alcohol or drug use or abuse that is obtained through a professional communication with that student. Under state law "professional employee" includes an employee holding a certificate from the state board of education and a registered nurse assigned to a school. "Professional communication" means "any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the latter's employment." Although disclosure of a "professional communication" may only be made voluntarily, any "professional employee" who obtains physical evidence of the commission of a crime by a student as a result of a professional communication with that student must turn over such evidence, as described above.
5. When a student is expelled pursuant to Connecticut General Statutes § 10-233d for possession of a firearm or deadly weapon, the Superintendent of Schools shall report the violation to appropriate law enforcement officials.

Series 1000: Community Relations**Cooperation with Police Authorities (continued)**

6. The Superintendent of Schools shall develop guidelines for school administrators regarding the involvement of police in the schools.
 - a. While it is not the intent of this policy and any procedures or guidelines enacted hereunder to interfere with or guarantee the performance of the police or a police officer's duties, the Guidelines of the Southington Police Department with regard to interrogation of students are attached for informational purposes.

Statutory references:

Connecticut General Statutes	§10-154a
	§10-221
	§10-233d

Policy Adopted: October 1988
Policy Reviewed: January 2003
Policy Revised: June 2006

Series 1000: Community Relations**Community Relations****Law Enforcement Agencies****Questioning of Students by Police****1. Incident on School Grounds:****a. Questioning Minor Complainant and Witnesses who are Minors**

The school administration retains the right to question student witnesses when conducting any investigation. However, a principal or his/her designee may request an investigation by the police of an incident which occurred on school grounds or otherwise affects the operations of the schools. In such an instance, when the police are interviewing or are taking statements from a student complainant and/or witness who is not a suspect, it is not the responsibility of the school administration to notify the parent or guardian and invite the parent or guardian to be present; rather, the police may notify the parent or guardian and invite the parent or guardian to be present, if the police so choose, consistent with the police department's own guidelines. If the parent or guardian is not present, the principal or his/her designee may be present.

b. Questioning Suspect

The Guidelines of the Southington Police Department with regard to interrogation of students are attached for informational purposes. When the police have identified a student as a suspect and the police wish to question the student, the principal or his/her designee shall notify the parent or guardian and request that the parent or guardian be present during the questioning, consistent with the Police Department's Guidelines.

- (1) If the investigation deals with matters of public safety which require speedy investigation, and the parent or guardian cannot be reached, or cannot be present, then the principal or his/her designee (with permission of the Police Department) shall be present during the questioning.

Series 1000: Community Relations

Community Relations

Law Enforcement Agencies

Questioning of Students by Police (continued)

2. Incident in the Community/non-school related incidents

Police questioning of students concerning incidents which occur in the community and/or which are not school-related will normally not be done on school grounds except that in matters dealing with public safety and the community interest, the procedures in Section 1.b(1), above will be followed.

3. Arrest on School Grounds

If the police arrest a student on school grounds, the parents shall be notified by the principal or his/her designee of the police action.

Statutory references:

Connecticut General Statutes	§10-154a
	§10-221
	§10-233d

Regulation Approved:	December 1988
Regulation Reviewed:	January 2003
Regulation Revised:	June 2006

GUIDELINES OF THE SOUTHLINGTON POLICE DEPARTMENT

The following guidelines shall be used by the Southington Police Department in its interrogation of students on school premises.

POLICE ACTIVITY AT SCHOOLS

A. Enforcement Procedures

1. Entry and Activity

- a. Officers entering school grounds should be aware of the potential disruption of the educational process that police presence may cause. Prior to entering a school to conduct an investigation, arrest, or search, officers should consider the necessity of such action based on:
 - i. The potential danger to persons.
 - ii. The likelihood of destruction of evidence or other property.
 - iii. The ability to conduct the investigation, arrest, or search elsewhere.
- b. With the exception of emergency circumstances, police should act through school administrators whenever they plan any activity on school grounds.

2. Student Interview and Interrogation

- a. When questioning student witnesses or victims, officers may have a school administrator present.
- b. When the questioned student is a suspect less than sixteen years of age, a parent/legal guardian must be present during any interviews or questioning of the student. The parent/legal guardian and student must both be advised of the student's rights.

3. Taking a Student Into Custody

- a. Officers should remove students from school premises only after placing them under arrest and such removal was deemed necessary.
- b. Officers should make reasonable efforts to avoid making in-custody arrests on school premises.

Series 1000: Community Relations**Community Agencies**

The Board of Education recognizes the need to establish and maintain a cooperative relationship with the approved and accepted governmental, community, and private non-profit agencies which offer services that can reinforce or augment school programs through the provision of services to students and/or families. The best interests of students may dictate that the services of a referral agency be dispensed in the school. The Superintendent of Schools shall prepare regulations for the utilization of agency services in the schools.

Policy Adopted: October 1988
Policy Reviewed: January 2003

Series 1000: Community Relations

Procedures for the Use of Agency Services in the Schools

Agency services may be provided in the schools according to the following procedures:

1. The building principal must approve all requests for agency services to be provided in the school setting.
2. There must be a demonstrated educational benefit to providing such service in the school.
3. Parental authorization must be obtained before agency service can be provided for an individual student.

In critical situations, agency service may be provided without parental authorization based on a student self-referral. Such an authorization must be approved by a building administrator and be conducted on a one-time only basis.

Regulation Approved: December 1988
Regulation Reviewed: January 2003

Series 1000: Community Relations**Relations Among Area, State, Regional and National Associations and the Schools**

Membership in recognized educational associations may be maintained by the schools for several reasons including:

1. Benefits to staff and Board of Education from professional meetings, conferences, clinics, and conventions
2. Access to the communication media of such associations such as newsletters, periodicals, and advisory services
3. Representation in legislative and other actions affecting education generally and our school district in particular

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

Policy Adopted: October 1988
Policy Reviewed: January 2003