

Policy Committee Meeting
Monday, December 18, 2023 4:30 PM

Zoom only
10 Campus Drive
Madison, CT 06443

Meeting Agenda

I. Policies for Rescission:

- 5100.5 Student Fundraising Activities
- 5120.1 Student Insurance Coverage
- 5120.2 Reports of Accidents
- 5150 Employment
- 5160 Gifts to Employees
- 9800 School Board Member Services
- 9810 New Board Member Orientation / Handbook
- 9820 Board Member Development Opportunities
- 9820.1 Board Member Conferences, Conventions, and Workshops
- 9830 Board Facilities and Services

II. Policies for Review:

- 5090.4.2.1 Pledge of Allegiance
- 5090.8.1 Search and Seizure Regulation
- 9710 School District logo and or motto & 9720 Guidelines for use of District Logo/ Board Members' Names

III. Public Comment

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

Policy Summary

Dec. 18, 2023

Rescind

5100.5 Student Fundraising Activities

We recommend that this policy be repealed and replaced with the model policy, Fundraising Activities. If the Board wishes to retain this policy, we recommend full legal review to ensure legal compliance, particularly regarding reference to games of chance. ****Model Policy has already been adopted #5141 Fundraising Activities in 2022*

5120.1 Student Insurance Coverage

This policy is not mandatory and may be repealed. The school district can continue to provide insurance options to students without a Board policy. Further, the current policy includes a specifically named insurance company to provide all student insurance, which we recommend be deleted because the Board would only be permitted to offer the specifically named insurance.

5120.2 Reports of Accidents

This policy is not mandatory and may be repealed. The process for filing accident/incident reports is more appropriately managed through internal procedures. However, if the Board wishes to maintain a policy on this topic, we recommend administrative review of the current policy to determine continued applicability.

5150 Employment

Recommend that the Board consider repealing this policy. This policy generally tracks the statutory requirements and is not necessary.

5160 Gifts to Employees

This policy is not mandatory and we recommend repeal. Recommend the Board determine how and if this policy is being enforced and, if the policy is retained, consider revising to clarify the terms ("elaborate" "unduly expensive") and clearly specify any prohibition on gift giving. Also consider moving the policy to series 4000 because it concerns personnel, rather than students.

9800 School Board Member Services

This bylaw is not required and we recommend repeal.

9810 New Board Member Orientation / Handbook

Although orientation of Board members is important to ensure that Board members understand their roles, this bylaw is not required and we recommend repeal.

9820 Board Member Development Opportunities

This bylaw is not required and we recommend repeal. In addition, this bylaw describes a retreat involving Board members and administrators, teachers, and staff. We recommend that Board retreats be

offered for Board members to focus on issues such as Board roles, goals and policy, whereas school district operational meetings be held among administrators, teachers and staff.

9820.1 Board Member Conferences, Conventions, and Workshops

This bylaw is not required and we recommend repeal.

9830 Board Facilities and Services

This bylaw is not required and we recommend repeal.

Review

5090.4.2.1 Pledge of Allegiance

Recommend that the Board repeal this policy and replace it with the S&G model policy Pledge of Allegiance, for consistency and legal compliance.

5090.8.1 Search and Seizure Regulation

From Shipman & Goodwin regarding the term ‘Sex’ in the policy:

The U.S. Supreme Court’s decision in *T.L.O. v. New Jersey* explains (among other things) that the search of a student in the school environment must be reasonable. First, a search must be reasonable at its inception. Second, the scope of the search must be reasonably related to the purpose of the search and *not excessively intrusive in light of the age and sex of the students involved*.

That said, the term “sex” is not legally required. The Board may wish to include “sex/gender” or “sex (or gender)” if that is helpful. I do not recommend permitting a student to select the gender of the person conducting the search. As a general principal, the school should act in a manner consistent with the gender identity asserted by the student.

From administration regarding use of breathalyzers:

We do not use a passive breathalyzer. A breathalyzer is utilized only if there is suspicion. Only our administrators or police would use the device. Training is based on the directions included with the product and work with MPD. We calibrate the device before each event with the required dry gas and dry gas regulator that is made for the model we have.

9710 School District logo and or motto & 9720 Guidelines for use of District Logo/ Board Members’ Names

A draft policy has been presented for consideration. Shipman initially shared that a policy is not necessary but took greater issue with policy 9720 starting, “This bylaw is not required and we recommend repeal. In addition, the bylaw addresses duties of the Superintendent, rather than the Board, and the topic is not appropriate for a bylaw. In addition, the equal opportunity statement listed in the bylaw should be revised to reflect all protected classes and not refer to affirmative action, which is separate and distinct from equal educational opportunity.”

#5100.5**Student Fundraising Activities**

The Board recognizes that students may wish to support a particular school project or activity by conducting fundraising drives. The Board respects such expressions of support.

Because the Board's first responsibility is to the educational development of each student, no fundraising contests or activities will be held which interfere with the instructional program.

Fundraising activities such as games of chance or raffles may not be conducted or sponsored in school buildings or on school grounds. Any school club or organization must request and receive permission from the principal to engage in a fundraising activity. The request must be in writing by the club or organization's sponsor. All fundraising activities must comply with federal, state, and local laws including but not limited to any permit that may be required. Plans for such activities should be made well in advance of the event and the total fundraising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community.

Fundraising in grades K-5 will be limited to the operation of a school store. Only school supplies (pencils, pens, ink, paper, notebooks, school embossed shirts/souvenirs, etc.) and refreshments may be sold in the school store. Items of food and drink may not be sold at times which conflict with the operational rules of the school lunch program.

For grades 6-12, the above-stated project, along with the sale of advertisements in school yearbooks and newspapers are approved fundraising projects. Any other fundraising projects are subject to approval by the principal. The school principal will document the special fundraising project, the type of sale to be held, and the projected sales with anticipated profits and expenses annually in the internal accounts report.

5100.5 (Continued)

Students in grades K-8 are strongly discouraged from participating in fundraising activities involving door-to-door solicitations without parental supervision. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders.

Students in grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours.

Money Raising Projects. In general, student body money raising projects will be limited to school activities, or will be in connection with regularly scheduled school events. No individual or group will instigate any project or activity involving the handling of money without first obtaining the permission of the principal or his/her designee. No class, club, or organization may raise money through community sales, or off-campus events, without approval of the principal and compliance with requirements established by the principals in accordance with Board of Education policy.

Reserves. Student organizations will not accumulate money reserves beyond reasonable requirements. In general, student monies will be expended for the benefit of those students currently enrolled in the schools who have contributed in some manner to the accumulation thereof. Upon specific authorization of the Superintendent, a reserve may be established to make a major expenditure that may be financed for more than one school year.

Fixed Assets. Student organizations will not acquire in their own names ownership of fixed assets. Upon approval of the Board of Education, acting upon recommendation of the Superintendent, fixed assets may be acquired and donated to the school district. Such approval may set forth such conditions, control and use as the board may desire.

Audit. The financial records of student organizations will be audited as a part of the annual school district audit that is performed in accordance with Town procedures. The cost of the audit will be paid from the district general fund.

Date of Adoption: January 23, 1996

#5120.1**Student Insurance Coverage**

Scholastic insurance will be made available annually to all students. The purchase of such accident insurance and liability insurance coverage is optional and the cost will be borne by the student and parents.

Date of Adoption: December 5, 1995

#5120.2**Reports of Accidents**

Principals are to report upon forms supplied by the central office, accidents occurring to pupils, employees, or patrons on the school premises, or while under school supervision. These reports will give all of the necessary circumstances and details, including dates, times, witnesses, and the signatures of the people filing the reports. A copy of the report will be filed immediately following the accident with the Superintendent, another copy remaining with the school principal. The Superintendent will develop regulations for filing procedures, per required insurance policy guidelines.

Date of Adoption: December 5, 1995

Student In-School Employment

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

Student After-School Employment

If students choose to work during the school year the), shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Students must be sixteen years of age or older to work in any "manufacturing, mechanical, or barber shop." Students must be fifteen years of age or older to work in any "mercantile-establishment." School guidance personnel shall make efforts to post employment notices.

Working Papers for Minors

Minors (15-18) receive employment certificates from the Superintendent or his/her designated agent in the town or city in which they live. The high school principal is the designated agent in the district. The school principal will establish hours during which students may obtain working papers and notices of such shall be included in the annual students' handbook. The high school issues ,working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency. Any student requesting working papers must provide evidence of age and promise of employment according to state law.

Legal Reference: Connecticut General Statutes
 10- 193 Certificate of age of minors in certain occupations
 10- 194 Penalty
 10- 195 Evidence of age
 10- 197 Penalty for employer under fourteen
 10- 198 False statement as to age

Date of Adoption: June 4, 1996

#5160**Gifts to Employees**

No principal, teacher, or other employee of the Board will accept money as a gift from any student. Gifts of appreciation given by an individual student or a class, parents or other persons to any employee of the Madison Public Schools should not be elaborate or unduly expensive. The Board will consider, as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This policy will not be interpreted as intending to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude will not be regarded as violations of this policy.

The Board expects that the solicitation of money for gifts for activity sponsors, teachers, or other individuals will be under the control of the school principal.

Date of Adoption: June 4, 1996

#9800**School Board Member Services**

The Board may maintain memberships in the state and national school boards associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of institutional membership will be distributed and used to the best advantage of the Board and the staff.

Date of Adoption: 3/7/95

#9810

New Board Member Orientation / Handbook

Because the Board, as the policy-making authority of the Madison Public Schools, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board member's comprehension of the workings of the district's system wide operations and each member's ability to participate meaningfully in the decision-making process that governs this system, it shall be the policy of the Board to provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help new members become quickly acquainted with their Board duties and responsibilities.

Orientation of new Board members will begin at the outset of their candidacy and follow through each step of the election process. Prior to the nomination, candidates will receive from the Board, upon the recommendation of the Superintendent and through the Public Information Department, a brief overview of the Madison Public Schools. They also will be informed of and given the opportunity to attend Board meetings and various other meetings being held throughout the school system.

Nominees will be placed on a mailing list to receive notices of Board and other meetings and summary reports of Board action. Nominees also will be informed that additional information pertinent to each Board agenda item is available to them through the school system's Public Information Department.

The third step of orientation will be carried out after the general election in November. The new members will continue to attend meetings throughout the system and will be notified of and given the opportunity to attend sessions of the Connecticut Association of Boards of Education. The new members will be invited to meet with the Superintendent and other administrative personnel to discuss services to be performed for the Board, and to give them the opportunity to request any other information they may deem desirable. Each new member also will receive an orientation packet from the Public Information Department as part of an orientation program conducted by the Public Information Department. The packet will include:

- a copy of the *Board's Policies, Rules and Regulations*;

#9810 (continued)

- a copy of the current school budget and the latest financial statement;
- information on school enrollments, proficiency standards for professional staff, transportation, buildings, and other items;
- information on the program of instruction;
- a copy of the annual district profile; and
- any other materials relevant to their duties and responsibilities as members of the Madison Public Schools Board of Education.

Date of Adoption: 1/3/95

#9820**Board Member Development Opportunities**

On an annual basis, the Board will consider a retreat involving teachers, administrators, classified staff, and Board members with the general purpose of improving the instructional program, and improving communications between the various constituencies of the school district.

The specific purposes for such a workshop shall be planned during the spring of the preceding year. These plans shall include the various objectives to be met and the anticipated cost of such a workshop. Issues to be considered at a retreat may include:

- improvement of general curriculum and instruction;
- improvement of communication skills, community relations and community services; and
- timely, special issues such as upcoming tax or bond elections, district unification, and accreditation.

Date of Adoption: 1/3/95

#9820.1

Board Member Conferences, Conventions, and Workshops

Attendance at meetings, such as conferences and conventions, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and to the professional growth of Board members. Board members will report to the Board their findings following their attendance at such meetings. The Board Chairperson and the Superintendent of Schools will notify the Board members of all such scheduled meetings. Included among such activities are conferences, workshops, local, state and national conventions, and district-sponsored meetings. Toward this end, the Board will:

- establish a calendar of such events and require the Board secretary to maintain the calendar and keep the Board informed on upcoming events;
- decide which meetings are most promising and approve Board members' attendance at them;
- designate members who will represent the Board at such meetings;
- provide funds in the budget to cover expenses;
- reimburse Board members for out-of-pocket expenses as may be legally permitted; and
- require Board members to report to the Board as a whole within a reasonable period of time following their return to the district.

Legal References:

Connecticut Education Laws

Sec. 10-220; 10-221	Powers and Duties of the Board of Education
Sec. 10-157	Appointment of Superintendent of Schools
Sec. 9-185	Municipal Officers - Boards of Education
Sec. 10-248	Payment of School Expenses

Date of Adoption:

1/3/95

#9830**Board Facilities and Services**

Resource Material For Board Room

In the interest of having current information more readily available for Board Meetings, the following material should be kept on hand in the Board Room:

- *Robert's Rules of Order, Revised;*
- up-to-date Policy Book;
- complete set of Minutes
- school Act and Regulations
- educational Policies Reference Manual
- N.S.B.A. Policy Manuals;
- any other material designated by the Board

For purposes of records storage, study, meeting preparation, and other related needs, space will be reserved at the administration building for the use of Board of Education members.

In addition to all official Board correspondence and reports being provided through the office of the Superintendent of Schools, clerical services will be made available to Board members upon request. Administrative assistance also will be available to Board members. All such services and assistance will be coordinated by the Superintendent.

Date of Adoption: 3/7/95

#5090.4.2.1

Pledge of Allegiance

In accordance with Conn. Gen. Stat. Section 10-230(c), the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should they choose not to do so.

~~The Board of Education directs that an opportunity to recite the Pledge of Allegiance shall be provided in each school day. Participation in reciting the Pledge of Allegiance is voluntary.~~

~~If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he / she may choose to remain seated and silent. Students may wish to use this time to reflect on their belief or remember loved ones. In any event, all students must be courteous and respectful of the beliefs of others.~~

Legal Reference: Connecticut General Statutes Section 10-230
 Public Act #02-119 an act concerning bullying behavior in schools and — concerning the
Pledge of Allegiance.

Date of Adoption: December 3, 2002

Date of Revision: February 8, 2006

**#5090.8.1 Regulation
Search and Seizure**

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

1. Search of a Student and the Student's Effects

- A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
- B. A search of a student's handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law, Board policy, or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.
- C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the protected characteristics of the student - including but not limited to age and sex - and the nature of the infraction. Metal detectors, breathalyzers and/or drug sniffing dogs may be used to detect the presence of contraband, including weapons, drugs or alcohol, in furtherance of this policy and to the extent authorized by law.
- D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.
- E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police

department for proper disposition. Evidence not submitted to the police department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

- A. The Board of Education (the “Board”) provides lockers, desks, gym baskets and other storage areas in which students may keep and store personal belongings and materials provided by the Board. Such storage areas are the property of the Board.
- B. No student shall keep or store personal belongings or materials provided by the Board in any storage area other than one provided by the Board and designated for the student’s use by the school administration.
- C. Each student shall be responsible for maintaining any storage area assigned to the student for the student’s use in an orderly and sanitary condition.
- D. No student shall keep or store in a storage area assigned to the student for the student’s use any item the possession of which is illegal or in violation of ~~school regulations~~ Board policy, the rules of the school or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by students is a privilege. At all times such storage areas remain the property of the Board. If the school administration reasonably suspects that a student is not maintaining a storage area assigned to the student in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of Board policy, the rules of the school, school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5090.8.1, Section 2(A).
- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

92 Conn. Gen. Stat. § 10-221, Board of education to prescribes rules, policies and
93 procedures
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95 Conn. Gen. Stat. § 54-33n, Search of school locker and property
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97 New Jersey v. T.L.O., 469 U.S. 325 (1985)
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**ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE
(OPTIONAL ADDENDUM REGARDING USE OF BREATHALYZERS ON
SCHOOL PROPERTY)**

The Board of Education (the “Board”) supports the use of both passive alcohol screening (“PAS”) devices and breathalyzers during the school day or at school-sponsored events, on or off campus, to deter the use of alcohol by students in the Madison Public Schools (the “District”) and to promote the health and safety of all students.

This regulation provides the basic structure for the use of passive alcohol sensors and breathalyzers in this District to detect/confirm alcohol consumption by students. Such instruments shall be used by the District to 1) to confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the school day, or at a voluntary, extracurricular school-sponsored event; and/or 2) systematically screen students attending extracurricular/voluntary school-sponsored events for possible alcohol use.

The passive alcohol sensor (“PAS”) device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use, with results reported as either “positive” or “negative.” A breathalyzer is a device that detects and measures alcohol in expired air so as to determine the concentration of alcohol in a person’s blood.

Only designated school personnel will be trained in the use of the PAS device and/or breathalyzer test. All testing instruments shall be properly calibrated and will be checked for accuracy and for full calibration in accordance with the manufacturer’s standards. Testing of students using these devices will be conducted in a separate area, to the extent practicable, to maintain student privacy.

Results from a PAS device or breathalyzer will be maintained in a confidential manner, and released in accordance with District policy and state and federal law.

A. Testing to Confirm Reasonable Suspicion of Alcohol Use

If there is reasonable suspicion that a student is under the influence of alcohol at school or at a school-sponsored event, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be informed as to how the PAS device operates and will be asked to breathe across the intake part of the device. Testing will be conducted by trained personnel, in a separate area whenever possible, to maintain student privacy. Any student who tests positive will be asked to submit to a second test using a breathalyzer. If the student tests positive for a second time, the school will contact the student’s parents. If necessary, the student will be brought to the school nurse for medical treatment and emergency medical protocols shall be followed.

If the student tests positive on either test, or if the student refuses to take the test when there is reasonable suspicion of alcohol use, the student may be subject to appropriate disciplinary action consistent with District policies and procedures.

Reasonable suspicion shall include, but not be limited to, any of the following:

1. Observed use or possession of alcohol;
2. Alcohol odor or the presence of an alcohol container;
3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
4. Marked changes in personal behavior not attributable to other factors.

B. Extracurricular/Voluntary School-Sponsored Events

The Board also allows for the use of PAS devices and breathalyzers in connection with students' participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such suspicion-less testing will occur only if students are notified prior to the event or school-sponsored activity that a PAS or breathalyzer may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use. Students will be notified through a variety of means, including orientation programs, student handbooks and/or electronic publication.

When PAS devices and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

1. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.
2. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a breathalyzer test to confirm the presence of alcohol.
3. Should the student test positive after the second test, school personnel will contact the student's parents and the student shall be removed/denied entry to the activity or school-sponsored event.

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4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
 5. The District retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with District practice and policy.

#97101200

School District Logo & Mascot

The Madison Board of Education (“the Board”) recognizes the importance of a logo and/or mascot as an identifier of the Madison Public Schools (“the District”). The Board shall adopt an official logo and/or mascot for the District. The Board shall retain final approval for all changes to the MPS District and Athletics logos and/or mascots and shall be approved with a 2/3 vote of all Board Members.

~~The logo shall appear on all documents intended for public circulation and all official forms of communication.~~ All uses of the District, school-specific, or athletic logos shall comply with the parameters set forth by the administration.

It is the intent of the Board that the changing of a logo and/or mascot occur infrequently and only if the current logo and/or mascot is determined to be no longer appropriate, as indicated by a 2/3 affirmative vote of the membership of the Board.

The Board shall seek the advice of the Superintendent when determining whether to change the logo and/or mascot. Should the Board determine a need to significantly alter and/or select a new logo and/or mascot, a formal committee shall be formed, consistent with Policy #9450, to guide the process.

Any modifications or request for changes that would not fundamentally alter the character of the existing logo and/or mascot (e.g. temporarily changing color to honor an awareness month, adding sport specific icons, etc.) shall be at the discretion of the Athletic Director with approval from the Superintendent.

~~The Superintendent is authorized to develop regulations as required to support this policy.~~

#12009710

School District Logo and Mascot

The Madison Board of Education (“the Board”) recognizes the importance of a logo and mascot as identifiers of the Madison Public Schools (“the District”). The Board shall adopt an official logo and/or mascot for the District.

~~The logo shall appear on all documents intended for public circulation and all official forms of communication.~~ All uses of the District logo or school-specific logos and mascots shall comply with the parameters set forth by the administration.

The Superintendent is authorized to develop regulations as required to support this policy.

It is the intent of the Board that the changing of a logo and/or mascot occur infrequently and only if the current logo and/or mascot is determined to be no longer appropriate, as indicated by a 2/3 affirmative vote of the membership of the Board.

The Board shall seek the advice of the Superintendent when determining whether to change the logo and/or mascot.

If the Board determines the need/desire to change the District logo or mascot, the Board shall establish a committee consistent with Policy #9450 to expedite and facilitate the Board’s decision.

The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board.

The committee shall be comprised of the Chair of the Board of Education (ex officio, non-voting), Superintendent (ex officio, non-voting), one or more Board members and representatives of stakeholders as the Board deems appropriate. With respect to changing the mascot, the Athletic Director shall be the chairperson (non-voting) of the committee.

The Board will establish the scope of and schedule for the committee’s work. The Board retains the right to make the final determination of any logo and/or mascot change and the change will be approved by a 2/3 affirmative vote of the membership of the Board.

Minor changes or variations to the mascot (e.g. temporarily changing color to honor an awareness month, adding sport specific icons, etc.) will be at the discretion of the Athletic Director with approval from the Superintendent.

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#9710**School District Logo And / Or Motto**

The school district logo will be given prominence in identifying the schools, departments and services of the Madison Public Schools. Specifically, it will appear on all documents generated in schools and administrative offices which are intended for public circulation, and on all official forms of communications.

These will include, but not be limited to, the following:

Letterheads	Numbered forms
Pamphlets	Purchase Orders
Newsletters	Invoices
Public Notices	Checks
Advertisements	Curriculum Documents or other
Calendars	Copyrighted Publications
Video Presentations	Student Report Cards
Certificates and Diplomas	Board-owned Vehicles

Individual schools or departments who wish to use local identifying symbols in their own publications, letterheads, etc., may do so provided the official Board Logo is also used. In such cases, the Board Logo will appear on the first or cover page of any multi-page document.

The Superintendent is authorized to issue procedures as may be necessary to support this policy.

Date of Adoption: 3/7/95

#9720**Guidelines for Use of District Logo / Board Members' Names**

Guidelines are necessary to establish uniform use of the District Logo, Board of Education members' names, and use of the approved Equal Employment Opportunity statement that is printed on appropriate district publications. Therefore, it shall be the responsibility of the Superintendent to assure that all individuals responsible for the development and printing of district publications adhere to application of the following guidelines:

- Indication of the date of all publications shall be included on the publication;
- On any publications produced for general distribution, and at least once a year on all regular publications, the District's Equal Employment Opportunity statement should appear as follows:

The Madison Public Schools is committed to affirmative action and equal opportunity for employment. No student will, on the basis of race, color, creed, sex, handicap, national origin, or sexual orientation, be denied access to any appropriate educational program or activity provided by the District. The Title IX compliance coordinator and the Section 504 compliance coordinator is the Director of Special Educational and Regional Services.

- On any publications produced for employment purposes, the District's Affirmative Action statement should appear as follows:

The personnel policies, procedures, and practices of the Madison Public Schools will be administered to best assure equal employment opportunities for all applicants and employees. The District has identified and eliminated any personnel policies, procedures, or practices which discriminate on the basis of race, color, ancestry, national origin, gender, age, religion, handicap, political affiliation, sexual orientation, or status as a veteran and will continue to do so,

9720 (Continued)

remaining vigilant against development of unlawful employment discrimination. The District will comply with all applicable state and federal laws and regulations prohibiting employment discrimination, and all contractors and vendors will be requested to do likewise.

- Names of Board of Education members serving at the time of a publication should appear in the following publications annually: Board Policies and Administrative Regulations manuals, student handbooks, school / faculty handbooks, Board meeting agendas, the district annual report, all district council and committee publications, professional publications for dissemination both within and without the district, and other such publications considered to be representative of the district.
- The District Logo should appear on district-printed publications prepared for distribution to the public;
- Names of Board of Education members serving at the time of publication should be published annually in at least the first issue of the parent / community newsletter and commencement programs; use of the logo on invitations is encouraged but not required; and
- Publications currently in print must be modified to conform with this regulation at the time they are reprinted.

Date of Adoption: 4/4/95

#9450
Committees

1. The Madison Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it except that special/advisory committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
 - A. Such special/advisory committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
 - B. All special/advisory committee reports affecting Board policy shall be submitted in writing.
 - C. A special/advisory committee’s only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.
4. An Executive Committee consisting of the Chairperson, the Vice Chairperson and the Secretary shall be a standing committee of the Board.
 - A. The Executive Committee shall meet with the Superintendent as requested by the Superintendent or as directed by the Chairperson to review matters related to administrative, personnel, pupil personnel, issues and general matters not requiring action of the Board as a whole.
 - B. Other responsibilities of the Executive Committee include:
 - (1) Long-range agenda planning
 - (2) Facilitating communication between the Superintendent and Board members.
5. Standing Committees

In addition to the Executive Committee, the Board of Education shall have five (5) standing committees as follows: Curriculum and Student Development Committee, Facilities Committee, Finance Committee, Personnel Committee and Policy Committee.

The following rules apply specifically to standing committees:

1. Standing committee chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.
2. No board member may chair more than one standing committee.
3. The Board Chairperson shall designate standing committee members, subject to Board action. Board members interested in serving on a particular standing committee shall notify the chairperson.

Duties of Standing Committees

Standing committees are assigned regular duties as described below.

Curriculum and Student Development Committee

- Recommend to the Board curriculum revisions, additions, and deletions submitted by the superintendent.
- Monitor the effectiveness of the curriculum in achieving Board goals and objectives.
- Monitor progress and report regularly to the full Board regarding District curriculum and programmatic initiatives.
- Review instructional technology plans to provide for district programmatic and curriculum needs.

Facilities Committee

- Develop Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address educational programming, school safety and school security.
- Receive periodic reports from the Superintendent and the District Facilities Director regarding maintenance projects, facilities project progress and other facilities-related matters.

Finance Committee

- Review, deliberate, and adjust the budget, proposed by the administration, for the operation of the district for the upcoming school year.
- Recommend to the entire Board a budget which in the committee's view supports the goals and objectives of the district for the upcoming school year.
- Recommend projects for the Capital Improvement Program.
- Serve as an advocate for the budget adopted by the Board during the town budget adoption process.
- Oversee the ongoing financial status of the district budget during each school year.
- Recommend action to the entire Board that the committee deems appropriate

concerning the fiscal affairs of the district.

Personnel Committee

- Negotiate contracts with administration, professional staff, and non-certified personnel toward the goal of reaching a fair and equitable agreement.
- Maintain confidentiality while negotiations are ongoing.
- Research the Board's position referring to current and local data to substantiate proposals.
- Work with the Board to set parameters within which to negotiate.
- Keep the Board apprised of the negotiations process.
- Present a package of negotiated items for the Board's approval.

Policy Committee

- Formulate policies to be presented to entire Board for action.
- Suggest amendments to / revisions of existing policies.
- Serve as a resource to provide policy reference to other board members.
- Regularly review Board policies.
- Review legislative updates to ensure district policy compliance.

Legal Reference

Conn. Gen. Stat. § 10-218 Officers. Meetings

Date of Adoption: December 12, 2023

