

## Regular BOE Meeting

Wednesday, January 3, 2018 7:00 PM  
Auditorium, 129 Church Street, Bristol, CT 06010

### I. CALL TO ORDER/NATIONAL ANTHEM/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

### II. MINI GRANTS PRESENTATIONS

### III. APPROVAL OF MINUTES - December 6, 2017 Regular BOE Meeting

### IV. COMMITTEE REPORTS

**Presenter:**  
Commissioners

### V. STUDENT REPRESENTATIVE REPORT

### VI. SUPERINTENDENT REPORT

**Presenter:** Dr. Moreau

### VII. CONSENT AGENDA

#### VII.A. Personnel

##### VII.A.1. Teacher Retirement

##### VII.A.2. Teacher Resignation - Effective January 1, 2018

##### VII.A.3. Coaching Appointment

#### VII.B. Grants

##### VII.B.1. Inter-District Cooperative Grant - Adventures in Peace-Making and Diversity 2017-2018

**Presenter:** Carly Fortin

##### VII.C. Policy Affirmations

### VIII. PUBLIC COMMENT

### IX. DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

#### IX.A. Schedule of Board of Education Meetings for the 2018 Calendar Year

**Presenter:** Dr. Moreau

#### IX.B. Installation of a Cellular Communication Canister

**Presenter:** Dr. Moreau

#### IX.C. Feasibility Study- Board of Education Recommended Option

**Presenter:** Dr. Moreau

### X. POLICY REVISIONS

#### X.A. Policy 6112: School Day - Revised

#### X.B. Regulation 6113: Released Time - Revised

#### X.C. Policy 6141.321: Computer Acceptable Use of the Internet - Revised

#### X.D. Policy 6141.322: Web Sites and Web Pages - Revised

#### X.E. Regulation 6112: School Day - Removal

### XI. NEW BUSINESS

XII. INFORMATION

XIII. LIAISON REPORTS

XIV. ADJOURNMENT

**BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**December 6, 2017 – Regular Meeting Minutes**

The regular meeting of the Bristol Board of Education was held on Wednesday, December 6, 2017 at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut. **To see the meeting and hear full reports please go to:** <http://nutmegtv.org/video-on-demand/single/?id=35243>

**PRESENT:** Commissioners: Jeff Caggiano, Jennifer Dube, Joseph Grabowski, Karen Hintz, Thomas O'Brien, David Scott, Tina Taylor, Karen Vibert and Christopher Wilson; Dr. Susan Kalt Moreau, Superintendent, Dr. Sam Galloway, David Mills City Council Liaison

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chairman Wilson called the meeting to order at 7:01 p.m. and asked the audience to stand for the performance of our National Anthem, by Bristol Central Instrumental students under the direction of John Abucewicz. The audience remained standing to recite the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**November 1, 2017 – Regular Meeting Minutes**

On a motion by Thomas O'Brien and a second by Tina Taylor it was unanimously

***VOTED:** That the Board of Education approve the minutes from the November 1, 2017 Regular Meeting be as written.*

**ELECTION OF OFFICERS**

**Chairman of the Board of Education for a Two Year Period**

Dr. Moreau called for nominations for the position of Chairman of the Board of Education.

Commissioner Hintz nominated Christopher Wilson to the position of Chairman; Commissioner Vibert seconded the nomination.

Commissioner Dube nominated Jeffery Caggiano to the position of Chairman; Commissioner Scott seconded the nomination.

With no other nominations made, Dr. Moreau announced the nominations closed and asked that ballots be distributed to commissioners. Written ballots for the position of Chairman were returned to Dr. Moreau and tallied. Dr. Moreau announced that Christopher Wilson was elected Chairman of the Board of Education for a Two Year Period with a 6-3 vote.

**Vice Chairman of the Board of Education for a Two Year Period**

Chairman Wilson called for nominations for the position of Vice Chairman of the Board of Education.

Commissioner O'Brien nominated Karen Vibert to the position of Vice Chairman; Commissioner Taylor seconded the motion.

With no other nominations made, Chairman Wilson announced the nominations closed and asked that ballots be distributed to commissioners. Written ballots for the position of Vice Chairman were returned to Dr. Moreau and tallied. Dr. Moreau announced that Karen Vibert was elected Vice Chairman of the Board of Education for a two year period with a 7-2 vote.

**Secretary of the Board of Education for a Two Year Period**

Chairman Wilson called for nominations for the position of Secretary of the Board of Education.

## **Secretary of the Board of Education for a Two Year Period – con't**

Commissioner Caggiano nominated Karen Hintz to the position of Secretary; Commissioner O'Brien seconded the motion.

With no other nominations made, Chairman Wilson announced the nominations closed and asked that ballots be distributed to commissioners. Written ballots for the position of Secretary were returned to Dr. Moreau; who announced that Karen Hintz was unanimously elected Secretary of the Board of Education for a two year period.

## **Chairman's Remarks**

Chairman Wilson addressed the Board and the audience regarding the board's accomplishments over the past two years and the districts and Board intentions and for the Board as we move forward.

Dr. Moreau introduced and welcomed Peter Kelley; the newly appointed City Council Board Liaison.

## **COMMITTEE REPORTS**

**Student Achievement** – Commissioner Dube reported that the committee met and discussed several items. The committee reviewed and recommended several policies to the policy committee. Dr. Dietter presented the Special Education Study Follow-Up. There was a CTE Digital Printing Program Update, discussion of a possible Fifth Year Program and there was an update given about students displaced by natural disasters.

**Finance** - Commissioner Vibert reported that the committee met earlier this evening. There was update on the 17-18 budget, at this time we are not in the position to give an accurate projection of a surplus or deficit. Staff will be participating in Munis training along with the City in January or February; from that training we anticipate having a budget projection. We do have a projection for the special services budget we are currently looking at a deficit of 1.6 million dollars. Our Special Education population has increased to 18.3% we are tracking that very closely. We spoke about displaced students, we are currently at 39 students enrolled in our district and about one third have disclosed that they have special education status. There has been discussion of some funding coming from the federal government, but we will have to see what happens. The Food Services budget was discussed, and we are currently anticipating a \$95,000 deficit, this is mostly due to pension contributions as well as substitute staffing in the cafeteria. We spoke about Policy 3160 which covers Board of Education approval of transfers within the budget during the school year. A tentative policy was approved, and it has been sent to the policy committee for further discussion at their January meeting. They have scheduled potential Budget Workshops for January 18<sup>th</sup> and 20<sup>th</sup>, we will get the dates out soon to the Board of Finance and City Council as they are always invited to those meetings.

**Operations** - Commissioner Hintz reported that the committee met on November 21<sup>st</sup>. They received a presentation from Alex Mica a senior at Bristol Eastern on research he has conducted regarding the effects of the two-mile radius rule for high school students in regard to whether or not they receive transportation to school. The committee encouraged Alex to reach out to Greg Boulanger in transportation to consider whether changes could be made. The committee received a presentation from DRA who is conducting the feasibility study. Several options were presented, but probably from a financial position we would most likely not be able to move on any of the options any time soon.

## **Policy**

Commissioner Taylor reported that the committee met and there are affirmations and revisions that will appear later the agenda for discussion and a vote.

**Personnel**

Commissioner O'Brien reported that following lengthy negotiations, the teachers have ratified the contract and the Board will be going into Executive Session this evening to discuss and vote on the contract.

Commissioner Scott questioned whether minutes from the Personnel Committee would be put out. As most of the work is done in Executive Session and mediation there are no minutes that can be shared. The negotiated contract is the work that comes out of the meetings and that will be discussed in Executive Session this evening.

**CHAIRMAN REPORT** – Chairman Wilson asked that Commissioners share their experiences at the CABE convention. Also at the convention twenty-eight people were recognized out of the 14,000 members in the state of Connecticut. Tom O'Brien was one of the members recognized for having 20 or more years of service to the Board of Education. Chairman Wilson shared that Commissioner O'Brien has served 27 years – 13 years as an appointed member and 14 years as an elected member. Congratulations and thank you Mr. O'Brien for all his service.

**STUDENT REPRESENTATIVE REPORTS**

Olivia Rajotte from Bristol Central shared that she attended the CABE convention on Saturday November 18<sup>th</sup>, where they met other student representatives from across the state and shared information about their districts. They heard presentation about items affecting students currently such as: Transgender issues in the Community, it was enriching experience and they would like to attend other conferences like this. Olivia has started looking at recycling at Bristol Central and how waste is handled, she is looking at the policy of how our recyclables are handled, there must be a better way that would also bring revenue to the school. Mr. Vaughn's transitional program is currently working on a bottle collection to get the ball rolling for the rest of the school. In other news, through programming started by the CIAC they have started a new class act club that focuses on encouraging positive support and sportsmanship at school sponsored sporting events. The fan section will now be referred to as Ram mountain. They have also introduced a new mascot at BCHS and she shared a photo of it with each commissioner. On Friday, December 22<sup>nd</sup> the school will have their annual festus celebration during the last hour of the school day, commissioners are all invited to attend. Also, the Powder Puff football game held in November raised \$1,580.00 for the Make a Wish Foundation.

Madison Fostervold from Bristol Eastern shared that the last month has been very busy at BEHS: There was pep rally, penny wars, door decorating contests, a toy drive and lots of planning of new activities such as a winter celebration. She also attended the CABE conference, and found the convention beneficial in preparation of her monthly presentation to the Board. She connected with other student representatives from across the state and was able to see the board on a statewide level. Discussion about protecting transgender students and grading policies were not only discussed by board members, but also by students, whose voices are being heard across the state. Madison spoke about a survey going around to students about how they have settled into the school year and what their feelings are. She created the survey to what their thoughts and feelings were about the new school year, but also to find out their feelings on a recent mandatory survey that sophomores and seniors were given. The survey provided by Bristol Youth Services consisted of questions relating to drugs and alcohol and the view that students have. She will share the results of both surveys at next month's meeting.

**SUPERINTENDENT REPORT**

Dr. Moreau presented the District Accountability Plan; shared a letter from the Stamford Downtown Parade Spectacular Group for the Bristol Eastern Marching Bands outstanding performance at their Downtown Parade Spectacular; she shared the extremely positive NEASC follow up report for Bristol Central and informed the Board that Commissioner Wilson was elected Vice President of the Professional Development Board at CABE.

**CONSENT AGENDA**

Commissioner Caggiano asked for Item 8.3.c and Commissioner Taylor asked for Item 8.3e to be pulled out for discussion.

**CONSENT AGENDA – con’t**

On motion by Commissioner Caggiano; seconded by Commissioner O’Brien it was unanimously

**VOTED:** *That the Board of Education approve the following Consent Agenda items:*

**Personnel**

**Teacher Retirements**

Sandra Adams - ID - Grade 5 - Effective January 1, 2018  
Lawrence Hochman - BEHS - Guidance - Effective January 26, 2018

**A-2 Resignation - Effective November 1, 2017**

Ray LeCara - BEHS - School Newspaper Faculty Advisor

**Teacher Requests for an Unpaid Leave of Absence**

Shannan Higgins - BCHS - Guidance - Effective November 20, 2017 through end of 2017-2018 school year  
Elizabeth Zurell - STAF - Phys Ed Teacher - Effective November 22, 2017 through February 23, 2018

**Coaching Appointments**

Lance Pepper - Asst. Girls Basketball Coach - BCHS - effective 11/27/17  
Paul Hylan - Asst. Indoor Track Coach - BEHS - effective 12/2/17  
Michael Cassin - .5 Wrestling Coach - BEHS - effective 11/27/17  
Vincent Guarda - Asst. Girls Basketball Coach - BEHS - effective 11/27/17  
Tyrell Holmes - Volunteer Boys Basketball Coach - BEHS - effective 12/2/17  
Jason Stafford - Girls Basketball Coach - WB - effective 12/2/17

**Grants**

Approval of Title IV A Funds for Student Support and Academic Enrichment (SSAE) Grant  
E-Rate Reimbursement for 2016-17 Telecommunications Expenses  
Environmental Learning Centers of Connecticut & South Side FRC Raising Readers Program  
PREP - Providers Responsive Early Care & Education Preparation  
United Way Grant in Collaboration with HRA of New Britain Inc. satellite office in Bristol  
West Bristol School FRC Grant

**Policy Affirmations**

Policy 1314: Soliciting Funds from and by School Personnel  
Policy 1640: Relations with Colleges and Universities Shared Services  
Policy 1660: Cooperative Arrangements with Business and Industry

**Emergency Bridge Grant from Main Street Foundation and Sky Bight Foundation**

Commissioner Caggiano acknowledged the work of the Family Resource Center and Susan Sadecki at the Main Street Community Foundation. He mentioned that his family has a fund through the Main Street Foundation that will donate a small grant specifically to the South Side Family Resource Center.

**Greene-Hills School FRC Grant**

Commissioner Taylor noticed a clerical error in the 8.3.e. The grant is for Greene-Hill and the rationale has West Bristol listed throughout. The grant can still be approved, as all the wording will remain the same, the only change would be the school listed.

On motion by Commissioner Caggiano; seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education approve the following Grants:  
Emergency Bridge Grant from Main Street Foundation and Sky Bight Foundation  
Greene-Hills School FRC Grant***

**DELIBERATED ITEMS/CENTRAL OFFICE LEADERSHIP TEAM REPORTS**

**Special Services Update**

Dr. Dietter presented a Special Education Update that covered Excess Cost and Displaced Students both items were discussed in detail in the Finance Committee meeting.

**POLICY REVISION**

**Policy 1322 - Contests for Students - Revised**

On a motion by Commissioner Dube, seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education approve Policy 1322 - Contests for Students - as recommended by the Board of Education Policy Committee.***

**Policy 1412 - Fire Department - Revised**

On a motion by Commissioner Taylor, seconded by Commissioner Dube it was unanimously

***VOTED: That the Board of Education approve policy revision 1412 - Fire Department as recommended by the Board of Education Policy Committee.***

**Policy 1415 - Park and Recreation Department - Revised**

On a motion by Commissioner Dube, seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education approve Policy 1415 - Park and Recreation Department as recommended by the Board of Education Policy Committee.***

**Policy 1416 - Fiscal Authorities - Revised**

On a motion by Commissioner Dube, seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education approve Policy 1416 - Fiscal Authorities - as recommended by the Board of Education Policy Committee.***

**Policy 4140 Personnel Certified Teachers Compensation Guides and Contracts - Revised**

On a motion by Commissioner Vibert; seconded by Commissioner O'Brien it was

***VOTED: That the Board of Education approve Policy 4140 Personnel Certified Teachers Compensation Guides and Contracts.***

Following discussion, commissioners suggested sending the policy back to committee for additional vetting and revisions.

On a motion by Commissioner Vibert, seconded by Commissioner O'Brien it was unanimously

***VOTED: That the Board of Education withdraw the original motion and send Policy 4140 Personnel Certified Teachers Compensation Guides and Contracts back to the Policy Committee for further discussion.***

**Policy 1500 - Relations between Area, State, Regional & National Associations and the Schools - Removal**

On a motion by Commissioner Vibert; seconded by Commissioner Taylor it was unanimously

**VOTED:** *That the Board of Education remove Policy 1620 - Relations with Private Schools/Shared Services as recommended by the Board of Education Policy Committee.*

**Policy 1620 - Relations with Private Schools/Shared Services - Removal**

On a motion by Commissioner Vibert; seconded by Commissioner Taylor it was unanimously

**VOTED:** *That the Board of Education remove Policy 1620 - Relations with Private Schools/Shared Services as recommended by the Board of Education Policy Committee.*

**OLD BUSINESS** – There was no Old Business to come before the board.

**NEW BUSINESS** – There was no New Business to come before the board.

**INFORMATION/LIAISON REPORTS**

Commissioner Dube reported on activities at West Bristol school.

Commissioner Taylor reported on activities at Greene-Hills School.

Chairman Wilson reported on activities/topics pertaining to CABA.

**VOTE TO CONVENE INTO EXECUTIVE SESSION**

On a motion by Commissioner Dube; seconded by Commissioner Taylor it was unanimously

**VOTED:** *That the Board of Education convene into Executive Session for discussing the Bristol Federation of Teachers (BFT) contract.*

**EXECUTIVE SESSION**

**PRESENT:** Commissioners: Jeff Caggiano, Jennifer Dube, Joseph Grabowski, Karen Hintz, Thomas O'Brien, David Scott, Tina Taylor, Karen Vibert and Christopher Wilson; Dr. Susan Kalt Moreau, Superintendent and Dr. Sam Galloway, Human Resources Director

Executive Session was called to order at 8:54 p.m.

**Bristol Federation of Teachers Contract**

Commissioners discussed the BFT Contract.

**RECONVENE INTO PUBLIC SESSION** *to take any votes on items discussed in Executive Session.*

**Bristol Federation of Teachers Contract**

On a motion by Commissioner O'Brien; seconded by Commissioner Vibert and following a roll call vote, it was

**VOTED:** *That the Board of Education approve the Bristol Federation of Teachers contract.*

The motion passed with eight (8) commissioners in favor of the vote and one (1) commissioner Scott opposed.

**ADJOURNMENT**

On motion by Commissioner Taylor seconded by Commissioner Vibert it was unanimously

***VOTED: That here being no other business to come before the Board of Education the meeting should adjourn. (9:19 p.m.)***

Respectfully Submitted

***Susan Everett***

Susan P. Everett

Executive Secretary to Board of Education

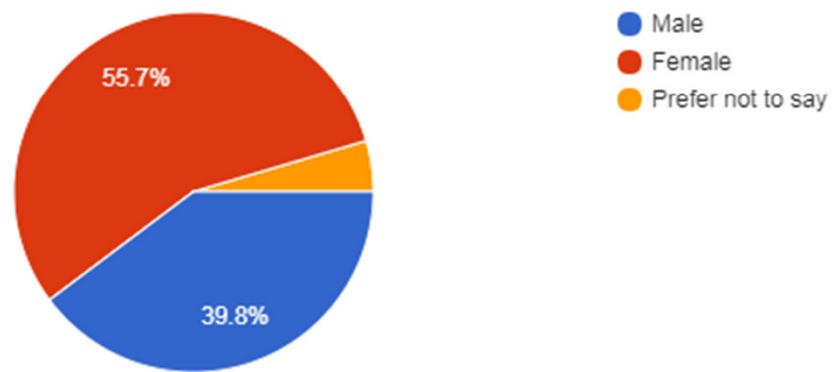
**DRAFT**

# Survey To BE Students regarding Social Media

Conducted in April, 2017

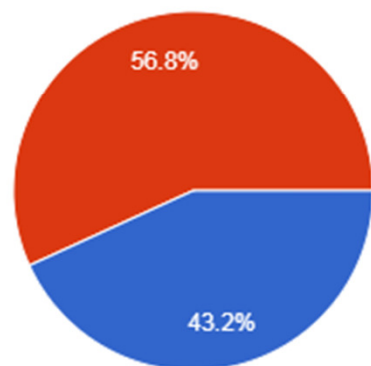
## Gender

88 responses



## Grade

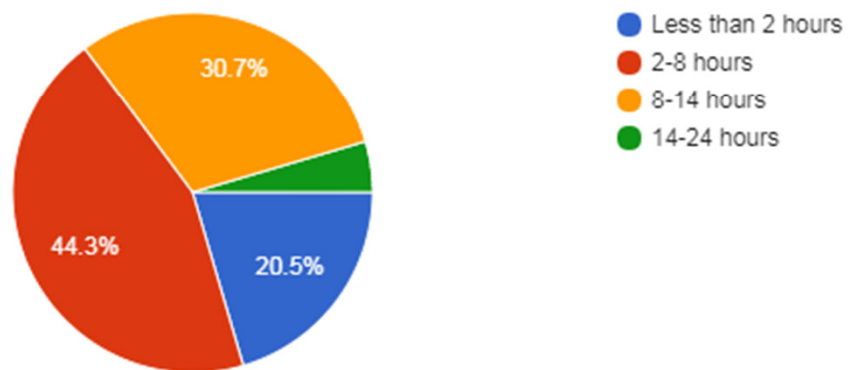
88 responses



- Freshmen or Sophomore
- Junior or Senior

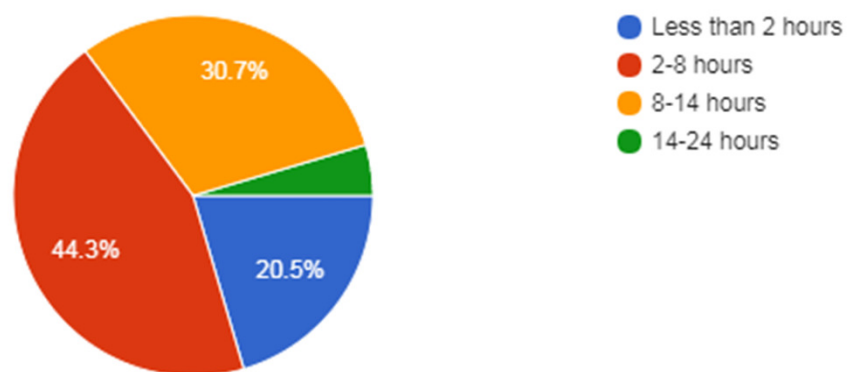
## How much time do you spend daily on social networking sites?

88 responses



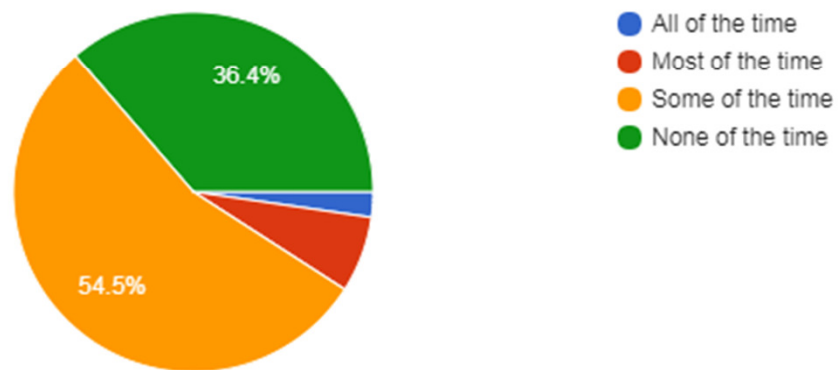
## How much time do you spend daily on social networking sites?

88 responses



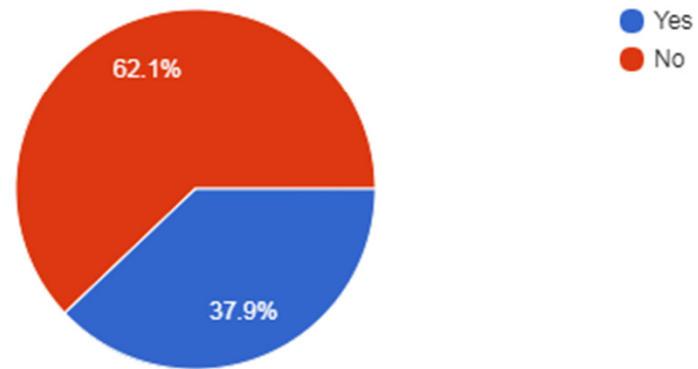
What amount of time does social media make you feel stressed or anxious?

88 responses



## Do you have a finsta?

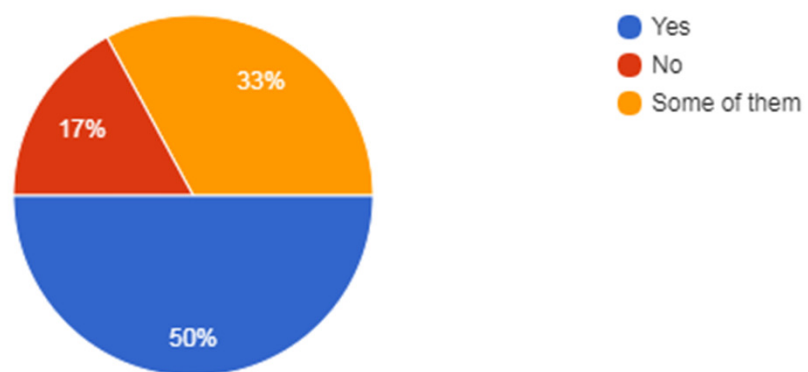
87 responses



- finsta is a “fake” instagram

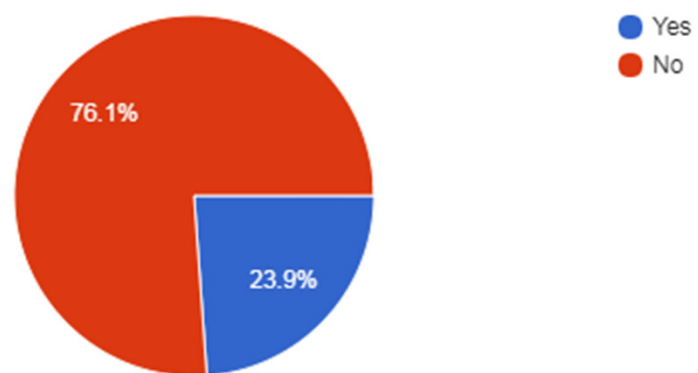
## Are your social media accounts private?

88 responses



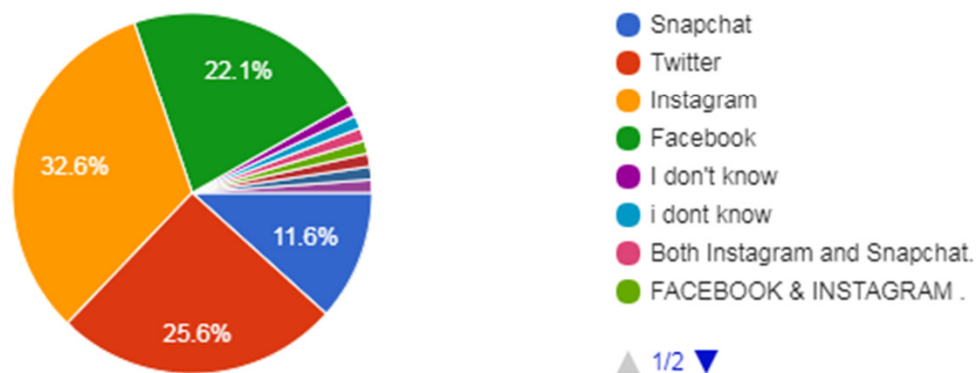
## Have you ever been bullied on social media?

88 responses



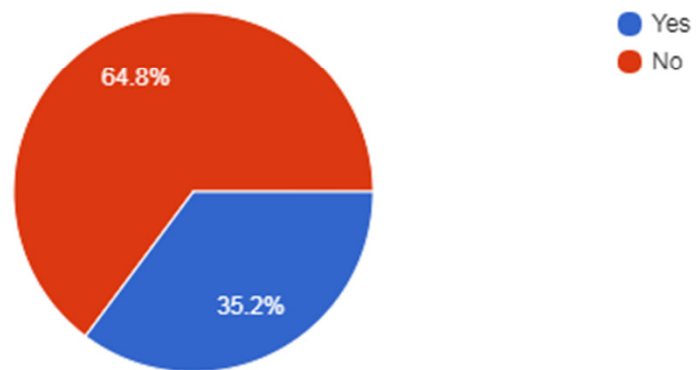
## On which social media site do you believe people are most bullied?

86 responses



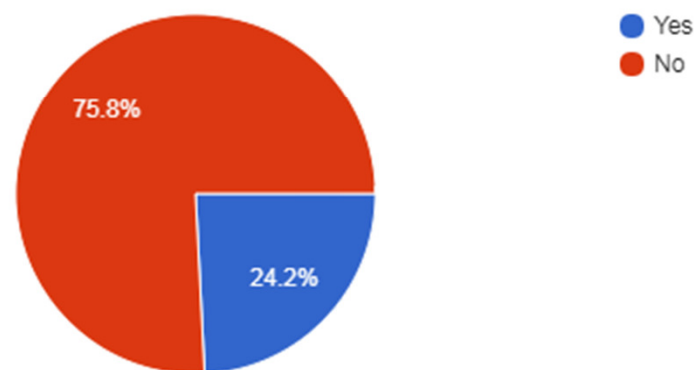
Have you ever written something negative about someone else on social media?

88 responses



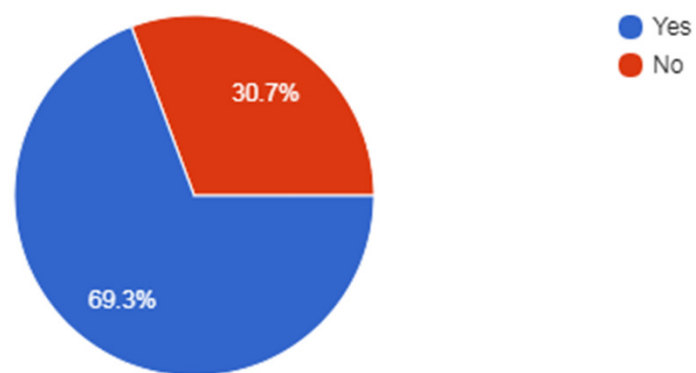
If yes, did you use that person's name?

62 responses



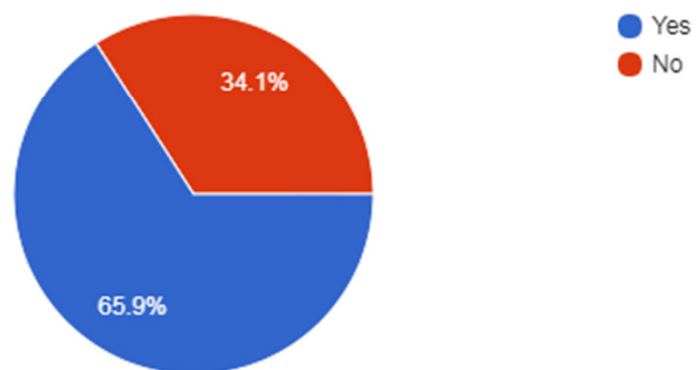
Have you ever defended someone from bullying on social media?

88 responses



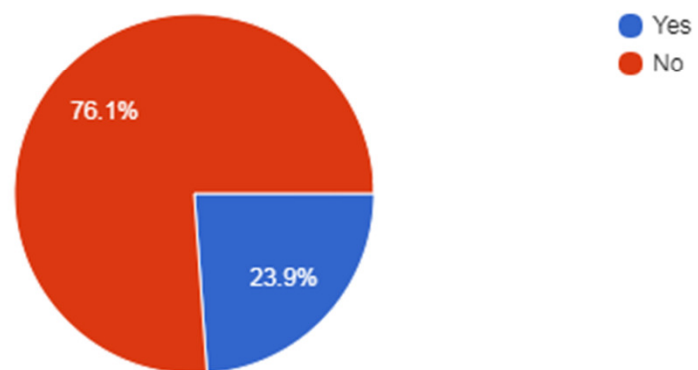
If you saw someone being bullied on social media, would you report it?

85 responses



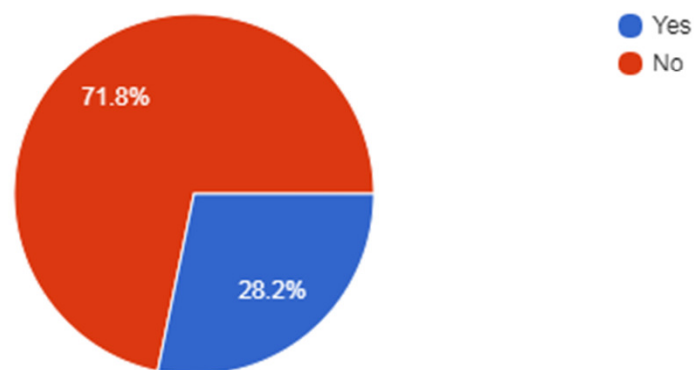
Do you feel the need to hide what you post and the photos that you have from your parents/guardians?

88 responses



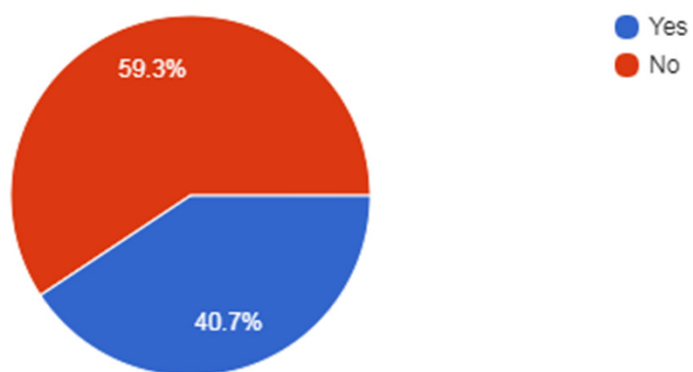
Do you ever get caught up in issues on social media with people you don't even know?

85 responses



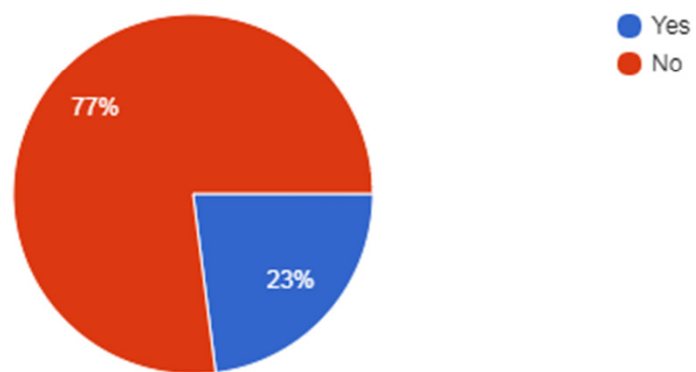
Do you engage in conversations with strangers on social media?

86 responses



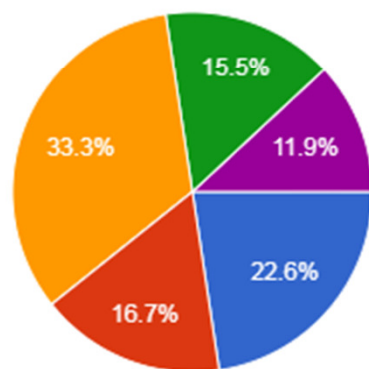
Do you feel that you have ever sent or posted inappropriate things on social media?

87 responses



If you saw someone about to harm themselves on social media, who would you report to? Check all that apply or check no one.

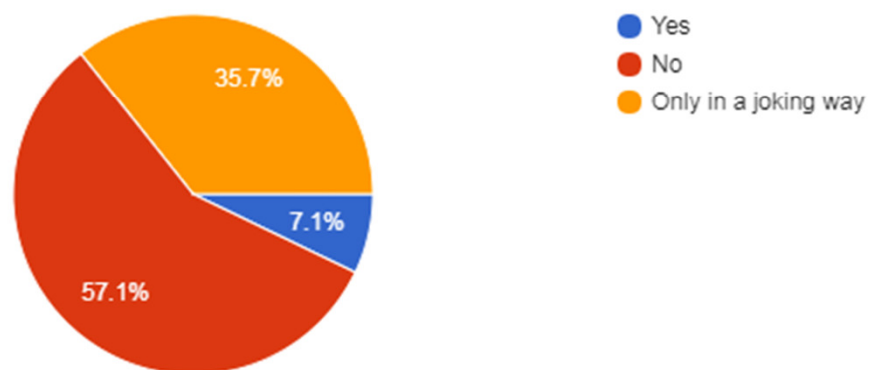
84 responses



- Parent
- School
- Call 911
- Friend
- No one--I wouldn't report it.

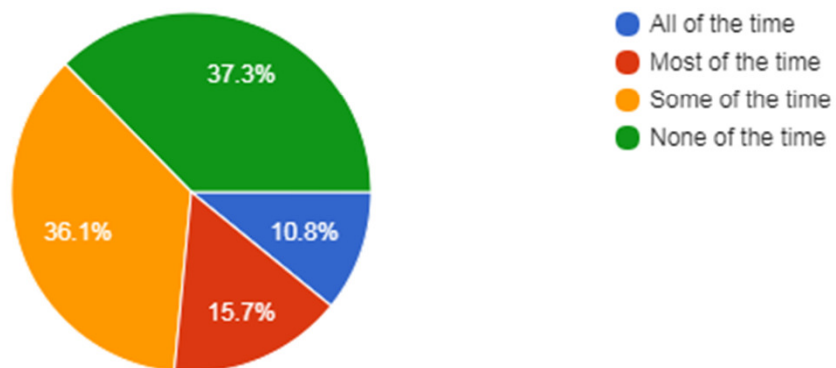
## Have you ever posted a threat to kill yourself on social media?

84 responses



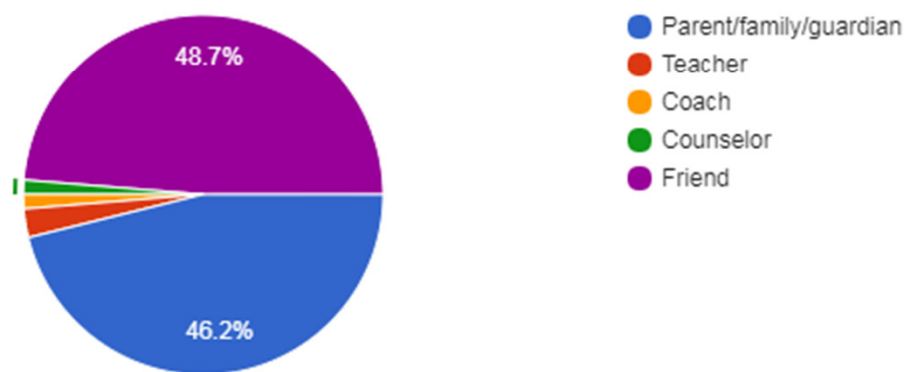
## How often do you consider how your social media affects others?

83 responses



Do you feel that you have a support person you can turn to? Check all that apply. Choose none if you do not feel as though you have a support person.

78 responses





**STATE OF CONNECTICUT**  
**DEPARTMENT OF EDUCATION**



**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

BRISTOL PUBLIC SCHOOLS  
 129 CHURCH STREET PO BOX 450  
 BRISTOL, CT 06011-0450

**4 Award Information**

Grant Type: STATE  
 Statute: C.G.S. 10-74d  
 CFDA #: None  
 SDE Project Code: SDE000000000002

Grant Number: 017-000 11000-17045-2018-82066-170102-SDE00005

**2 Grant Title**

INTERDISTRICT COOPERATIVE

**5 Award Period**

7/1/2017 - 6/30/2018

**3 Education Staff**

Program Manager:  
 Janet Foster 860-713-6561

Payment & Expenditure Inquiries:  
 Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$60,931

Funding Status: Final

**7 Terms and Conditions of Award**

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2017 and June 30, 2018 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2018. For grants awarded for two-year periods beginning July 1, 2017, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2019. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

12/14/2017

Charlene Russell-Tucker  
 Associate Commissioner  
 Division of Family and Student Support Services

## **Instruction**

### **Concept and Roles in Instruction**

The Bristol Board of Education has a major responsibility to provide equipment; materials of instruction and such other facilitating action as may be required to best meet the needs of the professional staff and thus the communities' goals.

The Board of Education supports a continuing program of in-service education involving both the certified and non-certified staff, as well as members of the community at large, to keep them abreast of current needs of the students.

Policy Adopted: April 5, 1995  
Policy Affirmed: January 3, 2018

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut

**Instruction**

**School Calendar**

The school calendar for the ensuing school year shall be prepared by the Superintendent and presented for Board of Education approval by the spring of each year. The Board shall not take action on the calendar until the following meeting.

The calendar shall set forth the days schools shall be in session, holidays and vacation periods, and other pertinent days as established by the Board.

In preparing the calendar, the Superintendent may consult with other administrators, representatives of parent/citizen groups, and employee organizations.

The Board may declare a holiday in the schools under its jurisdiction when good reason exists.

**Review of Calendar**

Refer to prevailing contract agreement.

Legal Reference: Connecticut General Statutes

1-4 Days designated as legal holidays.



## **Instruction**

### **Fire Emergency and Drills**

In the event that fire is discovered in any of the school buildings, the signal to evacuate the building should be activated first and simultaneously or then call the Fire Department. Once safely outside of the school, the Superintendent's office should be notified. Once the Fire Department is on the scene, directions should be taken from their on-site commander.

#### **I. General Rules**

##### **a. Teachers and School Personnel**

- (1) Directions for student and staff egress must be posted in each room.
- (2) During a fire drill all school personnel are to leave the building. Classroom teachers should follow their students out of the room to assure the room is empty. Windows and doors should be closed and lights turned off.
- (3) Teachers are responsible for the safe conduct of their students from their rooms to places of safety outside of the building.
- (4) Teachers should take attendance to be sure that all of their students have exited the building. Slips with names of missing students and students who are with your class who are members of another class should be walked to the designated adult.
- (5) Teachers should instruct students to walk quietly to the exits. Classes then shall proceed to a designated area, a safe distance from the building.
- (6) Re-entry into the building will occur once an all-clear signal is given.
- (7) All pertinent information must be available for substitute teachers.

##### **b. Students**

- (1) When the fire alarm sounds, all students should stop what they are doing;  
Stand, form a line and walk out the proper exit in an orderly fashion. Books and other materials are to be left in the classroom or other area from which the student exited.
- (2) Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.

## **Instruction**

### **Fire Emergency and Drills**

- (3) Students and teachers should stay as low to the ground as possible to avoid possible inhalation of smoke in the event of a fire.
- (4) No student or staff is to return to the building until the all-clear signal indicates that it is safe to return to the building.
- (5) Students are to walk back into the building in an orderly manner.
- (6) Silence must be maintained so that students may hear the teacher's directions.

## **II. Emergency Plans**

Plans must include details for:

1. students leaving the building in an orderly and rapid manner;
2. which adult will collect 'missing student' slips. This adult will also attempt to locate missing students
3. teachers and other staff ascertaining that no student remains in the building;
4. designation of staff/fire department to check for students or staff in the "Area(s) of Refuge";
5. a map indicating where each class will be located after exiting the building;
6. alternate exits, as real emergencies often call for alternate exits to be used; and
7. establishing an 'all clear' signal with which all students and staff are familiar.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes

[10-231](#) Fire drills (as amended by PA 00-220 and PA 09-131)

**Instruction**

**Fire Emergency and Drills**

Regulation Approved: April 5, 1995  
Regulation Revised: October 6, 2010  
Regulation Affirmed: January 3, 2018

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut



**BOARD OF EDUCATION  
Bristol, Connecticut**

**2018 BOARD OF EDUCATION MEETING SCHEDULE**

**Day and Time:** First Wednesday of every month at 7:00 p.m. (*Except July, August and September*)

**Place of Meeting:** Auditorium, Board of Education Administration Building,  
129 Church Street, Bristol, Connecticut 06010

January 3, 2018

February 7, 2018

March 7, 2018

April 4, 2018

May 2, 2018

June 6, 2018

July 11, 2018\*

August 15, 2018\*

September 12, 2018\*

October 3, 2018

November 7, 2018

December 5, 2018

January 2, 2019



# BRISTOL PUBLIC SCHOOLS

Feasibility Study, Board of Education Schools

*Operations Committee Presentation – November 21, 2017*



## Our Process

- **COLLECTING**
- **LISTENING**
- **VISIONING**
- **DOCUMENTATION**

# Our Process

# -DOCUMENTATION



- 1 Executive Summary
- 2 Existing Conditions
- 3 Enrollment Projections
- 4 Options Considered
- 5 Recommendations
- 6 Appendices

# COLLECTING



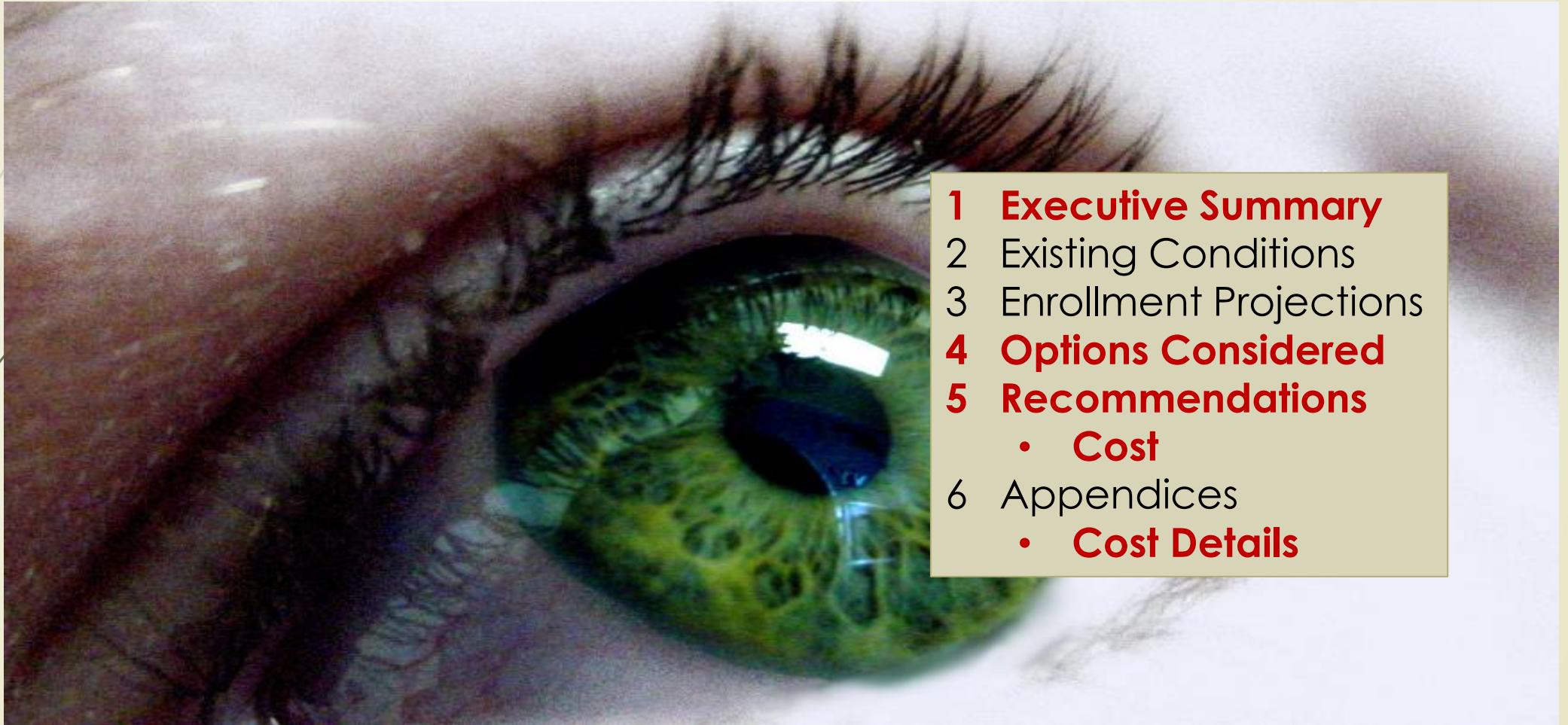
- 1 Executive Summary
- 2 Existing Conditions**
- 3 Enrollment Projections**
- 4 Options Considered
- 5 Recommendations
- 6 Appendices**

# LISTENING



- 1 Executive Summary**
- 2 Existing Conditions
- 3 Enrollment Projections
- 4 Options Considered**
- 5 Recommendations**
- 6 Appendices

# VISIONING

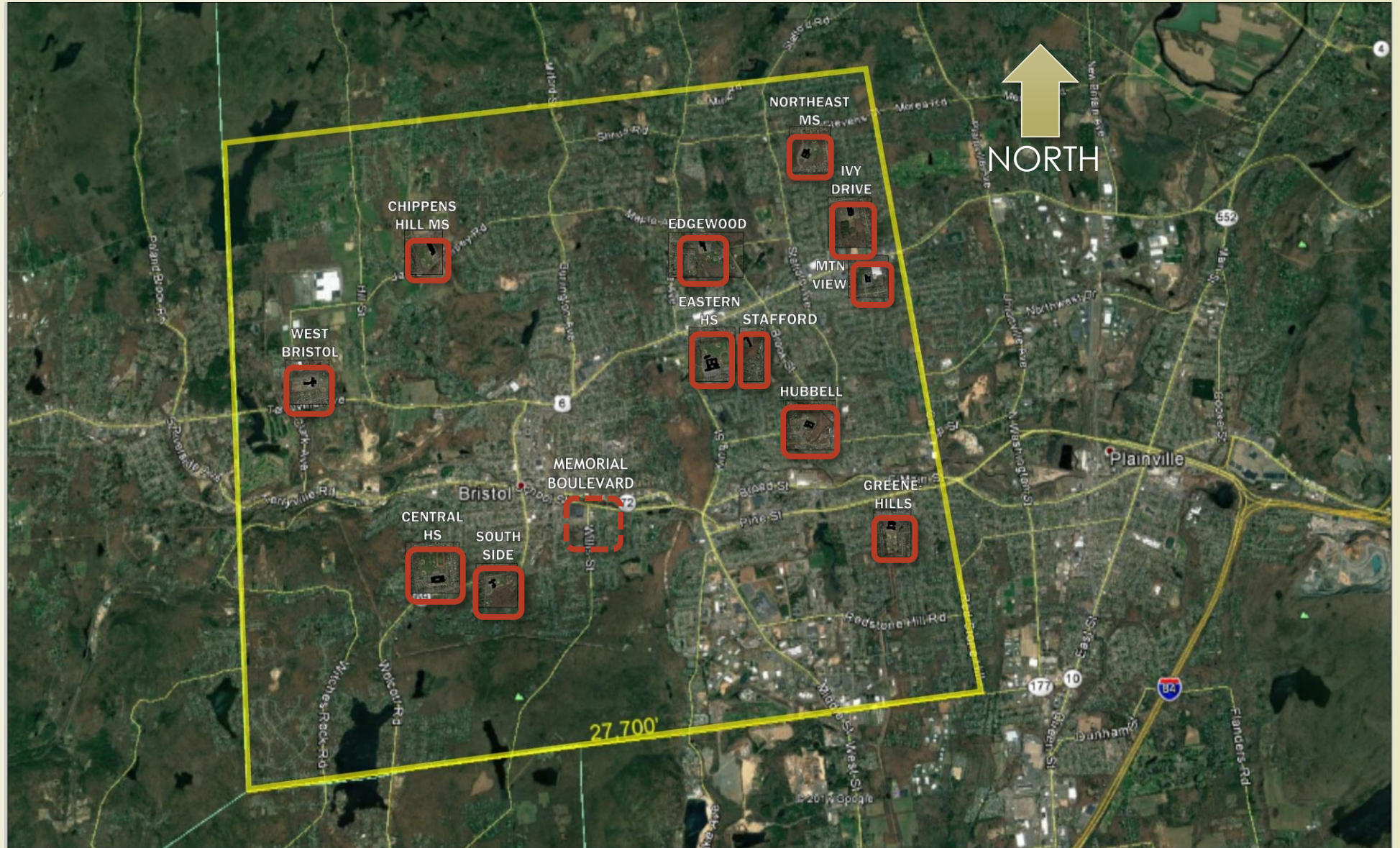


- 1 Executive Summary**
- 2 Existing Conditions
- 3 Enrollment Projections
- 4 Options Considered**
- 5 Recommendations**
  - **Cost**
- 6 Appendices
  - **Cost Details**

# BRISTOL PUBLIC SCHOOLS

FINAL 11/21/17





City Map



Google Earth

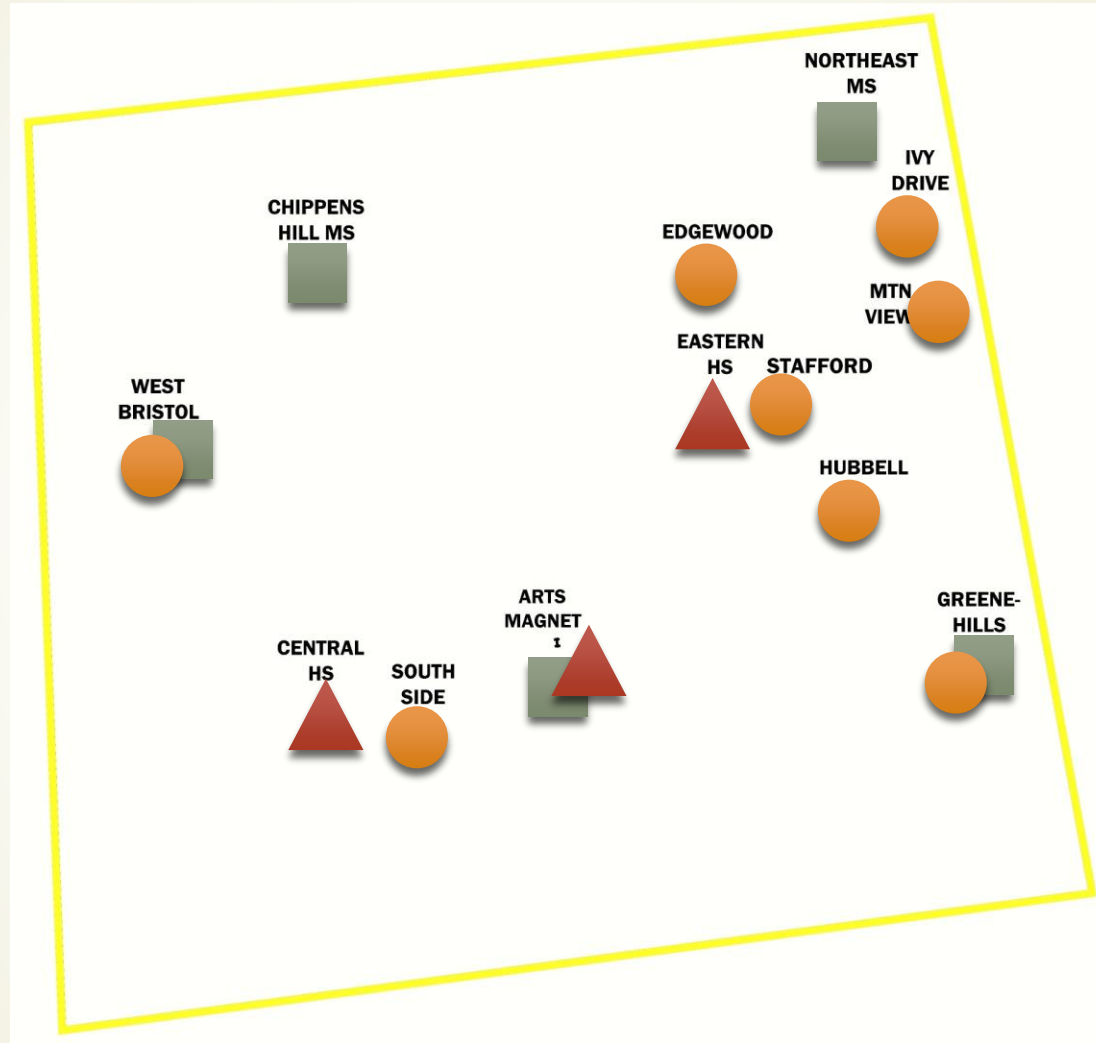
## Schools

### EXISTING CONFIGURATION

-  2 High Schools
-  2 Middle Schools (6-8)
-  2 K-8 Schools
-  6 Elementary (PK-5)

### FUTURE

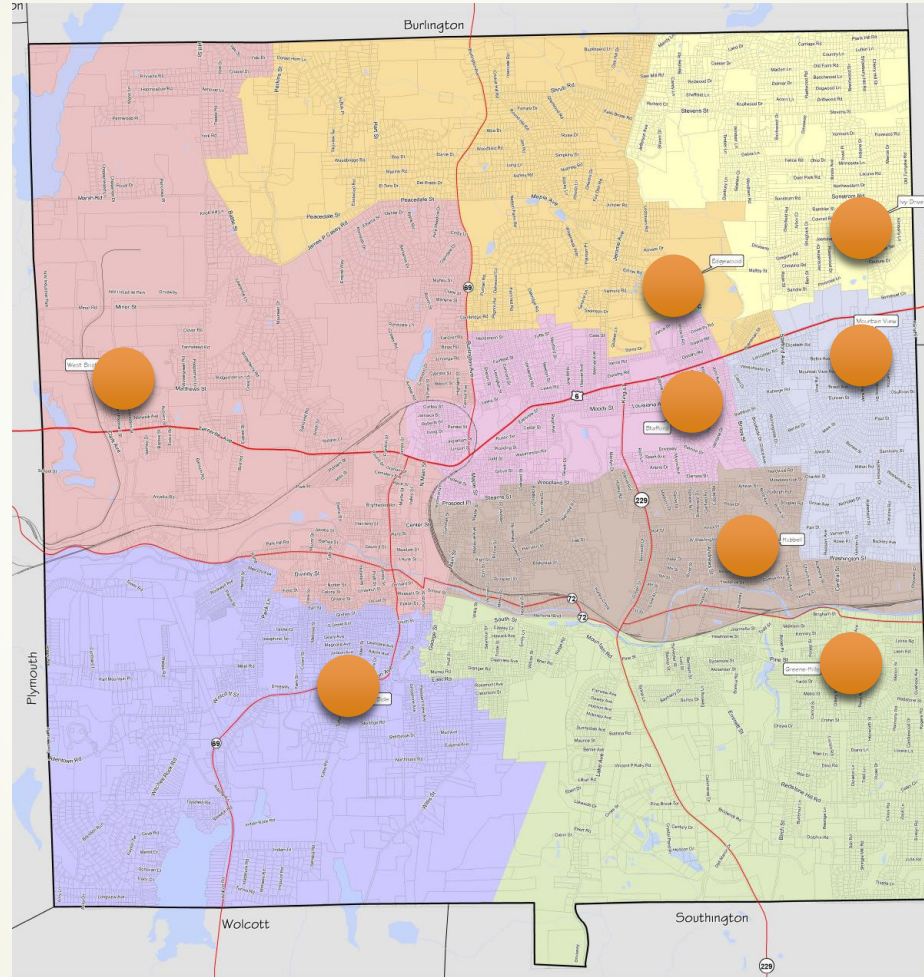
-  1 Arts Magnet (6-12)



## Districts

### EXISTING CONFIGURATION

- ▲ 2 High Schools
- 4 Middle Schools (6-8)
- 8 Elementary (PK-5)

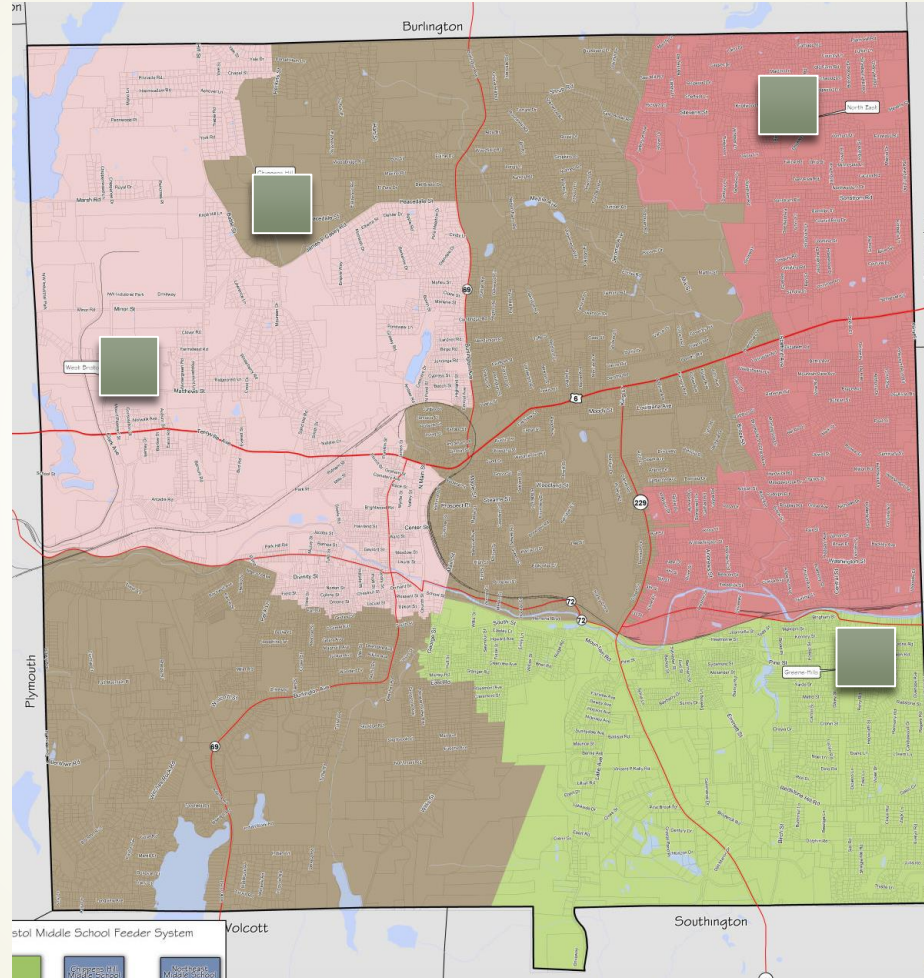


Milone & MacBroom, 2012

## Districts

### EXISTING CONFIGURATION

- ▲ 2 High Schools
- ▣ 4 Middle Schools (6-8)
- 8 Elementary (PK-5)

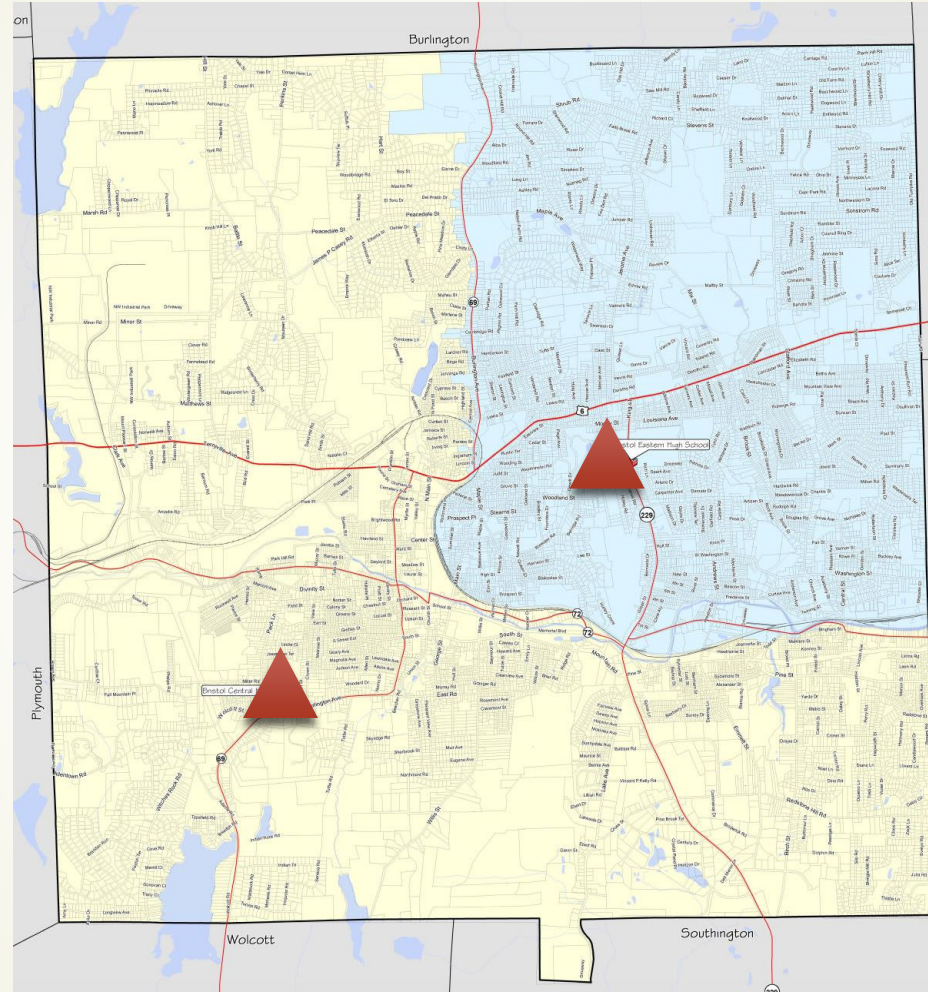


Milone & MacBroom, 2012

## Districts

### EXISTING CONFIGURATION

- ▲ 2 High Schools
- 4 Middle Schools (6-8)
- 8 Elementary (PK-5)



Milone & MacBroom, 2012

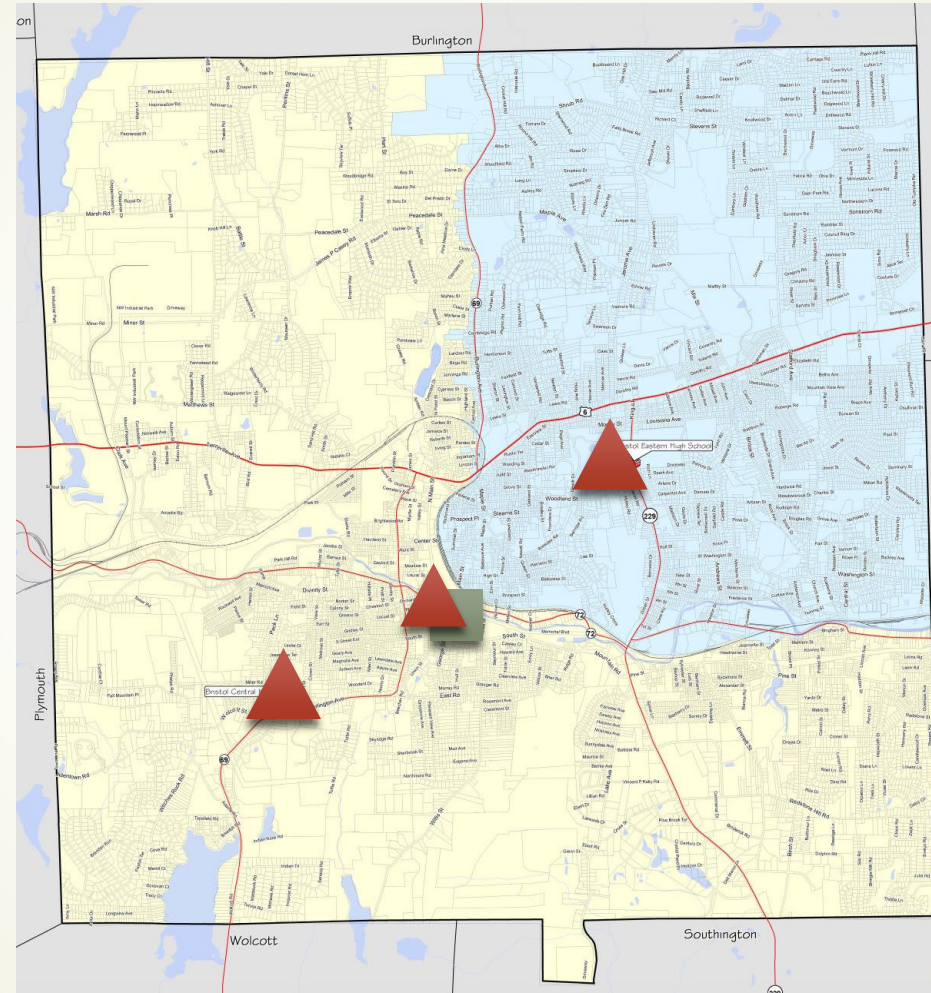
## Districts

### EXISTING CONFIGURATION

- ▲ 2 High Schools
- 4 Middle Schools (6-8)
- 8 Elementary (PK-5)

### NEAR FUTURE

- ▲ 1 Arts Magnet (6-12)

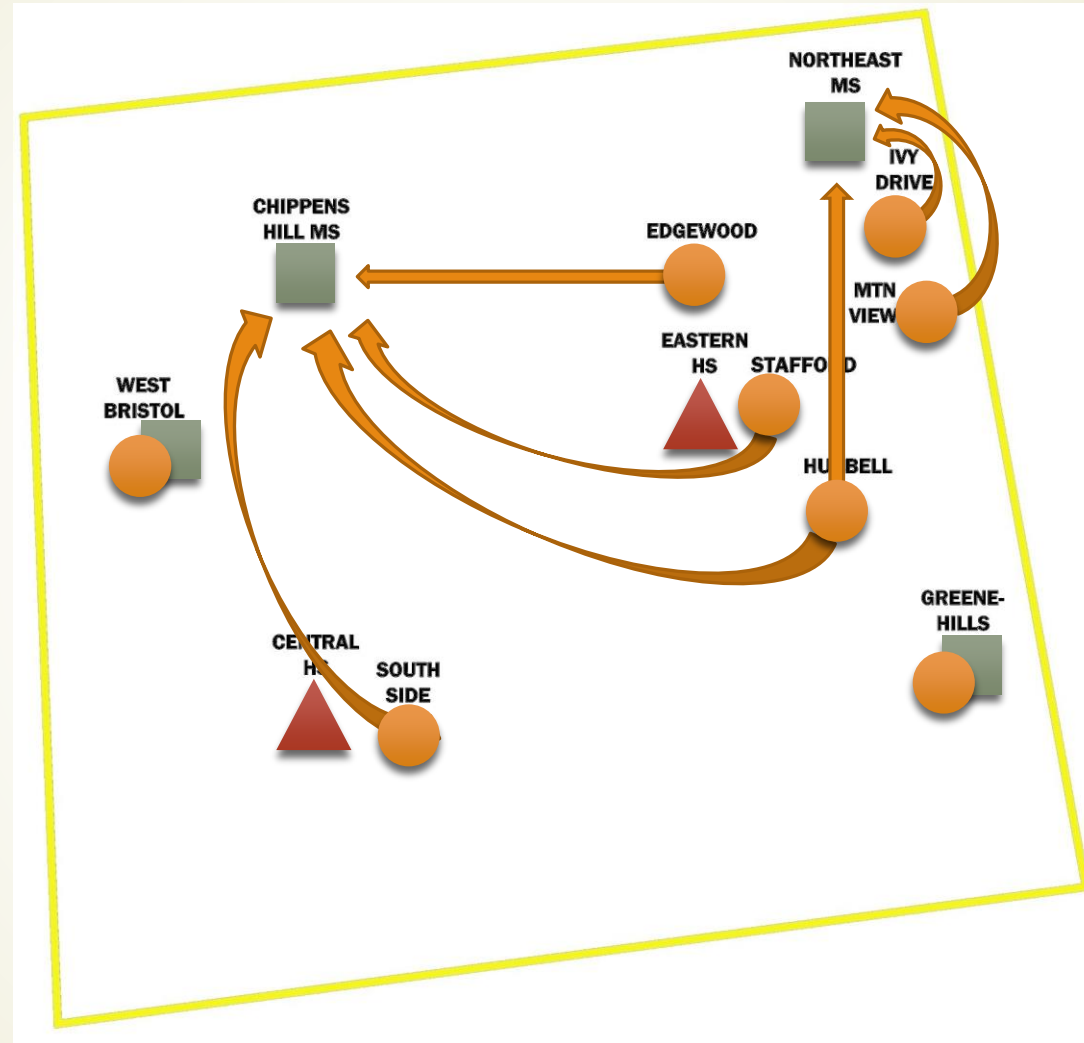


Milone & MacBroom, 2012

## Feeders

### ELEMS FEEDING MS

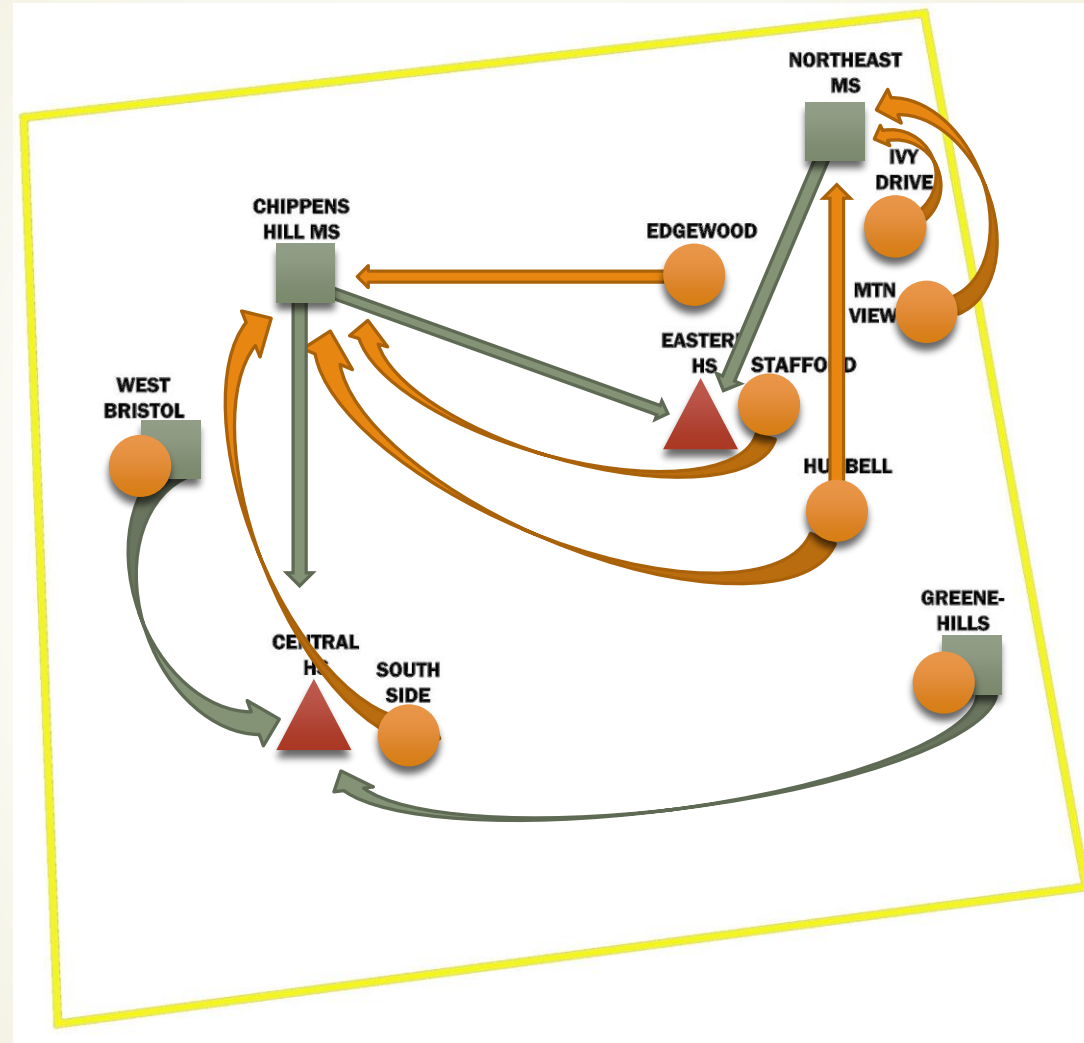
- ▲ 2 High Schools
- 2 Middle Schools (6-8)
- 2 K-8 Schools
- 6 Elementary (PK-5)



## Feeders





### MS FEEDING HS

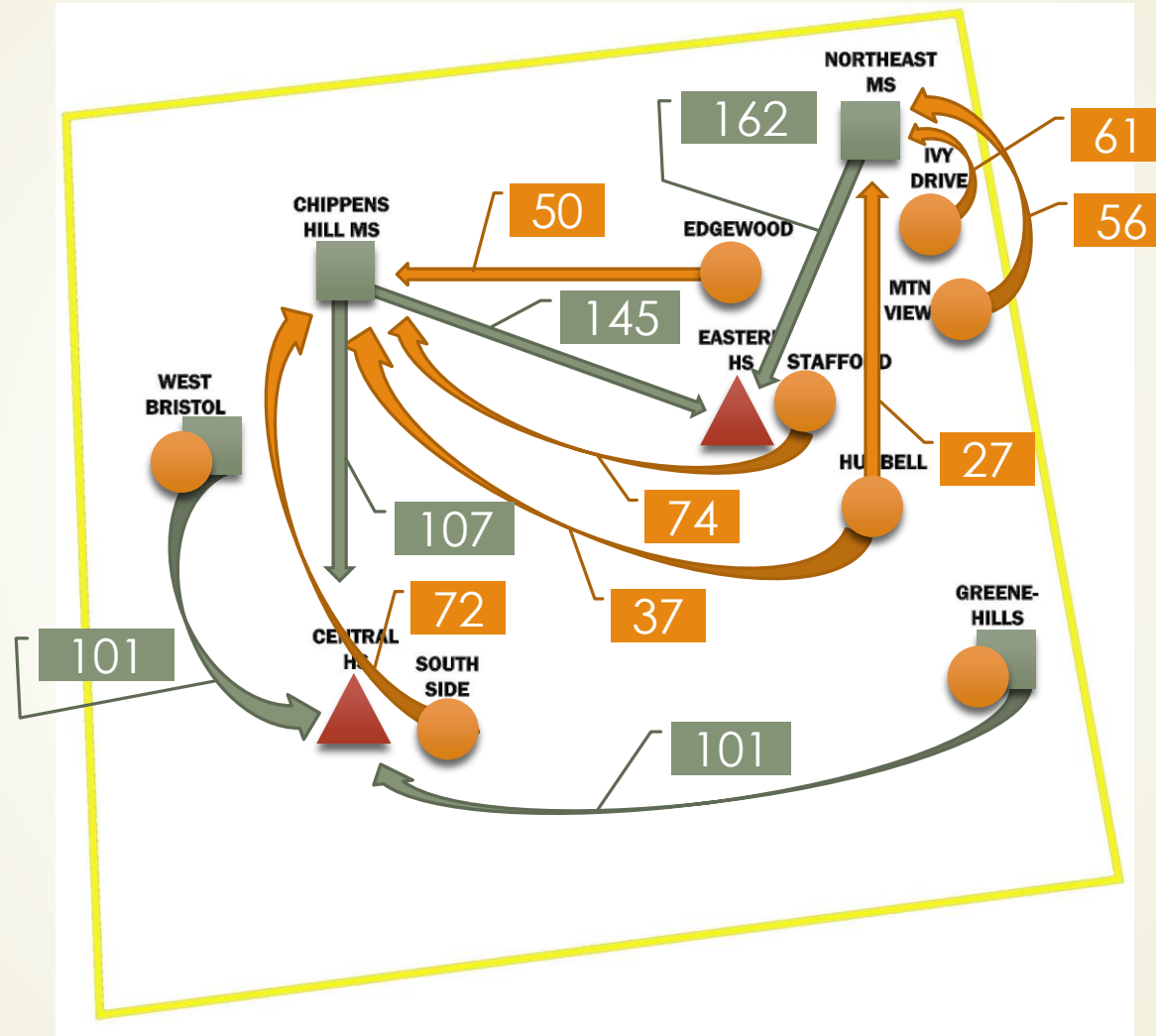
- ▲ 2 High Schools
- 2 Middle Schools (6-8)
- 2 K-8 Schools
- 6 Elementary (PK-5)



## Feeders

### STUDENT FLOWS - 2017-18

-  2 High Schools
-  2 Middle Schools (6-8)
-  2 K-8 Schools
-  6 Elementary (PK-5)



Note: Based on 2017-18 enrollment projections, not actual enrollments

## Arts Magnet



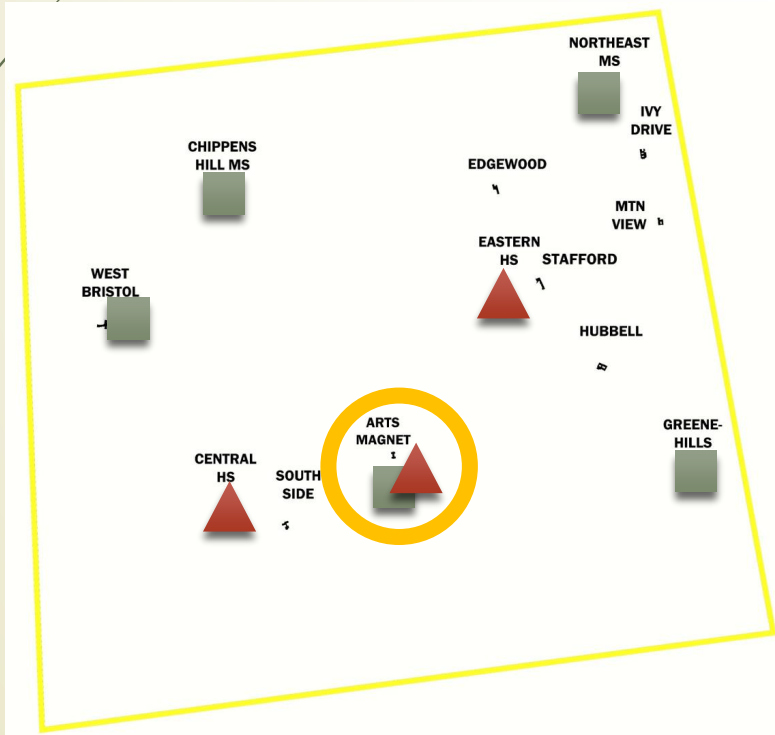
## Arts Magnet School, Memorial Boulevard

ENROLLMENT, grades 6-12:

525 students in 7 grades = 75 average/grade

Assuming the 75 seats in each grade are equally available to each school, the following enrollment adjustments have been included:

- Chippens Hill, -56 students
- Northeast MS, -56 students
- Greene-Hills, -56 students
- West Bristol, -56 students
- Central HS, -150 students
- Eastern HS, -150 students
- Arts Magnet, +525 students



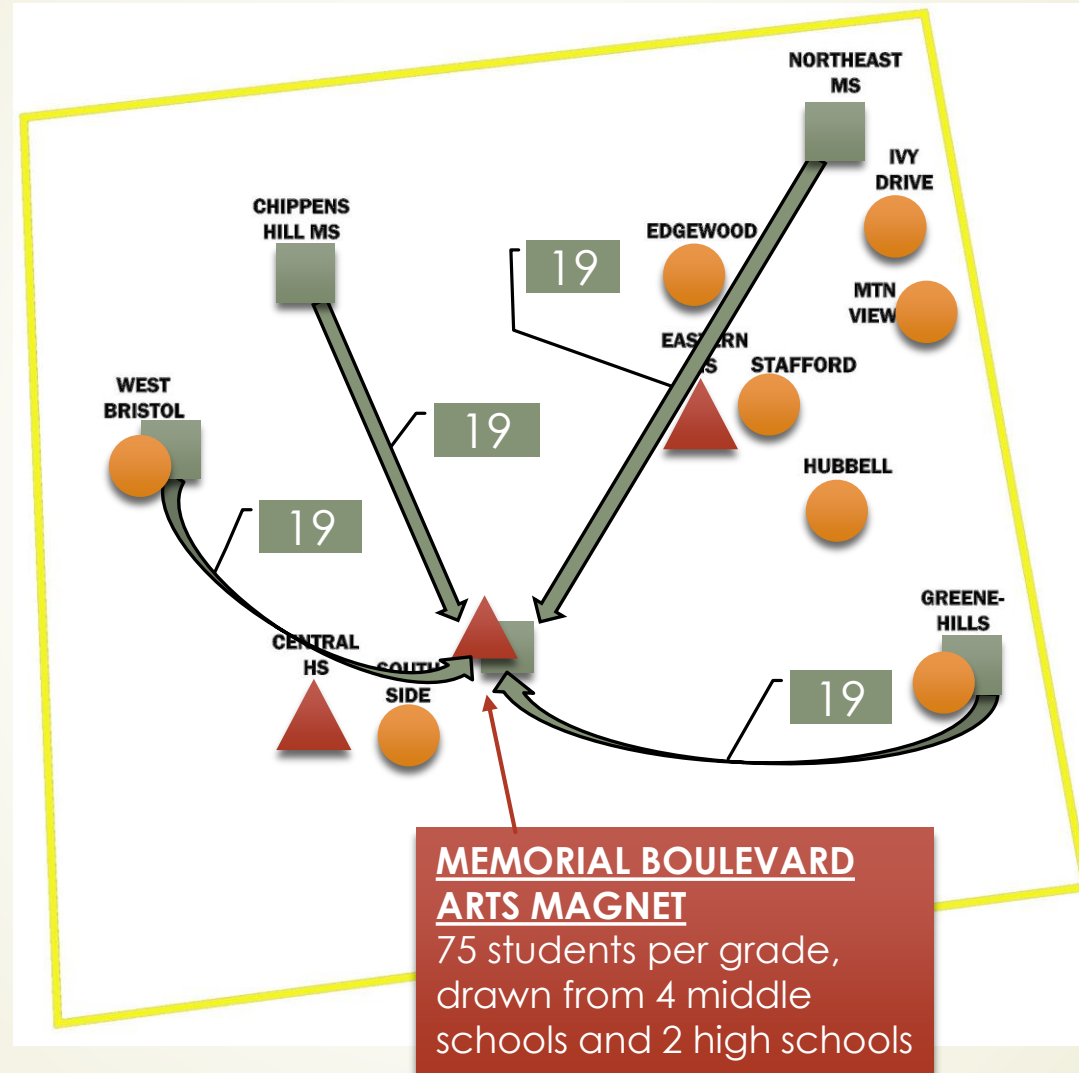
## Feeders

### STUDENT FLOWS

- ▲ 2 High Schools
- 2 Middle Schools (6-8)
- 2 K-8 Schools
- 6 Elementary (PK-5)

### FUTURE

- ▲ 1 Arts Magnet (6-12)
- The number of students in each grade is 75



# OPTIONS AND COMPARISONS

1. **Do Nothing**, continue with the same configuration
2. **All K-8 Schools**, build 1 new and reno/add 2 schools
3. **One Middle School**, Northeast
4. **One Middle School**, Chippens Hill

---

Other questions:

Analyze Two High Schools: can one HS be closed?

Arts Magnet School: what is the enrollment impact on district?



# 1. DO NOTHING OPTION

Schools continue in their present configuration.

Maintenance costs and necessary upgrades will continue.

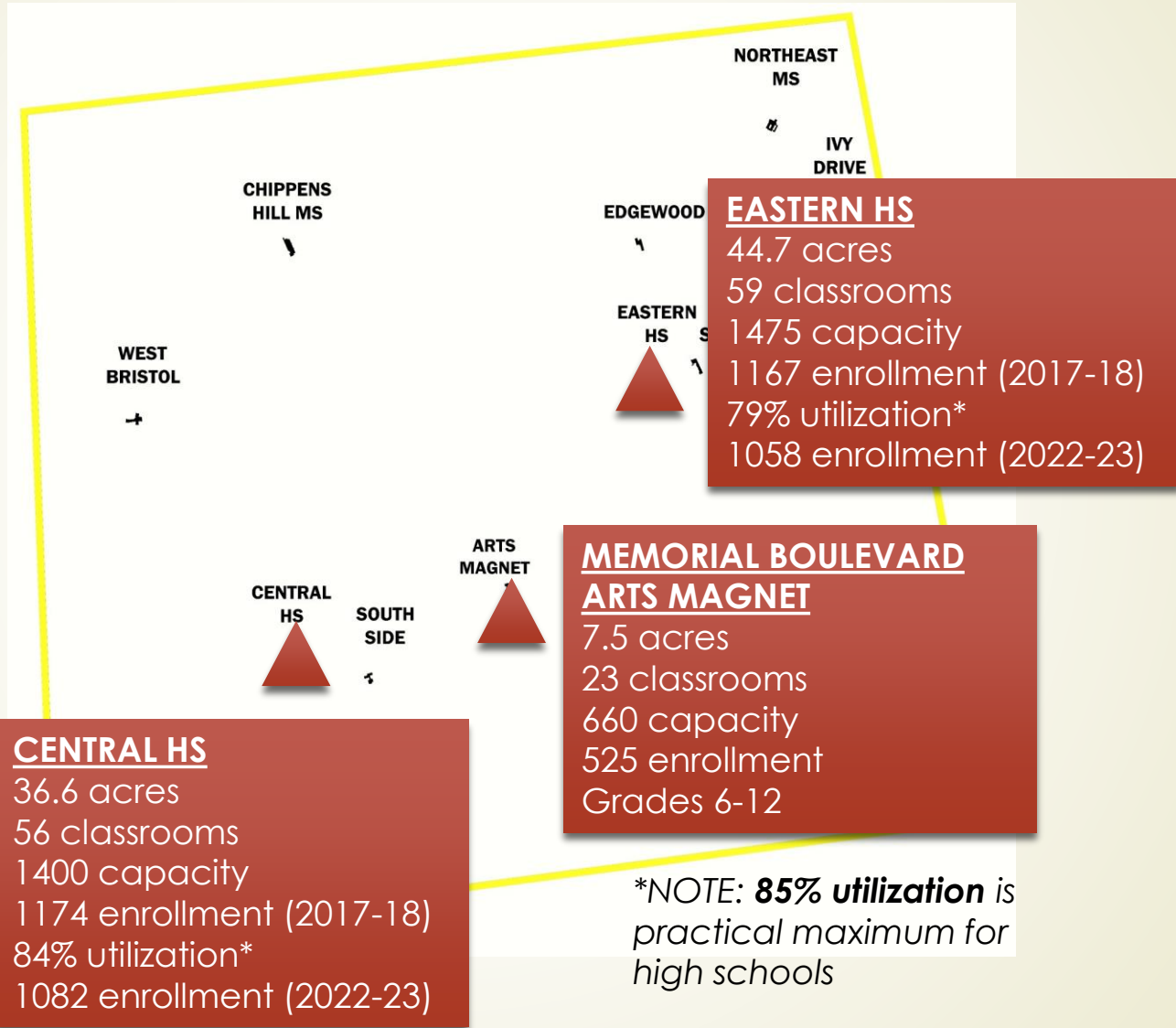
## Option 1

### EXISTING CONDITIONS

- ▲ 2 High Schools  
Grades 9-12

### FUTURE

- ▲ 1 Arts Magnet School  
Grades 6-12



\*NOTE: **85% utilization** is practical maximum for high schools

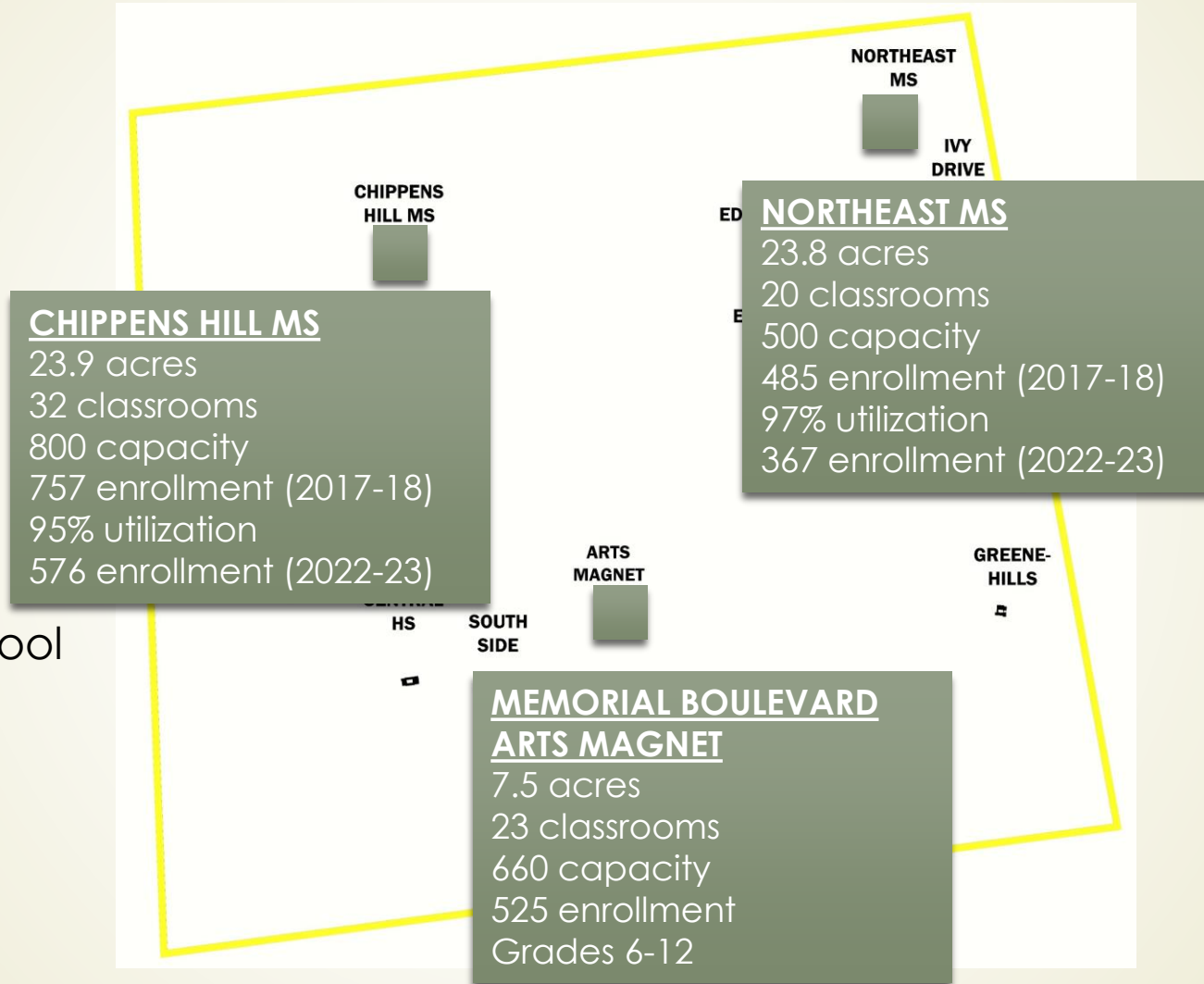
## Option 1

### EXISTING CONDITIONS

- 2 Middle Schools  
Grades 6-8

### FUTURE

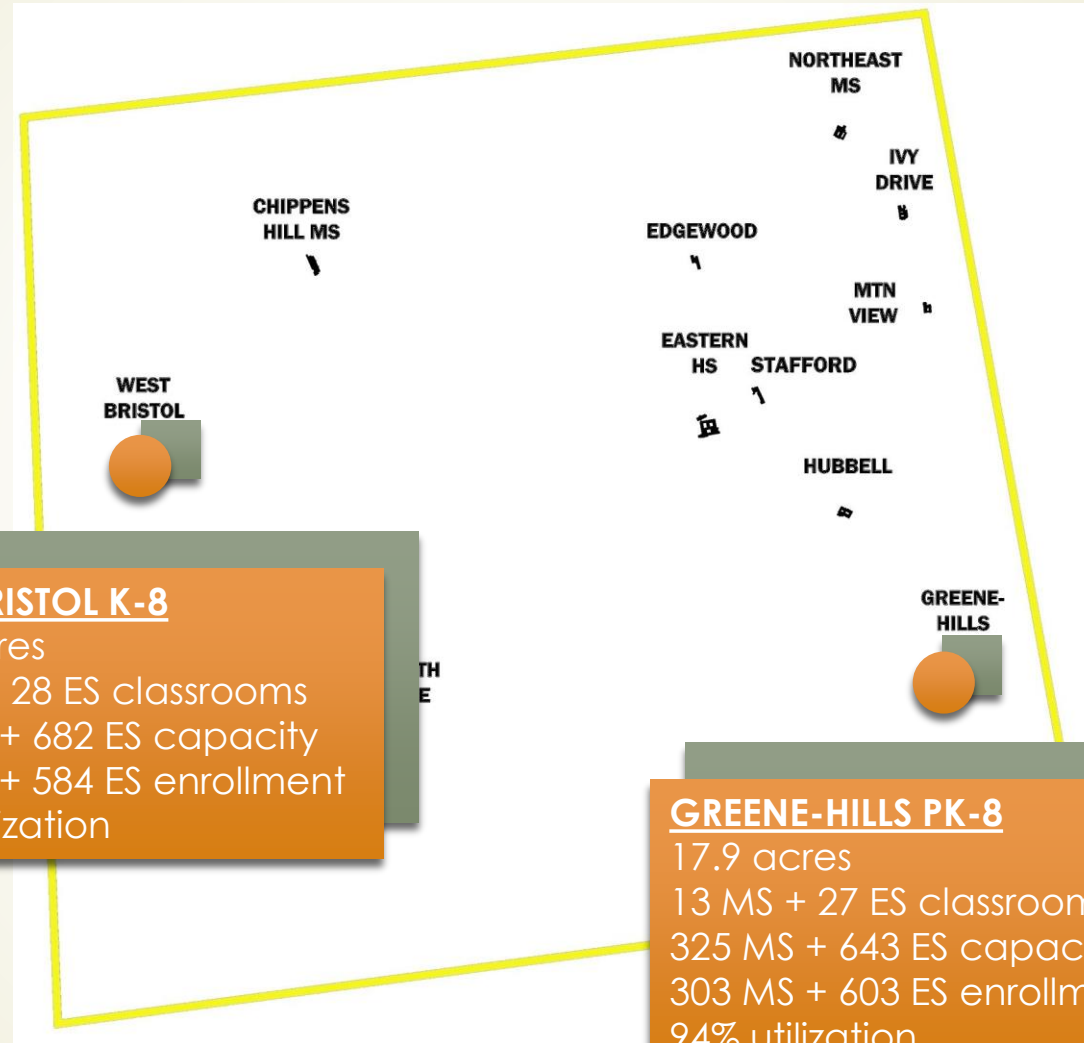
- 1 Arts Magnet School  
Grades 6-12



## Option 1

### EXISTING CONDITIONS

2 K-8 Schools



**WEST BRISTOL K-8**  
28.6 acres  
13 MS + 28 ES classrooms  
325 MS + 682 ES capacity  
303 MS + 584 ES enrollment  
88% utilization

**GREENE-HILLS PK-8**  
17.9 acres  
13 MS + 27 ES classrooms  
325 MS + 643 ES capacity  
303 MS + 603 ES enrollment  
94% utilization

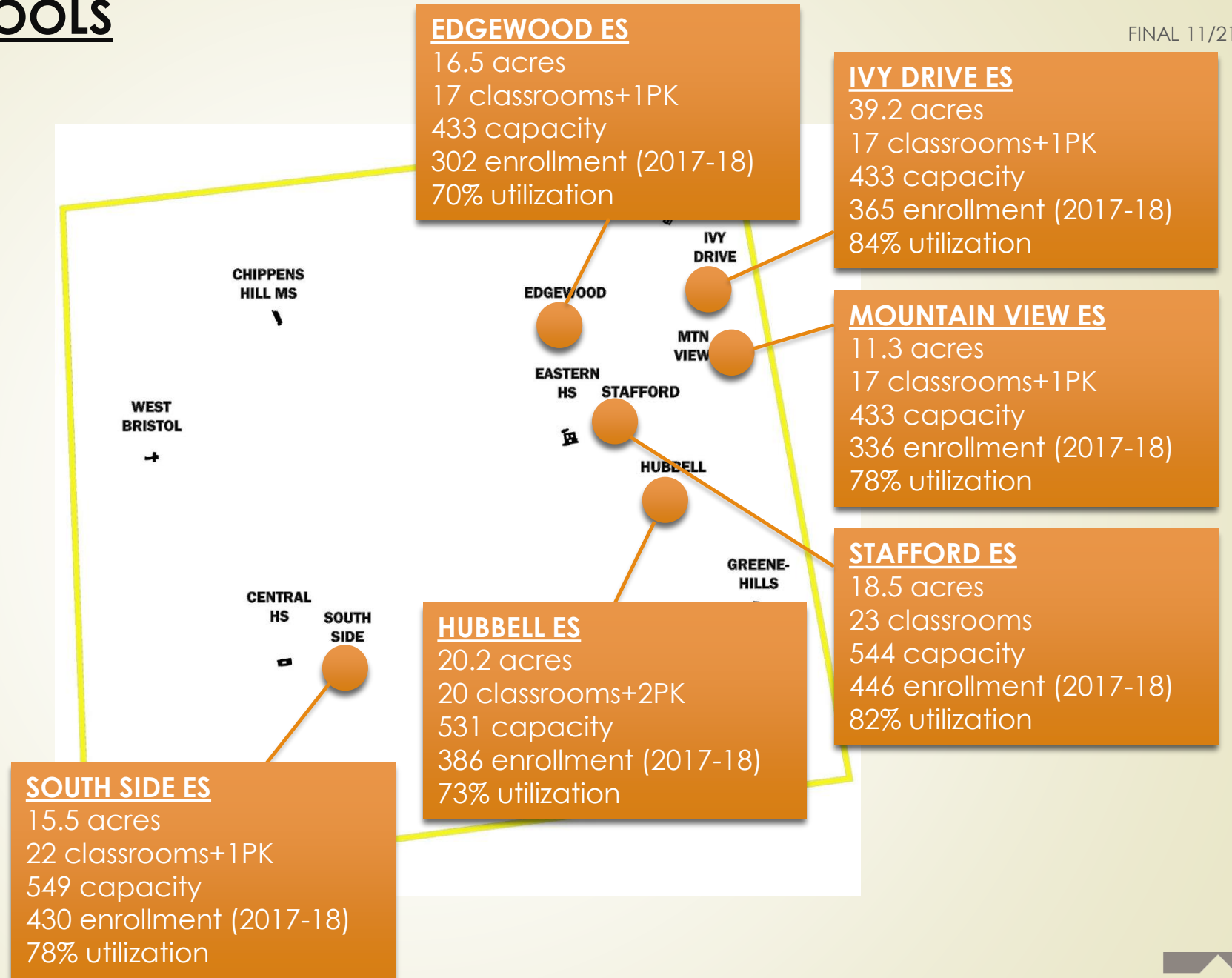
# BRISTOL PUBLIC SCHOOLS

FINAL 11/21/17

## Option 1

### EXISTING CONDITIONS

- 6 Elementary Schools  
Grades PK (or K) to 5





## 2. ALL K-8 SCHOOLS OPTION

Chippens Hill Middle School converted into PK-8 School.

New PK-8 on Northeast MS site, existing MS demolished.

2 Renovated PK-8 Schools on Ivy Drive and Mountain View sites.

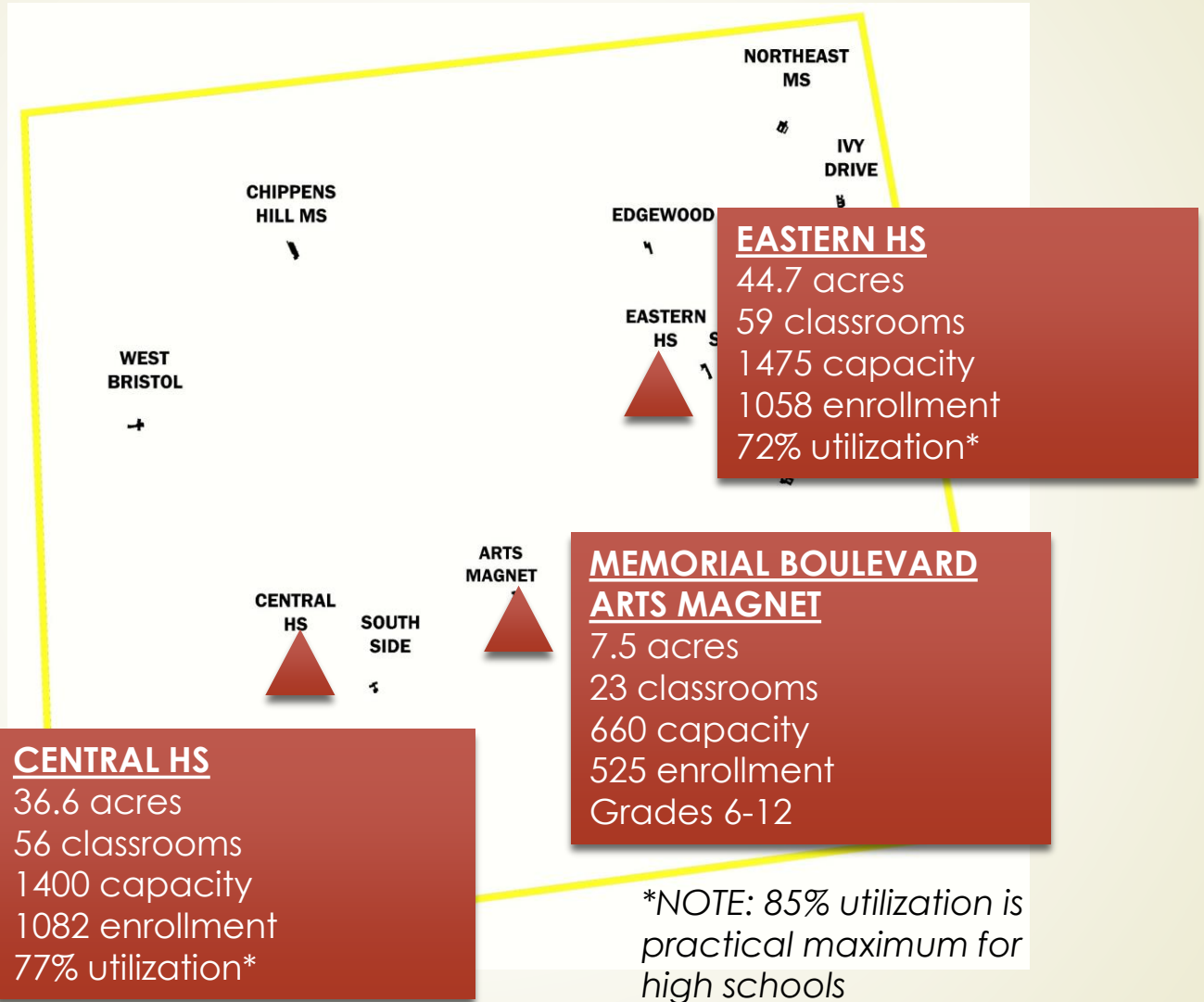
## Option 2

### HIGH SCHOOLS CONTINUE

- ▲ 2 High Schools  
Grades 9-12  
(Enrollments: **2022-23**)

### FUTURE

- ▲ 1 Arts Magnet School  
Grades 6-12



# BRISTOL PUBLIC SCHOOLS

FINAL 11/21/17

## Option 2

### NO K-5 SCHOOLS, ALL K-8

- 6 K-8 Schools, retire four K-5 & PK-5 schools
- (Enrollments: **2022-23**)

### NORTHEAST NEW PK-8

23.8 acres  
15 MS + 28 ES classrooms  
375 MS + 662 ES capacity  
283 MS + 625 ES enrollment  
88% utilization

### IVY DRIVE RENO: PK-8

39.2 acres  
15 MS + 26 ES classrooms  
375 MS + 618 ES capacity  
221 MS + 602 ES enrollment  
83% utilization

### CHIPPENS HILL RENO PK-8

23.9 acres  
14 MS + 31 ES classrooms  
350 MS + 744 ES capacity  
248 MS + 575 ES enrollment  
75% utilization

### MTN VIEW RENO: PK-8

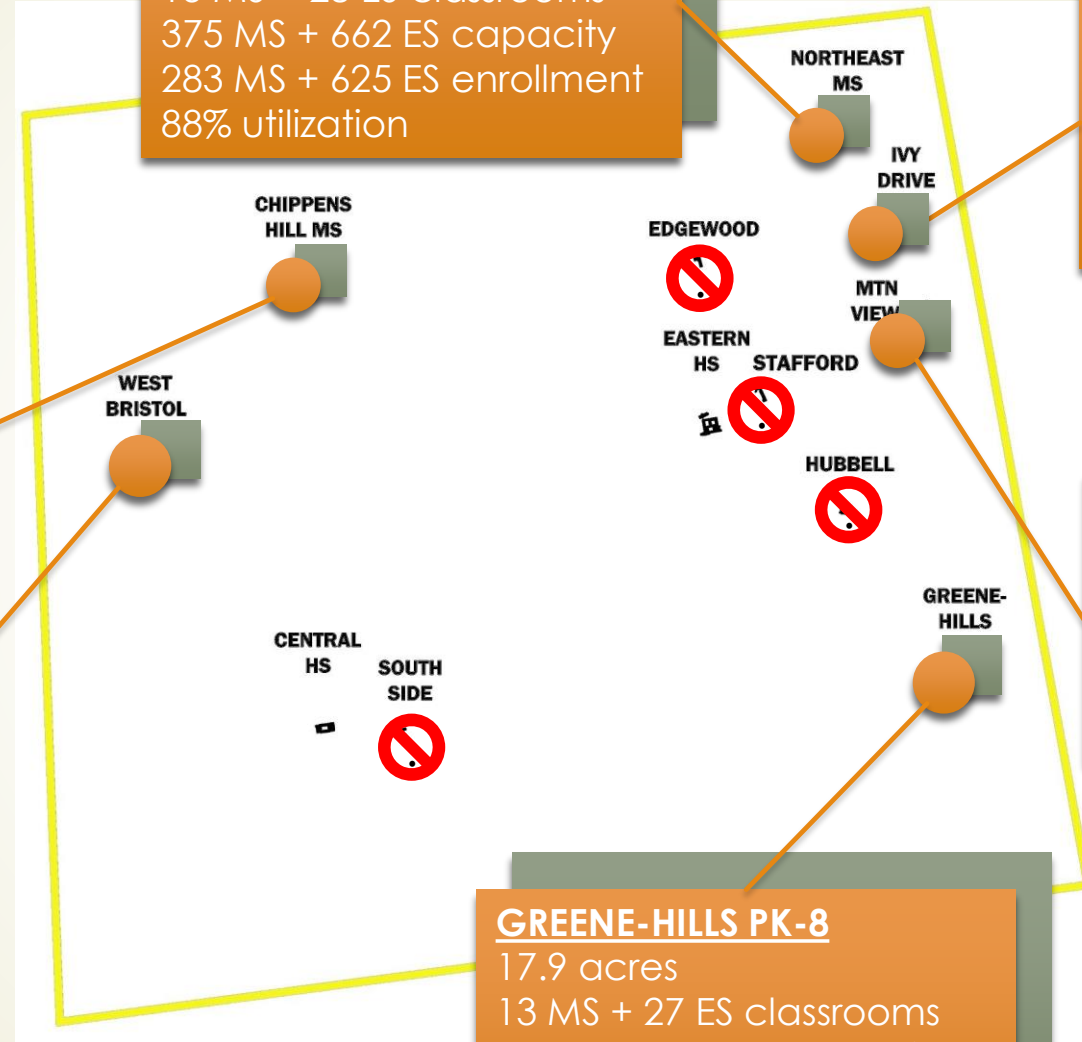
11.3 acres  
15 MS + 26 ES classrooms  
375 MS + 618 ES capacity  
221 MS + 602 ES enrollment  
83% utilization

### WEST BRISTOL K-8

28.6 acres  
13 MS + 28 ES classrooms  
325 MS + 682 ES capacity  
248 MS + 575 ES enrollment  
82% utilization

### GREENE-HILLS PK-8

17.9 acres  
13 MS + 27 ES classrooms  
364 MS + 672 ES capacity  
257 MS + 599 ES enrollment  
83% utilization



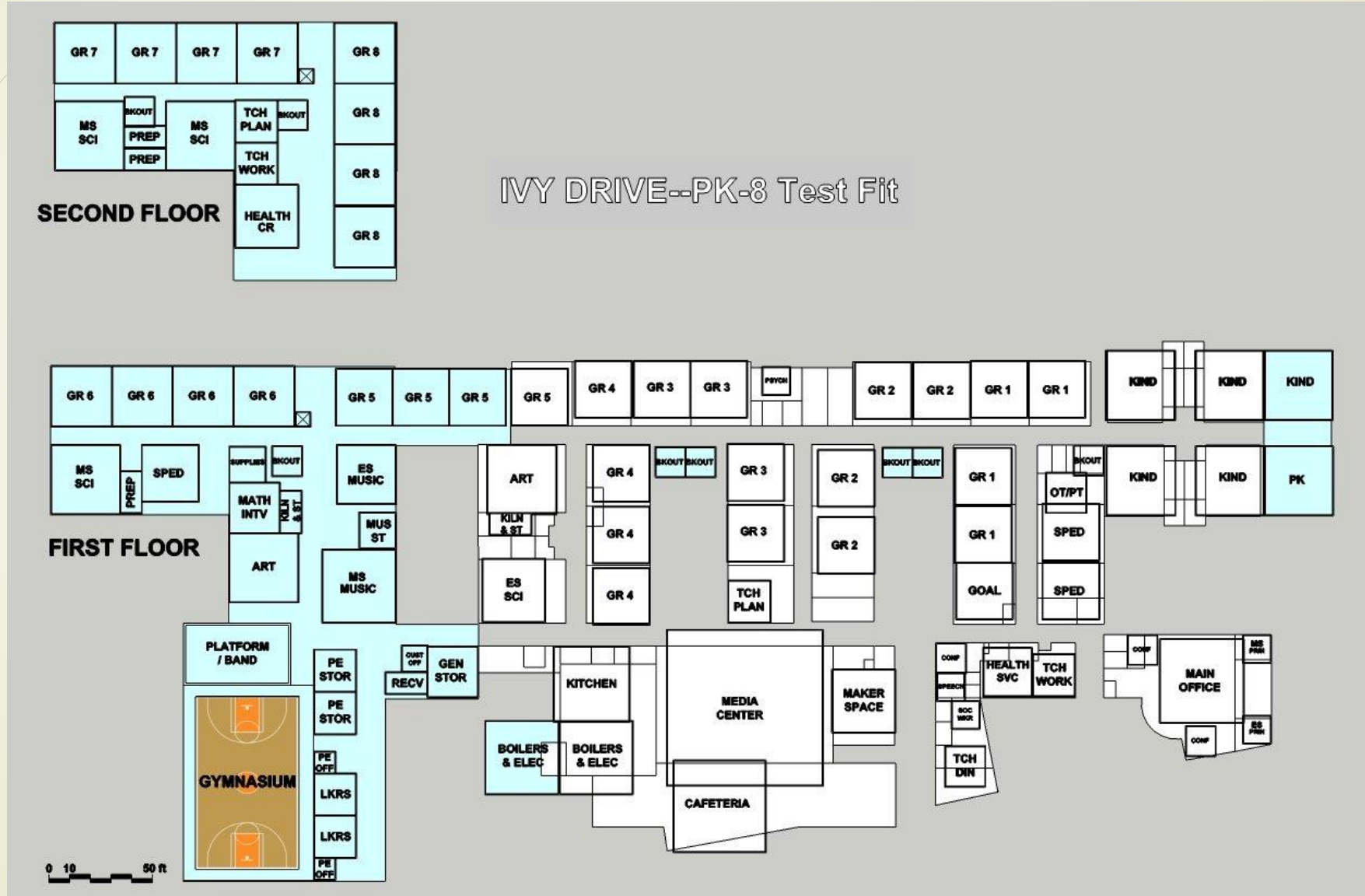
Option 2

# TEST FIT PLANS – Ivy Drive



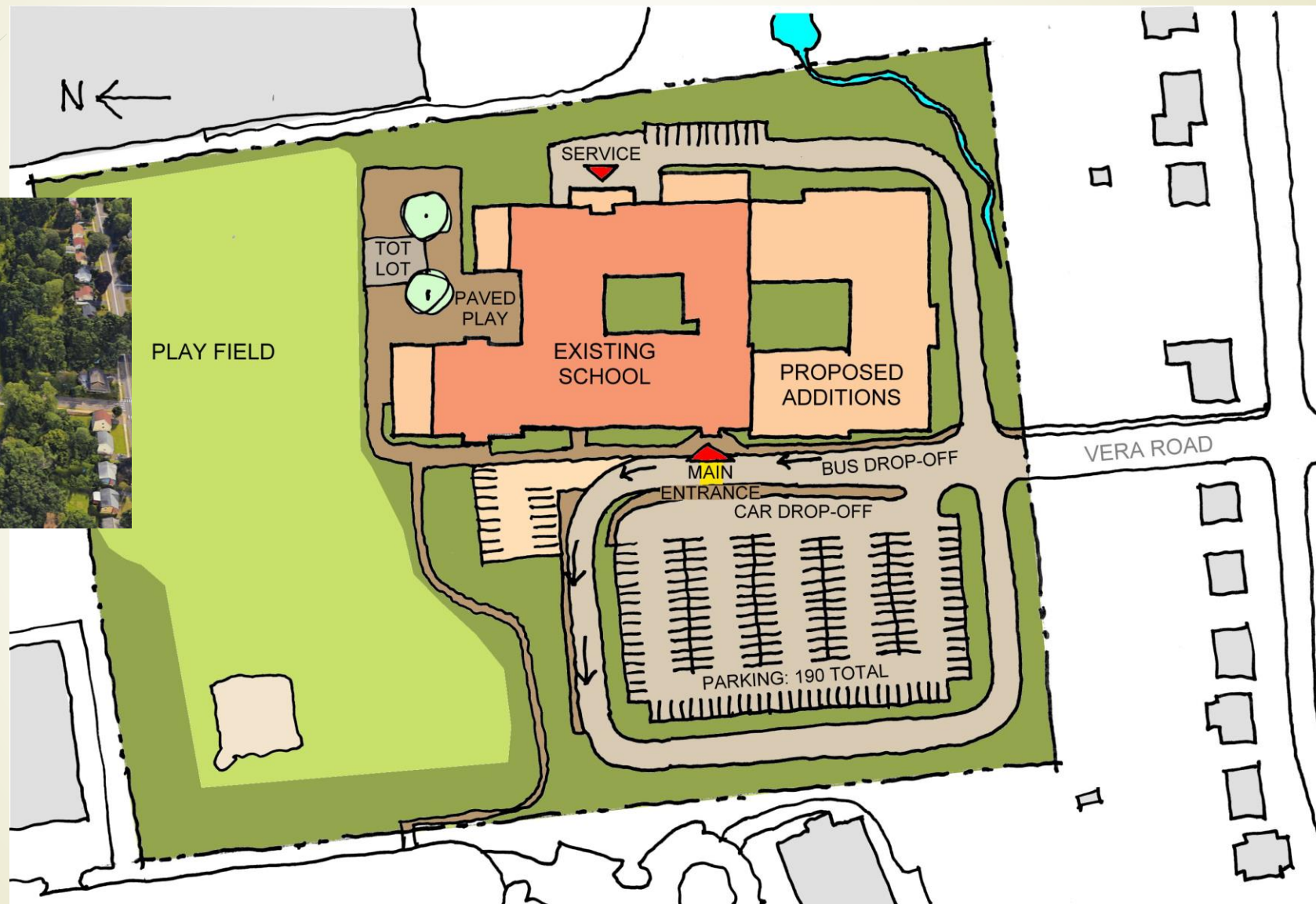
Option 2

# TEST FIT PLANS – Ivy Drive



Option 2

# TEST FIT PLANS – Mountain View

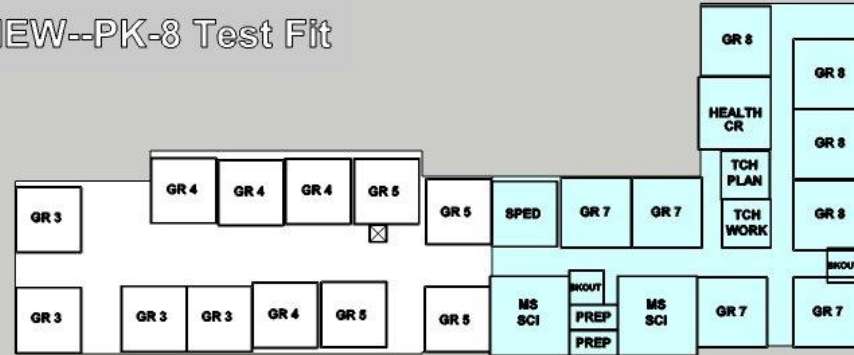


Option 2

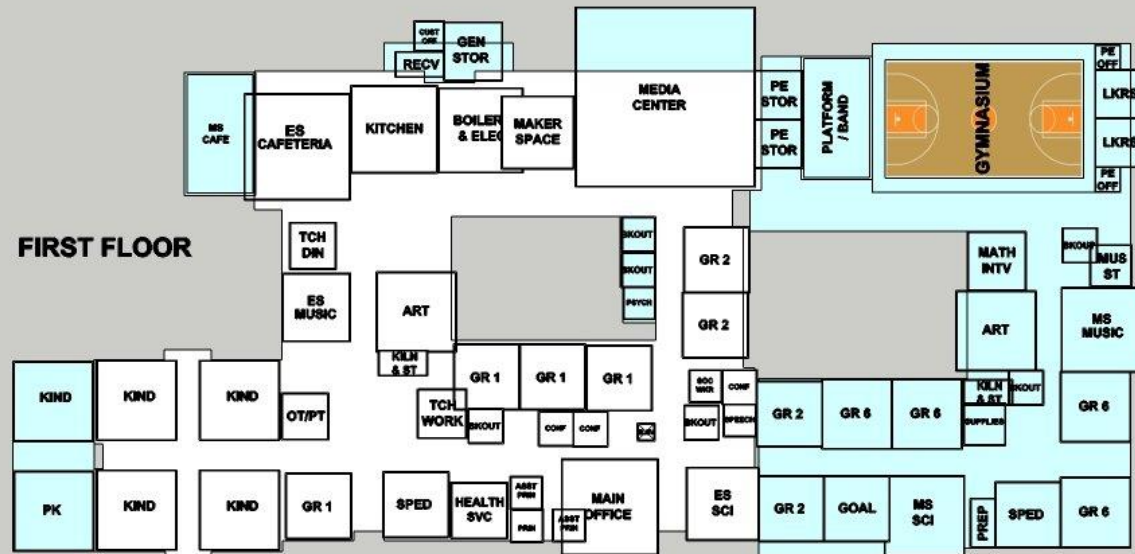
# TEST FIT PLANS – Mountain View

MOUNTAIN VIEW--PK-8 Test Fit

SECOND FLOOR



FIRST FLOOR



0 10 50 ft



### 3. ONE MIDDLE SCHOOL OPTION

Chippens Hill Middle School converted into PK-8 School(s).

Northeast is replaced with a new Middle School.

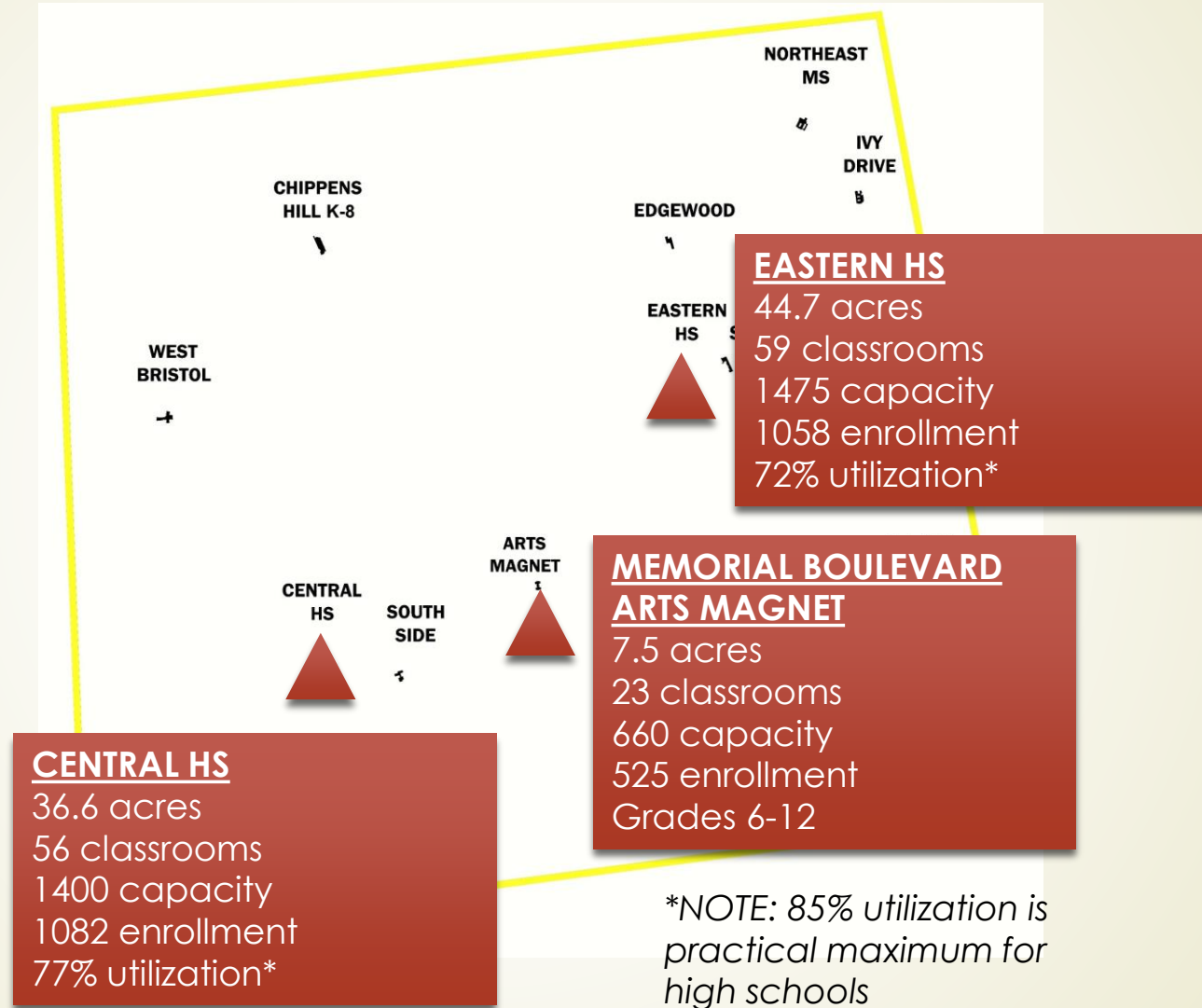
## Option 3

### HIGH SCHOOLS CONTINUE

- ▲ 2 High Schools  
Grades 9-12  
(Enrollments: **2022-23**)

### FUTURE

- ▲ 1 Arts Magnet School  
Grades 6-12



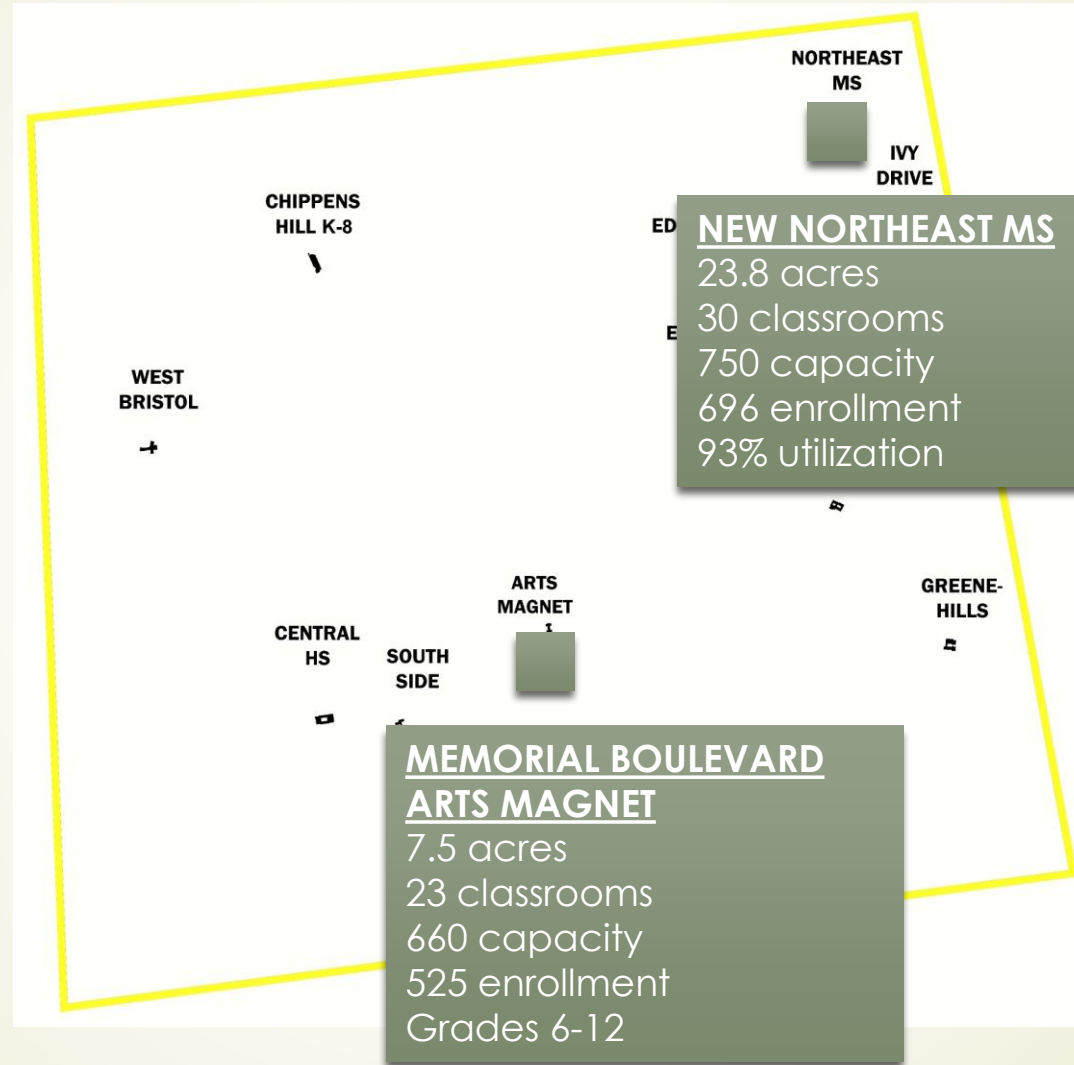
## Option 3

### ONE NEW MS ON EXIST. SITE

- 1 Middle School  
Grades 6-8  
(Enrollments: **2022-23**)

### FUTURE

- 1 Arts Magnet School  
Grades 6-12

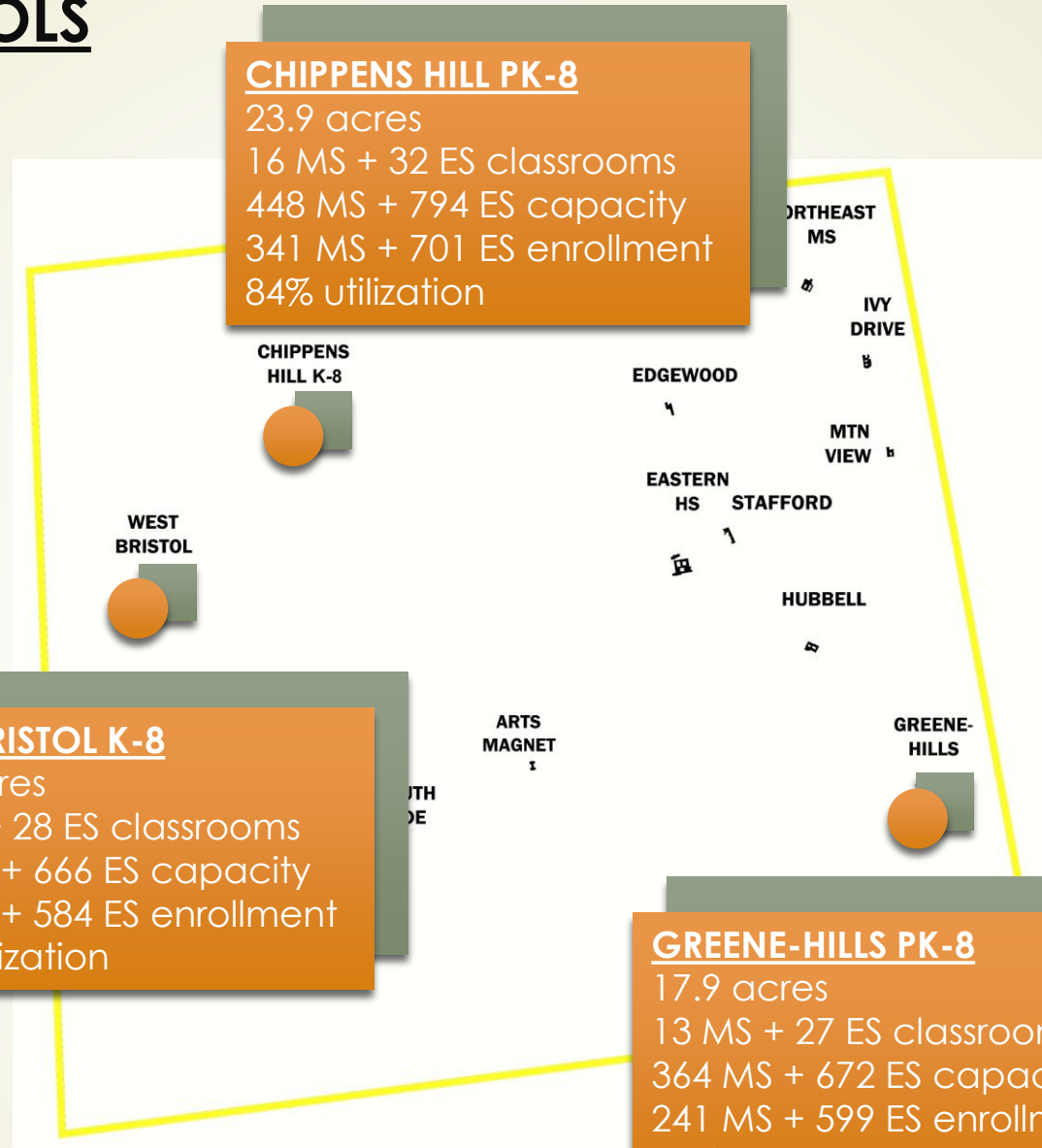


## Option 3

### LARGEST MS BECOMES K-8

3 K-8 Schools

(Enrollments: 2022-23)



#### CHIPPENS HILL PK-8

23.9 acres  
16 MS + 32 ES classrooms  
448 MS + 794 ES capacity  
341 MS + 701 ES enrollment  
84% utilization

CHIPPENS HILL K-8

#### WEST BRISTOL K-8

28.6 acres  
13 MS + 28 ES classrooms  
364 MS + 666 ES capacity  
232 MS + 584 ES enrollment  
79% utilization

WEST BRISTOL

#### GREENE-HILLS PK-8

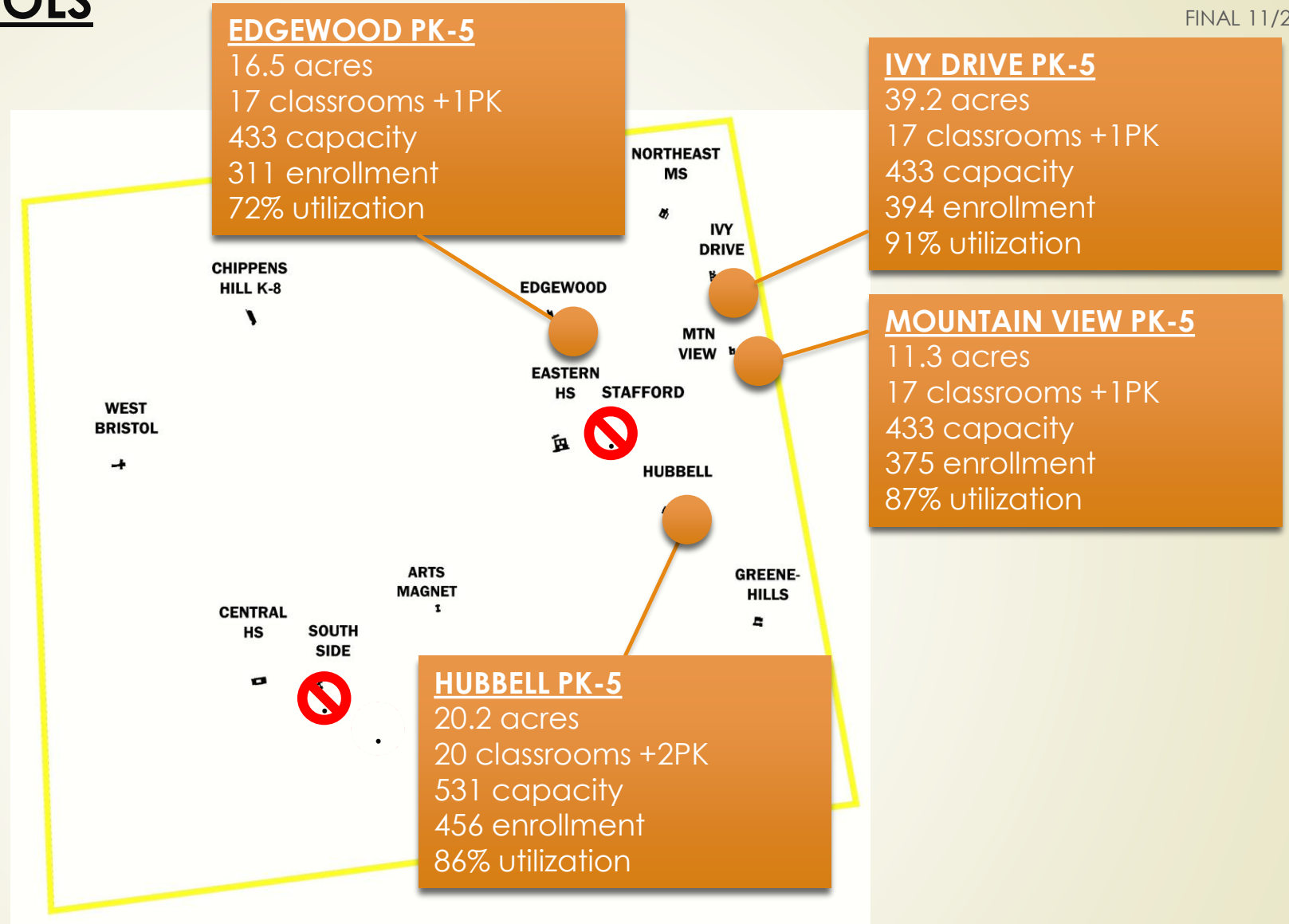
17.9 acres  
13 MS + 27 ES classrooms  
364 MS + 672 ES capacity  
241 MS + 599 ES enrollment  
81% utilization

GREENE-HILLS

## Option 3

### FEWER K-5 SCHOOLS

- 4 Elementary Schools  
Grades PK (or K) to 5.  
2 Buildings Retired  
(Enrollments: **2022-23**)





## 4. ONE MIDDLE SCHOOL OPTION

Northeast Middle School converted into PK-8 School.

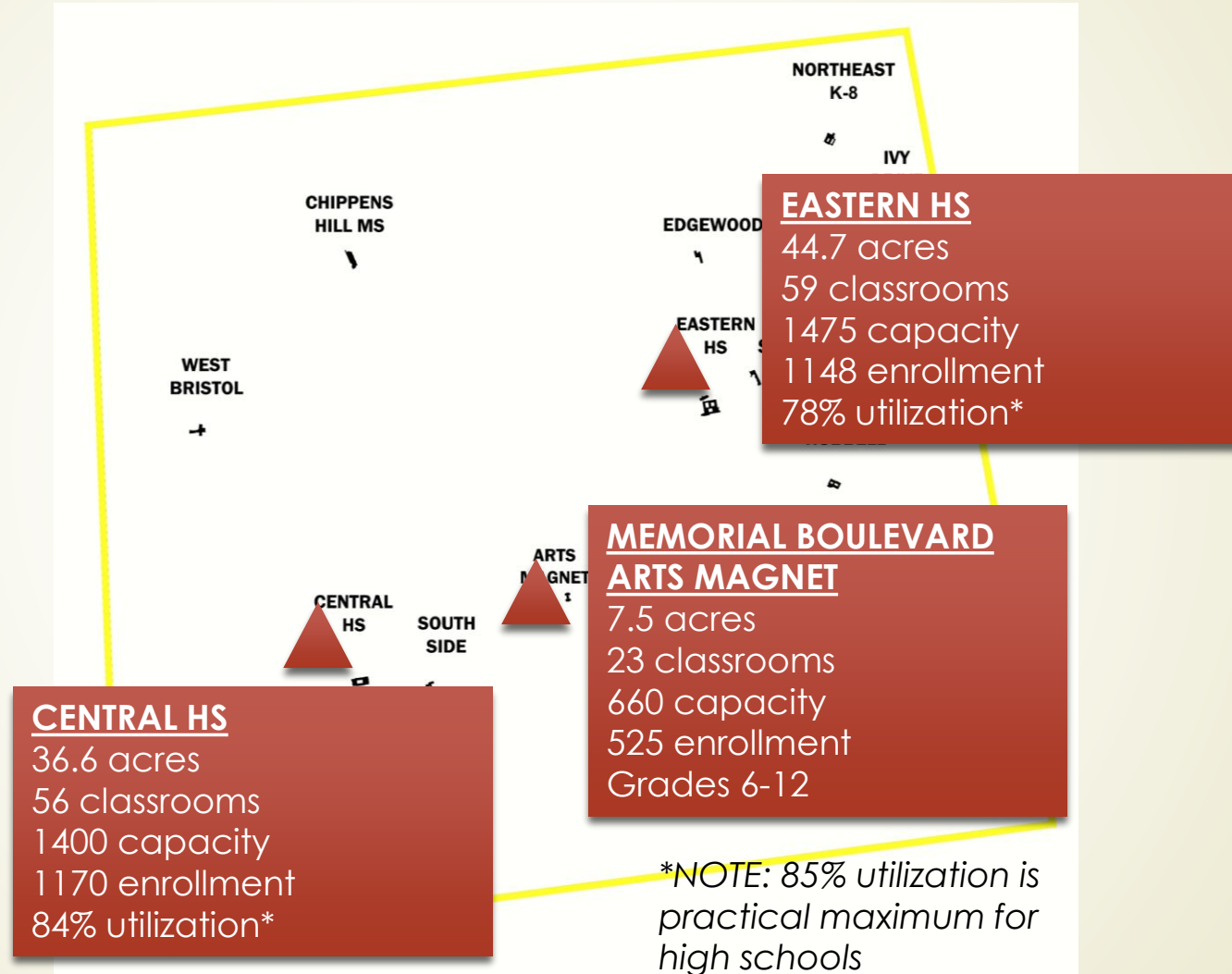
Chippens Hill remains as a Middle School.

Memorial becomes 6-12 Arts Magnet School

## Option 4

### HIGH SCHOOLS

- ▲ 2 High Schools  
Grades 9-12, plus
- ▲ 1 Arts Magnet School  
Grades 6-12  
(Enrollments: **2022-23**)



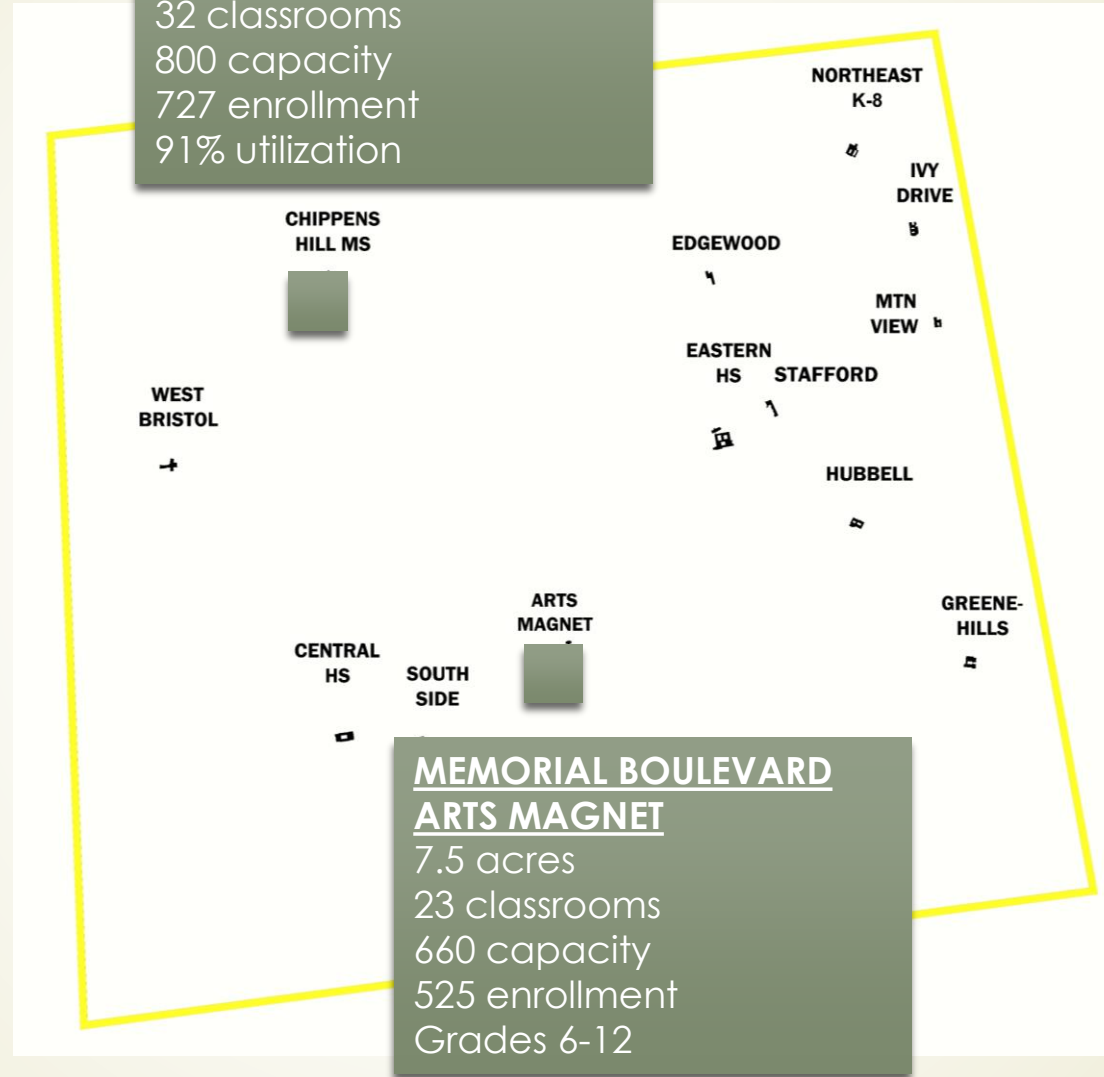
## Option 4

### ONE MS ON EXIST. SITE

- 1 Middle School  
Grades 6-8, plus
- 1 Arts Magnet School  
Grades 6-12  
(Enrollments: **2022-23**)

### CHIPPENS HILL MS

23.9 acres  
32 classrooms  
800 capacity  
727 enrollment  
91% utilization



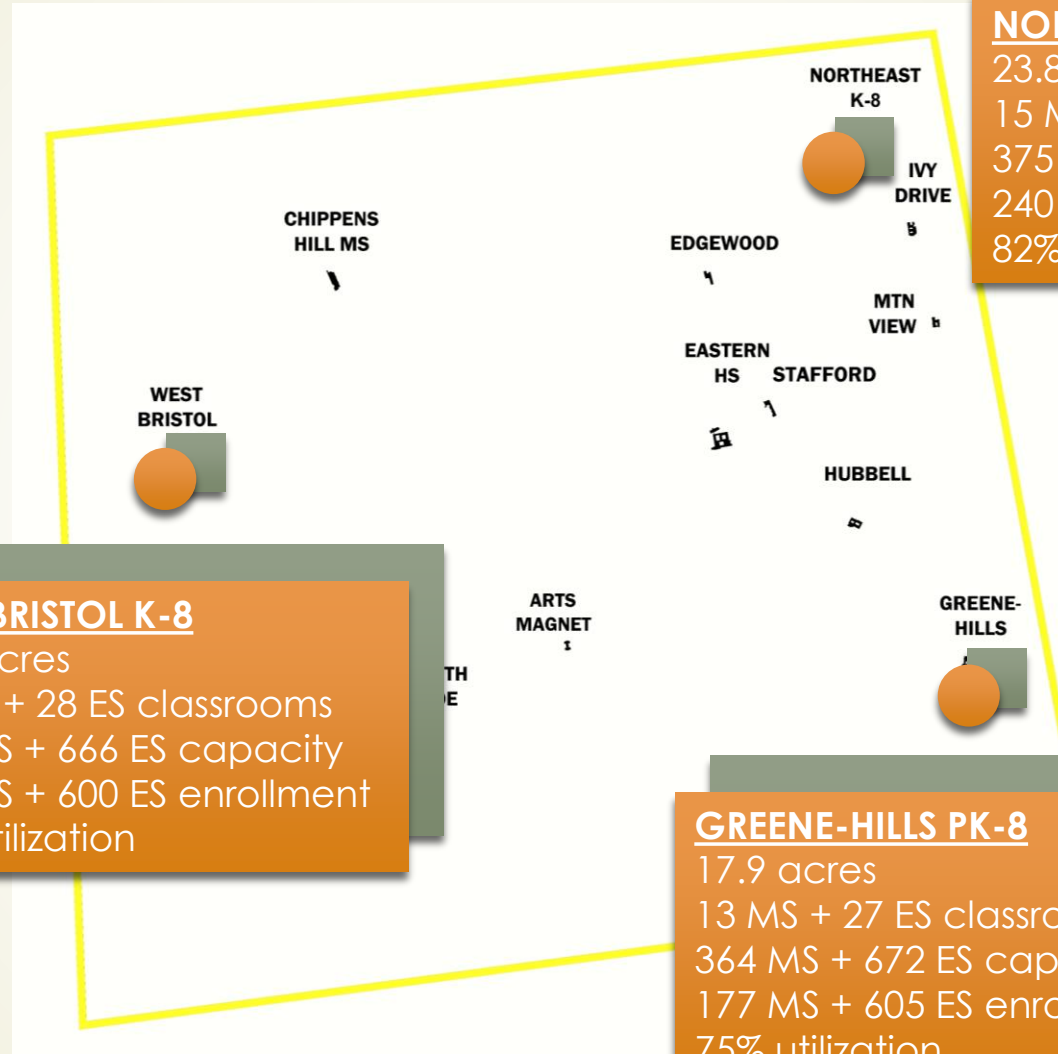
### MEMORIAL BOULEVARD ARTS MAGNET

7.5 acres  
23 classrooms  
660 capacity  
525 enrollment  
Grades 6-12

## Option 4

### LARGEST MS BECOMES K-8

3 K-8 Schools  
(Enrollments: 2022-23)



### NORTHEAST PK-8

23.8 acres  
15 MS + 30 ES classrooms  
375 MS + 640 ES capacity  
240 MS + 590 ES enrollment  
82% utilization

### WEST BRISTOL K-8

28.6 acres  
13 MS + 28 ES classrooms  
364 MS + 666 ES capacity  
168 MS + 600 ES enrollment  
75% utilization

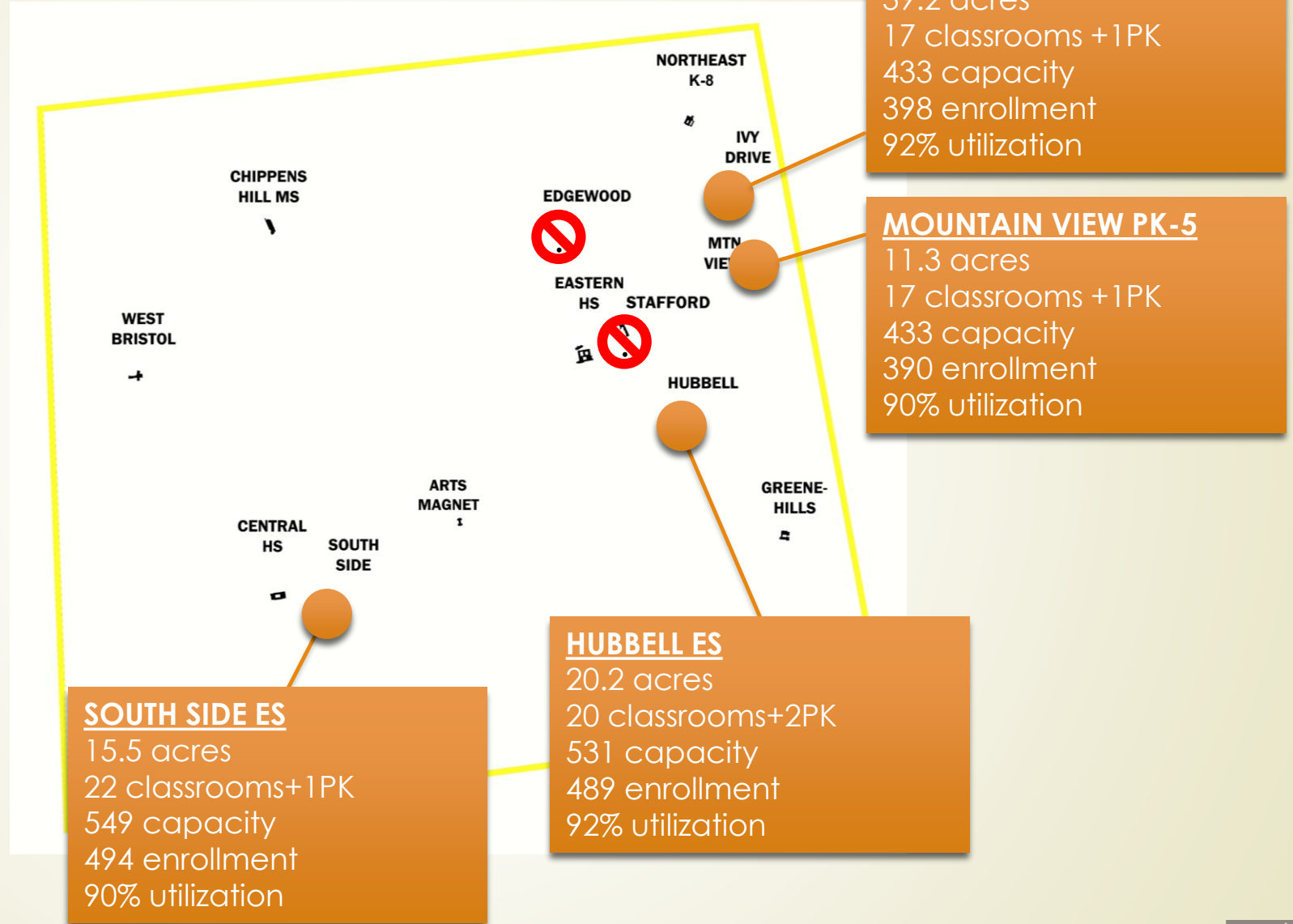
### GREENE-HILLS PK-8

17.9 acres  
13 MS + 27 ES classrooms  
364 MS + 672 ES capacity  
177 MS + 605 ES enrollment  
75% utilization

## Option 4





### FEWER K-5 SCHOOLS

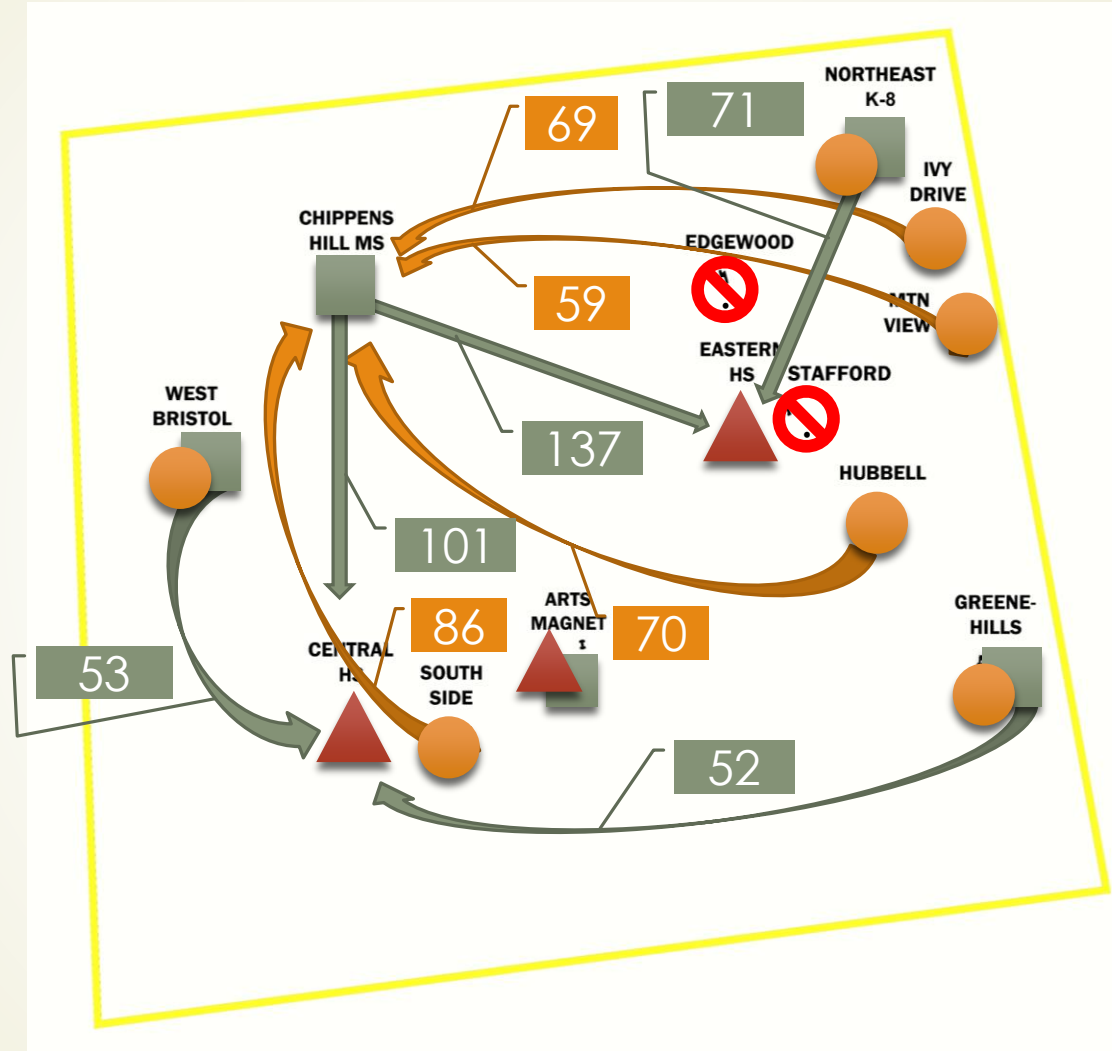
- 4 Elementary Schools  
Grades PK to 5; all 4  
feed Chippens Hill MS.  
**2 Buildings Retired**  
(Enrollments: **2022-23**)



## Option 4

### STUDENT FLOWS - 2022-18

-  2 High Schools
-  1 Arts Magnet (6-12)
-  1 Middle School (6-8)
-  3 K-8 Schools
-  4 Elementary (PK-5)



Cost

## BUDGET COMPARISON: OPTION 1 to OPTION 4

### DO NOTHING - Capital Improvement Plan

No.	Description	Total Cost	*State Reimbursement: Including 5% Reduction for Ineligible Cost	Cost to City
1	Southside HVAC	\$3,597,160	0%	\$3,597,160
2	Stafford Roof & Masonry Repointing	\$2,043,575	0%	\$2,043,575
3	Edgewood Renovate as New with addition	\$25,909,470	64%	\$9,327,409
4	Northeast Renovate as New (updated)	\$34,371,994	64%	\$12,373,918
5	Southside Renovate as New (updated)	\$36,793,344	64%	\$13,245,604
6	Stafford Renovate as New (updated)	\$28,770,918	64%	\$10,357,530
7	Hubbell Renovate as New	\$20,140,646	64%	\$7,250,633
				<u>\$58,195,829</u> TOTAL COST TO CITY

### OPTION 4

No.	Description	Total Cost	* State Reimbursement: Including 5% Reduction for Ineligible Cost	Cost to City
1	Northeast Renovate as New and Addition**	\$72,356,659	64%	\$26,048,397
2	Southside Renovate as New	\$36,793,344	64%	\$13,245,604
3	Hubbell Renovate as New	\$20,140,646	64%	\$7,250,633
				<u>\$46,544,634</u> TOTAL COST TO CITY

\* State Reimbursement 2017 for  
"Renovation" Status = 68.93%-5% for  
Ineligibles = 63.98%.

\*\* State Reimbursement 2017 for "New  
Construction" = 58.93%-5% for  
Ineligibles = 53.98%.

# OPTIONS AND COMPARISONS

1. **Do Nothing**, continue with the same configuration
2. **All K-8 Schools**, build 1 new and reno/add 2 schools
3. **One Middle School**, Northeast
4. **One Middle School**, Chippens Hill

**PREFERRED OPTION**

## NEXT STEPS

1. Board of Ed and Board of Finance **approval of Option 4**
2. Consider **bonding scenarios and timelines**, include Arts Magnet
3. Adopt a **Masterplan** to complete the 3 projects in Option 4  
More phasing details, useful in presentations to both state and to city residents
4. **Submit ED049** to state for phase 1  
Masterplan as an attachment
5. Form a **building committee**
6. Gather data, conduct testing, start phase 1 **schematic design**

Two H S's

# TWO HIGH SCHOOLS

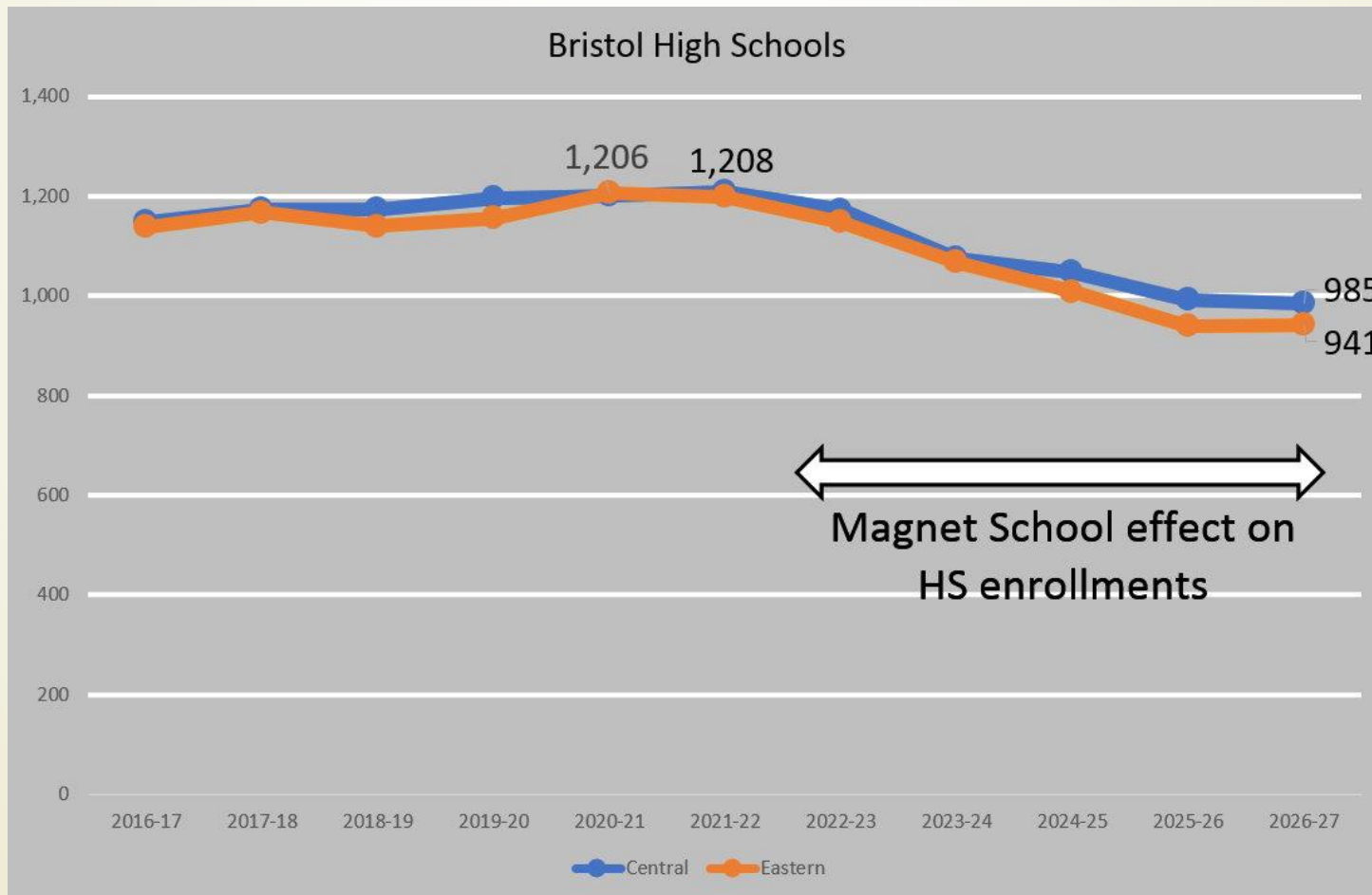
Since the two high schools are experiencing declining enrollments, is there an opportunity to close one of them?

Two H S's

**Projected Enrollments, including reductions for Magnet School effects:**

Each High School will have approximately 150 students less, as students attend the Arts Magnet School.

Both schools are near their capacity now, but even with the projected drop in enrollments, neither school is large enough to take all of Bristol's high school students.



## Two H S's

CENTRAL HIGH SCHOOL

## Pros:

- Newer building
- In better shape
- More efficient building layout

## Cons:

- Smaller site
- Minimal buffers to neighboring houses
- Building addition more difficult
- Traffic problems

EASTERN HIGH SCHOOL

## Pros:

- Larger site
- Building addition more feasible
- Closer to concentration of population

## Cons:

- Older building
- More worn building
- Main office doesn't control entrance
- More inefficient building layout
- Traffic problems

Either building would need a sizable addition to become the only high school, and additional parking. This would squeeze the site, eliminating some athletic fields.

Neither school has an overwhelming reason to be chosen as the only high school for Bristol.

## **Instruction**

### **School Day**

Each school day, including days shortened for staff in-service activities, parent conferences or other activities, must meet the statutory requirement of providing at least four hours of actual school work for students. Any school session of at least two hours, but less than four (4) hours of actual school work, may be counted as a half a day.

In the event of dismissal of school because of weather conditions, completion of the regular morning session may be considered a school day.

### **Number of School Days**

The district by law must provide in each school year no less than 180 days of actual school sessions for kindergarten through grade 12, and no less than 900 hours of instruction. No more than seven (7) hours of actual school work in any school day may be counted toward the total required for the school year. A school year shall not be completed until at least 180 days of school and at least 900 hours of instruction have been met.

### **Length of School Day: Special Education**

Unless otherwise specified in a child's individualized education program, the minimum day and year for children requiring special education and related services shall be the same as that for children in the regular education program.

Total travel time shall not exceed one (1) hour each way to and from a special education facility, unless parental consent and approval of the State Board of Education is obtained.

(cf. [6146](#) - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-16](#) Length of school day.

[10-16\(1\)](#) Graduation exercises.

State Board of Education Regulations

[10-76d-3](#) Length of school day and year.

[10-76d-11](#) Individualized education program.

[10-76d-19](#) Transportation.

Policy Adopted: April 5, 1995  
Policy Revised: January 3, 2018

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut

**Instruction**

**Released Time**

The administration shall develop and the Board shall review for approval guidelines under which students may be released early or may arrive late for the district high schools. Such released time shall be based on no conflict with the student's schedule and shall be a matter for written parental permission in all cases.

**Dismissal Precautions**

In cases of illness when a student must leave school and return home early, it shall be the responsibility of the parent to arrange for necessary transportation. If it is impossible to reach a parent or for the parent to make a satisfactory plan for getting the child home, the principal will act in the best interest of the student.

**Request for Early Dismissal**

Whenever possible a request for early dismissal should be made in writing, in advance. In the event of an emergency, a telephone call will be accepted. If possible the principal shall ascertain that the call is authorized by the parent or legal guardian.

**Policy Adopted: April 15, 1995  
Policy Revised: January 3, 2018**

**BRISTOL BOARD OF EDUCATION  
Bristol, Connecticut**

**Released Time-Instructional**

1. Any junior or senior student enrolled in a school-approved work study program or in a cooperative educational program, employment that occurs prior to 9:00am or before 2:00pm or by approval of the principal, may have the privilege to arrive late prior to scheduled courses or leave school early following the completion of his/her high school program.
2. Students on early dismissal must leave the school property within fifteen minutes of their dismissal unless under the supervision of a teacher or staff member, must not disturb classes or create disruption in the general community. Termination of late arrival and/or early dismissal privileges may be considered should one or more of the above situations occur. In addition, failing grades, chronic absenteeism, and/or multiple disciplinary referrals may also be grounds for termination of late arrival or early dismissal privileges.
3. Parental permission will be required in writing for students to be granted late arrival or early dismissal privileges. Such permission must be received by the building principal prior to a student's entrance in the program.

**Regulation Approved:**

If you have already submitted the student names, do you also have a PO that already cleared the system? If not, please add a note in the 'justification' box of the requisition to indicate that I approved this spending. However, I cannot give you an answer on these types of events going forward until we have determined that the Alliance Grant reduction, a projected food services deficit and other salary account deficiencies are covered

**Regulation Approved: January 3, 2018**

**BRISTOL BOARD OF EDUCATION  
Bristol, Connecticut**

## **Instruction**

### **Computers: Responsible Computer, Network and Internet Use**

#### **Overview**

The Bristol Board of Education provides its students and staff access to a multitude of technology resources. Access to information and communication technologies (ICT) is considered a privilege and not a right. ICT resources consist of any technology and/or devices that access or convey information, software applications, Internet resources and Internet environments.

These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond the local campus. The advantages of having access to these resources are viewed by the Bristol Board of Education as far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The policies of the Bristol Board of Education are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

#### **Digital Citizen**

The District uses information and technology in safe, legal, and responsible ways. It is incumbent upon all members of the school community to use technology ethically, constructively, and with respect for the work of others. Independent and appropriate use of information and communication technologies is predicated upon responsible and ethical conduct. Therefore, a responsible digital citizen, whether staff, student or volunteer, is one who:

- **Respects One's Self.** Users will select online names that are appropriate and honest about one's identity, and will consider the information and images that are posted online. Users will communicate and interact with others in respectful ways.
- **Respects Others.** Users will refrain from using technologies to bully, tease or harass other people. Users will not access or use hate-based or sexually explicit materials nor will they disparage others.

## Instruction

### Computers: Responsible Computer, Network and Internet Use

#### Digital Citizen (continued)

- **Protects One's Self and Others.** Users will protect themselves and others by reporting abuse immediately to a teacher or other school official and not forwarding inappropriate materials or communications. Users will adhere to age requirements and guidelines of all websites. Users will protect personal information and respect the privacy of others' information.
- **Respects Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protects Intellectual Property.** Users will request to use the software and media others produce. Respect will be shown for intellect and creativity by asking permission, giving credit and observing the law.
- **Respects Classroom Guidelines.** Users will follow all guidelines set by teachers regarding the use of electronic devices. Users will respect teachers by keeping all communication school related.

#### Expectations

Responsible use of the technology resources provided by the Bristol Board of Education is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with Board policy. Users should not expect that files stored on servers or disks will be private.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of electronic devices should be consistent with the Board's educational objectives, mission and curriculum.

**Instruction**

**Computers: Responsible Computer, Network and Internet Use**

**Expectations** (continued)

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Communications via ICT resources are often public in nature and general school rules and communication apply. It is expected that users will at all times comply with District standards and will act in a responsible and legal manner in accordance with District standards as well as with federal and state laws.

It is important that all users and parents understand that the District, as owner of the ICT resources, reserves the right to monitor and review the use of ICT resources. Such monitoring or review will

## **Instruction**

### **Computers: Responsible Computer, Network and Internet Use**

be limited and done, as needed to ensure that the systems are being used for District-related educational purposes. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

Monitoring access is for, but not limited to, the following reasons:

- Ensuring the safety and security of people and resources;
- Ensuring positive learning and work environments;
- Keeping schools safe from harassment, intimidation or threats;
- Ensuring ICT resources use relates to educational mission and goals;
- Preventing breaches of confidentiality;
- Prevention of copyright infringements;
- Ensuring appropriate Internet access;
- Ensuring appropriate communication messages, such as email, blogs, chats and discussion forums; and
- Ensuring appropriate file downloads and print requests.

## **Policy Violations**

The District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

See also Bristol Board of Education Policy 4118.51 Social Media

Legal Reference: Connecticut General Statutes

53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

**Instruction**

**Computers: Responsible Computer, Network and Internet Use**

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act

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

Policy Adopted: May 7 , 2003  
Policy Revised: January 3, 2018

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut

**BRISTOL PUBLIC SCHOOLS**  
**Bristol, Connecticut**

\_\_\_\_\_,  
*month/day/year*

Dear Parents/Guardians:

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. The Bristol Public School System offers students access to the electronic information highway and computer service networks such as electronic mail and the Internet in accordance with Board Policy 6141.321 (attached).

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying standards that students should follow when using media and information sources.

The Board of Education supports and respects each family's right to decide whether or not to allow their child(ren) to access the Internet. Please take the time to sit down with your child(ren) to read and discuss the *Rules and Codes of Ethics for School Computer Users*. Then, sign and return the statement(s) provided as soon as possible.

**Rules and Codes of Ethics for School Computer Users**

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

Individual users are responsible for their use of the network. District guidelines are as follows:

- Student users, before accessing the Internet, must always get permission and follow instructions.
- Student users must sign in each time they use the network.

- Student users must be supervised when accessing the Internet.
- Student users will use computer resources for educational purposes and in compliance with instructional activities.

The use of the computer and the Internet must be in support of education and research and must be consistent with the academic expectations of the Bristol Public School System. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your or other students' personal addresses or telephone numbers.
- Do not communicate any credit card numbers, bank account numbers, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by others.
- Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.

Very truly yours,

---

Superintendent of Schools

NOTE: Violation of any of the above-mentioned rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.

## Agreement for Responsible Computer, Network and Internet Use

### Parental Consent

I give the Bristol School District my permission to allow my child to access and use electronic information resources for educational and research purposes throughout his or her entirety of his or her school career within Bristol Public Schools. Should I choose to withdraw my consent of my child's access and use of electronic information resources, I understand that I must do so in writing to my child's principal.

I have read the Responsible Computer, Network and Internet Use Policy and know that being a digital citizen requires my child to respect one's self, respect others, protect one's self and others, respect and protect intellectual property and respect classroom policies. I have explained and discussed its importance with my child. I understand that prior to my child's use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the Responsible Computer, Network and Internet Use Policy.

I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow this Agreement and the Board's Policy. I understand that I may be held liable for costs incurred by my child's deliberate misuse of electronic information resources or of the District's electronic equipment or software programs.

I understand that the District will employ filtering programs, access controls, and active supervision by staff to protect students from any misuses and abuses as a result of their use of the District's electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material which I might consider controversial and offensive. I understand that the Bristol School District has no control over the content of the information available on the Internet. I will not hold the Board liable for materials my child obtains from these electronic information resources.

I give the Bristol School District my permission to allow my child to access and use electronic information resources for educational and research purposes.

I do not give my permission.

Signed: \_\_\_\_\_

*(parent or guardian)*

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

## **Instruction**

### **Computers: Websites/Pages**

Consistent with policy 6141.321, Computers: Responsible Computer, Network, and Internet Use and in an effort to further the school system's objectives, the Board of Education (Board) encourages the use of the Internet as a means of providing accessible, accurate and timely information for employees, students, parents and others in the larger community. The Internet affords the school system the opportunity to communicate with its communities by posting pertinent system and school information on-line. The school system has established its system website on-line at [www.bristolk12.ct.us](http://www.bristolk12.ct.us). The school system website is the official website of the school system. In addition to this website, individual schools and departments may create system-related school websites. This policy provides the standards that must be followed for development of all system-related websites. Failure to comply with this policy may result in the removal of a webpage or website from the Internet.

The District/school/classroom websites must relate to curriculum or instructional matters, school authorized activities, or general information of interest pertaining to the District or its schools. Staff and students are prohibited from publishing personal homepages or links to personal homepages as part of the District/school/classroom webpage(s). Similarly, no individual or outside organization is permitted to publish personal webpages as part of the District/school/classroom webpage(s).

#### **System-Related Website**

A "system-related website" is any Internet website that is established in one of the following ways:

1. by school system employees or students on behalf of the system;
2. by any school within the system;
3. by any school-sponsored club or organization within the system; or
4. by students as part of an educational assignment.

Only those websites that are created pursuant to this policy are considered system-related websites. The Board does not endorse and is not responsible for websites created by employees, students or others outside of the standards and guidelines of this policy. Students or employees who create personal websites that result in a substantial and material disruption to the school environment may be subject to disciplinary action.

## **Instruction**

### **Computers: Websites/Pages**

#### **Standards for Web Page Development**

##### **1. Non-Public or Closed Forums for Expression**

All system-related websites are “non-public” or “closed” forums for expression. This means that the system has control over information on such websites and is not required to allow students, teachers or others to place material on system-related websites. The purpose of system-related websites is to disseminate curriculum-related information; to present the public with information about the system, its schools and its programs; and to provide the community with each school or department’s mission, contact information, activities, organizational format and instructional program. System-related websites are analogous to newsletters from the administration or the individual school. System-related websites are not analogous to a student newspaper or a non-school publication.

##### **2. Administration and Editorial Control**

All employees responsible for creating, developing, maintaining, editing or approving a system-related website shall act legally, responsibly and ethically in providing educational resources and information to support the mission and curriculum of the school system. Such persons shall abide by the generally accepted rules of website etiquette, Board policy and regulations established by the Superintendent.

###### **a. Superintendent Final Authority**

The Superintendent or designee may delegate authority to place information on a system-related website; however, the Superintendent has the final authority to approve or disapprove any information in whatever form on any such system-related websites.

###### **b. School System Official Website**

The Superintendent or designee has editorial control and responsibility for the content of the school system official website. The Superintendent shall appoint a staff member to serve as the web manager/editor of the system website.

## Instruction

### Computers: Websites/Pages

#### Standards for Web Page Development (continued)

##### **c. Individual School Websites**

Each school will be provided with a web address, web design software and disk space on the system server. All system-related websites will be housed on the system web server. Each Principal has editorial control and responsibility for the content of his or her individual school's official website, subject to review of the Superintendent or designee. The Principal may appoint a staff member to serve as the web manager of the school's website and a website committee to advise the web manager and Principal regarding the content of the school's website. Individual school websites must comply with the additional guidelines provided below.

##### **d. Teacher and Student Websites**

Each teacher has editorial control over and responsibility for the content of his or her official website and for the content of his or her students' authorized websites, subject to review by the Principal, the Superintendent and the Board. With the knowledge and written consent of a student's parent or guardian, a teacher may allow a student to create a website within or linked from a school's or teacher's website only for the following instructional purposes: (1) to teach a student how to create or maintain a website or (2) to facilitate a student's work on school assignments or research projects. No student pages may be posted or made accessible to the general public until approved by the Principal or designee.

##### **e. Personal Websites**

The school system is not responsible for personal websites or web pages created or maintained by students, employees, parents, groups or organizations. Personal websites or web pages are not considered system-related websites or web pages and are not covered by the provisions of this policy.

The Superintendent may use any means available to request the removal of personal websites or web pages that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

## Instruction

### Computers: Websites/Pages

#### Standards for Web Page Development (continued)

#### 3. Website Appearance and Evaluation

Web page content must be kept current and be maintained regularly. All system-related websites must include the name of the web page author, the date produced or revised, and the e-mail address of the author. The Superintendent or designee (for the official system website) or the Principal or designee (for individual school websites) must regularly review, proof and evaluate all system-related websites.

#### 4. Copyright Laws

No information or graphics may be posted on websites in violation of any copyright laws or policy #6162.6, "Copyright Compliance." Copyright permission must be obtained for the use of any copyrighted material unless use is permitted as "fair use" under federal law. The Superintendent or designee and each Principal or designee is responsible for maintaining copies of permission granted for the use of copyrighted material.

#### 5. Links

##### a. Internal Links

Each page of a system-related website must include a reference and hyperlink to the school system official website home page. In addition, all system-related websites must include a link to this policy and to the Computer Acceptable Use Policy.

##### b. External Links

The Superintendent and designee have editorial control over and responsibility for the linking of a system-related website to other sites on the Internet that are appropriate to the mission of the school system. Links to external sites (including externally hosted teacher classroom sites) must be approved by the Principal. If required, web managers must obtain permission from external websites before links are established from any system-related website to external websites. To the extent possible, school personnel shall determine the extent to which a secondary site is linked to other sites on the Internet and whether such sites are appropriate for access through the school system websites. Web managers shall periodically check external links for accuracy and appropriateness of content. School employees must report any inappropriate links to the web manager.

## Instruction

### Computers: Websites/Pages

#### Standards for Web Page Development (continued)

##### b. External links (continued)

Since the school system cannot control the content of other sites on the Internet and their linkages, the following disclaimer statement must be inserted in a prominent position on the official system website, on each school's web page and on other system-related websites that contain links to other websites or web pages that are not system-related websites:

*The school system retains control over what links will be placed on system-related websites; however, the linked sites themselves are not under the control of the school system, its agents or its employees. The school system is not responsible for the contents of any linked site, any link contained in a linked site, or any changes or updates to such sites. The school system provides links as a convenience, and the inclusion of any link does not imply endorsement of the site by the school system. The school system reserves the right to remove or restrict any links*

##### c. Links to Personal Pages

School websites or web pages may not contain links to personal web pages of students or employees or lists of personal web pages.

#### 6. Behavior Standards

When using the Internet, employees and students are responsible for understanding and complying with all applicable Board policies and administrative regulations, including those pertaining to technology, student conduct and staff responsibilities.

#### 7. Accessibility of Website

The web manager/editor, in consultation with the technology director, shall ensure that the school system website meets required standards to ensure accessibility for persons with disabilities.

## **Instruction**

### **Computers: Websites/Pages**

#### **Website Accessibility for the Disabled**

The District is committed to ensuring accessibility of its website(s) for students, parents and members of the community with disabilities. All pages of the District's and/or school's website will conform to the W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent/School Principal is directed to establish procedures whereby students, parents and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by or offered through the District or third party vendors and other sources.

#### **Guidelines for Individual School Websites**

Each school may promote itself by publishing an official school web page on the Internet only via the official school system website. In addition to the standards above, the following standards apply to individual school websites.

1. The content of school web pages must be approved by the school Principal.
2. The safety of students and employees must be considered when constructing school web pages. To protect the safety of students and employees, the following precautions must be taken:
  - a. home addresses or telephone numbers will not be listed;
  - b. student e-mail addresses will not be listed;
  - c. photographs of students and student work will be used only with appropriate parental permission and/or as approved for release as directory information and will include only the student's first name, with no other information about the student. *(Alternately, the Board may prohibit the use of student photos or prohibit the use of the student's name.)*

The Principal or designee is responsible for maintaining records of permission granted for the release of information. The Principal should implement other safety precautions, as necessary, to be followed when constructing web pages.

## Instruction

### Computers: Websites/Pages

#### Guidelines for Individual School Websites (continued)

3. To protect a student's rights in his or her intellectual property, if a school or teacher publishes a student's work, a disclaimer should be provided indicating that the work may not be copied or modified in any way.
4. Schools must provide contact information and other general information about the school on the school website, including the school's name, phone number, fax number, grade levels and address, the Principal's name and the e-mail addresses of the school administrative team.
5. Graphics used on school websites must be appropriate to the school and should be of a size that will download quickly into a web browser.
6. Schools must keep information presented on their school's web page current, accurate and grammatically correct.
7. The Principal or designee must approve all revisions and additions to the school website.
8. Failure to comply with these guidelines or the standards of this policy, as determined by the Superintendent or designee, may result in the removal of a school's web page from the Internet.

(cf. 1110 - Communications with the Public)

(cf. 5125 - Student Records)

(cf. 5145.15 - Directory Information)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6141.321 - Acceptable Use of the Internet)

(cf. 6145.3 - Publications)

(cf. 6161.1 - Guidelines for Evaluation/Selection of Instructional Materials)

(cf. 6162.6 - Use of Copying Device, Copyrights)

(cf. 6163 - Instructional Resources for Students)

(cf. 6141.3221 - Website Accessibility for the Disabled)

Policy Adopted: May 3, 2000

Policy Revised: May 7, 2003

Policy Revised: January 3, 2018

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut

**BRISTOL PUBLIC SCHOOLS**

**Parent Permission Form  
for World Wide Web  
Publishing of Student Work**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Name of Parent \_\_\_\_\_

We understand that our daughter or son's art work or writing is under consideration for publication on the District's and/or School's Website. We further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents. No home address or telephone number will appear with such work.

We grant permission for the website publishing as described above until \_\_\_\_\_. A copy of  
(date)  
all such publishing will be printed out and brought home for us to see.

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

I, the student, also give my permission for such publishing.

Name \_\_\_\_\_

Date \_\_\_\_\_

**BRISTOL PUBLIC SCHOOLS**

**Web Page Development Contract, page 1 of 2 (District Staff)**

**PRINCIPAL/DISTRICT SUPERVISOR, *sign for all web pages***

I understand that I am responsible for all material published on my school/site's Web Page. I have reviewed the Web Page Development Guidelines with my school/site's Web Master. All signed contracts will remain on file at my school/site.

Principal/Site Supervisor: \_\_\_\_\_  
(please print)

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

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

**WEBMASTER, *sign for all web pages***

I understand any violation of the Web Page Development Guidelines may result in disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my principal or site supervisor. I realize that I am also accountable to the guidelines within the Acceptable Use Policy.

Webmaster Name: \_\_\_\_\_  
(please print)

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

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

**TEACHER, (*creator of a web page*)**

I understand any violation of the Web Page Development Guidelines may result in disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my principal or site supervisor. I realize that I am also accountable to the guidelines within the Acceptable Use Policy.

Webmaster Name: \_\_\_\_\_  
(please print)

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

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

**DISTRICT EMPLOYEE, (*creator of a web page*)**

I understand any violation of the Web Page Development Guidelines may result in disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to my principal or site supervisor. I realize that I am also accountable to the guidelines within the Acceptable Use Policy.

Webmaster Name: \_\_\_\_\_  
(please print)

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

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

**BRISTOL PUBLIC SCHOOLS**

**Web Page Development Contract, page 2 of 2 (Student development)**

**SPONSORING TEACHER**

As the sponsoring teacher, I agree to instruct the student on the district guidelines governing the development of a school webpage. I also agree to report any misuse of electronic information resources to my school principal or district supervisor.

Sponsoring Teacher Name: \_\_\_\_\_

*(please print)*

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

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

**STUDENT**

I agree to support and follow the Acceptable Use Policy and the Web Page Development Contract. I understand any violation of the said contracts will result in the loss of my user account and may result in further disciplinary and/or legal action. I agree to report any misuse of the electronic information resources to an administrator.

Student/District Employee Name: \_\_\_\_\_

*(please print)*

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

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

**PARENT/GUARDIAN**

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I agree to allow to have my student's work\* and/or photograph\*\* to be published on the school web page. I understand that it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the District's Wide Area Network.

I accept full responsibility for supervision if and when my child's use of electronic information resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name \_\_\_\_\_

*(please print)*

Signature \_\_\_\_\_

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

[ ] I do not give permission for my student's work to be published on the school web page.

[ ] I do not give permission for my student's photograph to be published on the school web page.

**Instruction—KEEP AS IS**

**Computers: Web Sites/Pages**

**BRISTOL PUBLIC SCHOOLS**

**Web Publishing Rules: Copyright**

**Copyright law and district policy do not allow the re-publishing of text or graphics found on the Web on district Web sites of file servers without explicit written permission.**

- For each re-publishing (on a Web site of file server) of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (Web address) of the original source.
- Students and staff engaged in producing Web pages must provide the principal and his/her designee with e-mail or hard copy permissions to file before the Web pages are actually published. In the case of “public domain” documents, printed evidence must be provided to document the status of the materials.
- The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the manager of that Web site may not be considered a source of permission.
- The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both parent and student.

**Staff members and students with questions regarding these guidelines are advised to check with the library media specialist in their building before proceeding with the collection or use of images and/or text.**

**Instruction—SUGGEST REMOVAL**

**Computers: Web Sites/Pages**

**Standards for WWW Sites**

**A. School Administrator**

1. The school principal/district administrator should have personal knowledge of any web site or web pages that display their school or program and should have granted permission for the web material to exist. No web site should exist for the school or district program without the explicit permission of the principal/district administrator. The principal/district administrator is ultimately responsible to see that standards for the district web policy are met.
2. The principal/district administrator should inform the Supervisor of Technology and the District Technology Committee of his or her intent to publish material on the World Wide Web.

**B. Publication Process**

1. Content can be created at school or home by authorized users. If parent or community volunteers are supervising site production, a certified staff designee of the principal should review the site periodically with the volunteer and should administer standards for the site.
2. All materials must pass through an editorial stage of production. Editors should examine materials and make corrections for the following:
  - Spelling
  - Grammar
  - Content (see **Internet Acceptable Use Policy** for prohibitions)
3. A Webmaster or Content Manager should notify the School Webmaster prior to publication and the School Webmaster must review all new or modified materials.
4. Only Webmasters and Content Managers can publish content.

## **C. Safety Concerns**

1. Personal information about students, including photographs with associated names, addresses, telephone numbers, etc. should not be published.
2. If personal information such as photographs are to be published, in accordance with the specific photograph publication guidelines, express written parental permission to do so should be obtained in advance of publication.

### **Revision of Guidelines**

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District. Questions regarding this information may be directed to the Supervisor of Technology and/or the District Technology Committee.

**Instruction**

**School Day**

**Office Hours**

Office hours for the Board Education are from 8:00 a.m. to 4:30 p.m.

Hours for the Board of Education office and all schools during the summer and at other time when school is not in session are from 8:00 a.m. to 4:30 p.m.

High school office hours are from 7:30 a.m. to 4:00 p.m. Middle school office hours are from 7:30 a.m. to 4:00 p.m.

Elementary school offices are open from 8:00 a.m. until 4:00 p.m. except during the noon hour.

**Regulation Approved: April 5, 1995**

**Regulation Removed: January 3, 2018**