

Policy Meeting

Wednesday, March 23, 2022 6:00 PM

Board of Education Auditorium, 129 Church Street, Bristol, CT 06010

I. **Call to Order**

II. **Approval of Minutes**

III. **Public Comment**

IV. **Revision - Policy 6146 - Graduation
Requirements**

V. **Discussion - Policy/Regulation - 1324 -
Fundraising**

VI. **Discussion - Policy/Regulation 1325 -
Advertising**

VII. **Discussion - Policy/Regulation 3280 - Gifts,
Donations, and Bequests**

VIII. **Old Business/New Business**

IX. **Adjournment**

Jennifer Dube, **Chair**
Kristen Giantonio, **Vice-Chair**
Dante Tagariello, **Secretary**
Eric Carlson
Shelby Pons
John Sklenka
Todd Sturgeon
Karen Vibert
Christopher Wilson



Catherine M. Carbone, Ed.D.
Superintendent of Schools

Michael Dietter, Ed.D.
Deputy Superintendent of Schools

BRISTOL BOARD OF EDUCATION
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POLICY COMMITTEE MEETING MINUTES
January 26, 2022

PRESENT: Commissioners: Kristen Giantonio, Shelby Pons (Virtual), Todd Sturgeon, Dante Tagariello, Jen Dube **ALSO PRESENT:** Dr. Michael Dietter, Dr. Catherine Carbone, Lorena Emanuel

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Approval of the minutes from the December 22, 2021 Policy Committee Meeting.

On a motion by Commissioner Sturgeon, seconded by Commissioner Giantonio, the minutes from the December 22, 2021 Policy Committee meeting was approved unanimously.

3. Public Comment

Commissioner Dube provided comment regarding policy 6163.33 – Live Animals in Classroom

4. New – Policy 6163.33 – Live Animals in Classroom

On a motion by Commissioner Pons, seconded by Commissioner Sturgeon, Policy 6163.33 was approved unanimously and forwarded to the full board for consideration.

5. Discussion – Policy 3520.13 – Data-Based Information and Management Systems

No Action Taken

6. Old Business/New Business

There was no old or new business to discuss

7. Adjournment

Adjournment on a motion by Commissioner Pons, seconded by Commissioner Sturgeon at 7:29 p.m.

Respectfully submitted:

Kim Daly



PROCEDURES FOR REMOTE PUBLIC COMMENT

Members of the public are invited to comment to the Board on any topic related to school business.

Items requiring consideration by the Board must be approved as an agenda item by a 2/3ds vote of the Board members present. Such items may be referred for further study and not necessarily acted upon at this meeting.

Anyone wishing to address the Board should adhere to the following procedures:

PUBLIC COMMENT

Before a Remote Meeting

1. Send your comments to: kimdaly@bristolk12.org
2. Be sure to put PUBLIC COMMENT – POLICY in the subject line.
3. Include your name and address.
4. Direct your comments to the Board Chair.
5. Your comments will be read at the meeting by the Board Chair.
6. All comments should be written in an appropriate manner, particularly if concerning a personnel matter.
7. Any comments not adhering to the guidelines will not be read at the meeting.

During a Remote Meeting

1. Everyone is requested to address the Chair for recognition.
2. Each speaker must state his/her name and address.
3. All speakers must observe rules of common etiquette. Personalities are not to be injected. Anyone violating this rule will be denied the floor. Unless waived by the Chairperson or a majority of the Board,
4. Each speaker shall limit his/her remarks to three (3) minutes.
5. A speaker will not be recognized for a second time on the same topic.
6. Each speaker must concern himself/herself with the topic under discussion. Anyone digressing from the topic will be ruled out of order.
7. Written statements and materials may be made available, in advance of comments, for distribution to Board members.
8. Speakers shall state their positions on the subject being discussed.
9. Board members will not respond directly to comments during the Board meeting. The Superintendent will direct the question to the appropriate staff member for follow-up.

Instruction

Graduation Requirements

I. Introduction

To graduate from the Bristol Public Schools a student must have earned a minimum of 25.25 credits and must have met the credit distribution requirement, according to the credit distribution tables within this policy. The Board of Education shall award a high school diploma to any World War II veteran requesting such diploma who left high school for military services as defined in the statutes.

II. Credit Distribution Requirements:

Minimum Graduation Requirements for Class of 2019		
Required Subject Areas	Credits	Required Courses
English	4	English 1, 2, 3, 4 (or English 3R and Writing Portfolio, Creative Writing, Mythology or Contemporary Literature) <i>All students are required to meet a performance standard for Evidenced-Based Reading and Writing</i>
Mathematics	3	<i>All students are required to meet a performance standard for Mathematics</i>
Social Studies	3	Modern American History, 1CR Civics, .5CR
Physical Education	2	.5 each year
Science	2	
Vocational/Fine Arts	1	
Health	.25	
Additional Elective credits beyond Subject Areas	10	
Required Total Credits	25.25	

Minimum Graduation Requirements for Class of 2020		
Required Subject Areas	Credits	Required Courses
English	4	English 1, 2, 3, 4 (or English 3R and Writing Portfolio, Creative Writing, Mythology or Contemporary Literature) <i>All students are required to meet a performance standard for Evidenced-Based Reading and Writing</i>
Mathematics	3	<i>All students are required to meet a performance standard for Mathematics</i>
Social Studies	3	Modern American History, 1CR Civics, .5CR
Physical Education	2	.5 each year
Science	3	Students must take Chemistry or Environmental Science
Vocational/Fine Arts	1	
Health	.25	
Additional Elective credits beyond Subject Areas	9	
Required Total Credits	25.25	

Minimum Graduation Requirements for Classes of 2021 and 2022

Required Subject Areas	Credits	Required Courses
English	4	English 1, 2, 3, 4 (or English 3R and Writing Portfolio, Creative Writing, Mythology or Contemporary Literature) <i>All students are required to meet a performance standard for Evidenced-Based Reading and Writing</i>
Mathematics	3	<i>All students are required to meet a performance standard for Mathematics</i>
Social Studies	3	Modern American History, 1CR Civics, .5CR
Physical Education	2	.5 each year
Science	3	Students must take physical science, biology, and chemistry.
Career and Technical Education	1	Courses in Engineering and Technology, Business and Finance, Family Consumer Science
Arts	1	Courses in Art, Music
Health	.25	
Additional Elective credits beyond Subject Areas	8	
Required Total Credits	25.25	

Minimum Graduation Requirements for Class of 2023

Required Subject Areas	Credits	Required Courses
<i>Humanities</i>	9	<i>Modern American History, 1 credit Civics, .5 credits</i>
English	4	English 1, 2, 3, 4 (or English 3R and Writing Portfolio, Creative Writing, Mythology or Contemporary Literature)
Social Studies	3	Must earn Modern American History, 1CR Civics, .5CR
World Languages	1	
Fine Arts	1	Courses in Art or Music
STEM	9	
Mathematics	4	
Science	3	Students must take physical science, biology, and chemistry.
Career and Technical Education	1	Courses in Engineering and Technology, Business and Finance, Family Consumer Science
STEM Elective	1	Courses in Math, Science, CTE, Business and Finance, Family Consumer Science
<i>Physical Education and Health</i>	3	
Physical Education	2	
Health	1	
<i>Other areas</i>	5.25	
Credit in Mastery-Based Diploma Assessment	1	
Additional Elective credits beyond Required Subject Areas	4.25	
Required Total Credits	25.25	

A credit shall consist of not less than the equivalent of an eighty-minute period for 90 days of a school year except for a credit or part of a credit toward high school graduation earned (1) at an institution accredited by the Board of Regents for Higher Education or State Board of Education or regionally accredited, (2) through on-line course work or (3) through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education.

Per statute (C.G.S. [221a\(f\)](#)) the determination of eligible credits is at the discretion of the Board of Education, provided the primary focus of the curriculum of eligible credits corresponds directly to the subject matter of the specified course requirements. The Board may permit a student to graduate during a period of expulsion if the Board determines the student has satisfactorily completed the necessary credits. The graduation requirements shall apply to any student requiring special education except when the Planning and Placement Team (PPT) determines the requirement not to be appropriate.

In addition, also beginning with the graduating class of 2023, the Board of Education will provide adequate student support and remedial services for students beginning in grade seven (2017-2018 school year). Such student support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements, previously listed if such student is unable to satisfactorily complete any of the required courses or exams. Such student support and remedial services shall include, but not be limited to, (1) allowing students to retake courses in summer school or through an on-line course; (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education, allowing students who received a failing score, as determined by the Commissioner of Education, on an end of the school year exam to take an alternate form of the exam; and (4) allowing those students whose individualized education plans state that such students are eligible for an alternate assessment to demonstrate competency on any of the five core courses through success on such alternate assessment.

III. Credit Requirements for Seniors Transferring from another High School

When a student transfers into a Bristol high school, entering as a senior, having completed all credit requirements for the junior year at the previous high school, the high school counselor will review the number of credits required for graduation at the student's previous high school. If the credit requirements for graduation at the previous high school are fewer than the required 25.25 Bristol credits, the principal will make the final determination about the number of credits required to be earned in the senior year in order for the student to graduate from a Bristol high school. This provision will only apply to a student entering a Bristol high school as a transferring senior. If a student transfers into the Bristol Public Schools after completing at least three years in a high school in another district, he/she will be exempted from Bristol's performance standard requirements for graduation.

IV. Credit Requirements for Students Attending Bristol Technical Education Center

Students who attend Bristol Technical Education Center for their junior and senior year will attain six credits per year for their coursework successfully completed at the school in addition to the credits they earn through classes taken at Bristol Central or Bristol Eastern High School. Students who attend the Bristol Technical Education Center will earn five credits in the technical area and one credit in Applied Science for courses successfully completed at the Bristol Technical Center.

V. Courses for Credit

Only courses taken in grades nine through twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education shall satisfy the graduation requirements except that the Board may grant a student credit toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through educational experiences and opportunities that provided flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, service learning, dual enrollment and early college, course taken in middle school, internships and student designed independent studies, provided such demonstration of mastery is in accordance with such state-wide content standards; toward meeting a specified course requirement upon successful completion in grade seven or eight of a course that corresponds directly to the subject matter of a specified course requirement in grades nine through twelve.

A. World Language

1. World Language courses taken privately through a non-profit provider: Students shall be granted credit towards meeting high school requirements for privately completing a world language course provided by a non-profit organization and passing a subject area proficiency test identified and approved by the Commissioner of Education.
2. Up to four credits for a private, non-profit world language course shall be granted if the student achieves a passing grade on a test prescribed by the Commissioner of Education.
3. The fulfillment of the mandated one credit world language requirement, beginning with the class of 2023, can include the successful completion of a world language course in grades six, seven, or eight, or an online course successfully completed, or the successful completion of a course offered privately through a nonprofit provider, provided such student achieves a passing grade on an examination prescribed by the Commissioner and such credits do not exceed four.

B. Online Courses

1. All credits earned toward meeting any of the graduation requirements through the successful completion of online courses must fulfill the requirements established in policy [#6172.6](#), "Virtual/On-line Courses."

C. Higher Education courses

1. A student shall be granted credits for the successful completion of coursework at an institution accredited by the Department of Higher Education or a regionally accredited institution.
2. One three-credit semester course, or its equivalent, shall equal one-half high school credit.

D. High School courses taken in grades seven or eight

1. A student shall be granted high school credit for taking Algebra I and/or Geometry at the seventh and eighth grade level. The Algebra I and Geometry courses shall be the same course and same exams as at the high school level.
 - a. To be eligible for this credit, a student must take three years of mathematics in grades nine through eleven. Upon completion of the third year of mathematics at the high school level, that is at the end of the junior year, the credit for Algebra I and/or Geometry, taken while in grade seven or eight, will be awarded.

VI. Student Success Plan

- A. The Board shall create a student success plan for each enrolled student, beginning in grade six. Such plan shall include a students' career and academic choices in grades six to twelve, inclusive.

VII. District Performance Standards: The following performance standards must be met by the Classes of 2019 through 2022

A. Evidence-Based Reading and Writing Performance Standard

- a. Students may meet the performance standard for Evidence-based reading and writing by meeting one of the following criteria:

- i. Meet the PSAT/SAT EBRW Benchmark as determined by the College Board

College Board Assessment	EBRW Benchmark
Grade 9 PSAT	410
Grade 10 PSAT	430
Grade 11 PSAT	460
SAT	480

- ii. Earn a 3 or higher on English AP exam
- iii. Earn benchmark on ACT English test (18)
- iv. Earn 65 or better on grade 11 or grade 12 mid-year or final exam in English course
- v. Earn credit for high school SAT Literacy Prep course
- vi. Earn proficiency score on district literacy assessment

B. Mathematics Performance Standard

a. Students may meet the performance standard for Mathematics by meeting one of the following criteria:

i. Meet a PSAT/SAT Math Benchmark as determined by the College Board

College Board Assessment	Math Benchmark
Grade 9 PSAT	450
Grade 10 PSAT	480
Grade 11 PSAT	510
SAT	530

ii. Earn a 3 or higher on math AP exam

iii. Earn benchmark on ACT math test (22)

iv. Earn a 65 or better on grade 11 or grade 12 mid-year or final exam in mathematics course

v. Earn credit for high school SAT Math Prep course

vi. Demonstrate proficiency on district alternative math assessment

VIII. Options if Requirements Are Not Met

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirement for the credit distribution and meeting the performance standard in evidence-based reading and writing and mathematics, as per policy as described above, may select one of the following options:

A. Return in September as a fifth-year student.

B. Enroll in summer school to obtain course credit for courses failed.

C. Enroll in courses to be designated through the Bristol Adult Education Program and receive the Bristol Adult High School Diploma.

IX. Connecticut Seal of Biliteracy

Commencing with the graduating class of 2018, and for each graduating class thereafter, the Board of Education, utilizing criteria established by the State Board of Education, may/shall affix the "Connecticut State Seal of Biliteracy" to a diploma awarded to a student who has achieved a high level of proficiency in English and one or more foreign languages. "Foreign language" means a world language other than English and includes American Sign Language and any other language spoken by a federally recognized Native American tribe. The Board of Education shall include on such student's transcript a designation that the student received the "Connecticut Seal of Biliteracy."

Legal References: Connecticut General Statutes

[10-221a](#) High school graduation requirements (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas)

[10-223a](#) Promotion and graduation policies

[10-17F\(d\)](#) Requirement of bilingual education program

Public Act No. 01-205 An Act Concerning Mastery Test Exemptions

2002 Title III No Child Left Behind

State of Connecticut, Department of Education, Circular Letter: Series 2008-2009, C-10

Policy Adopted: April 5, 1995

Policy Revised: April 1, 1998

Policy Revised: May 1, 2002

Policy Revised: June 2, 2004

Policy Revised: April 5, 2006

Policy Revised: December 5, 2007

Policy Revised: August 20, 2008

Policy Revised: August 17, 2011

Policy Revised: February 13, 2013

Policy Revised: July 6, 2016

Policy Revised: May 2, 2018

Policy Revised: February 6, 2019

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

6146

Regulation

Instruction

Graduation Requirement Regulations

I. Vision of the Graduate

a. All Bristol Public School students will graduate with the essential academic knowledge, skills and dispositions that empower them to be self-sufficient and make meaningful contributions in a rapidly changing global society.

i. Meaningfully contribute to a global society

1. Global Awareness

a. Learn from and work collaboratively with individuals representing diverse cultures, religions, and lifestyles in a spirit of mutual respect and open dialogue in personal, work, and community contexts

b. Understand other nations and cultures, including the use of non-English languages

2. Collaborations

a. Demonstrate ability to work effectively and respectfully with diverse teams

b. Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a goal

c. Assume shared responsibility for collaborative work, and value the contributions made by each team member

3. Empathy

a. Demonstrate understanding of others' perspectives and needs

b. Listen with an open mind to understand others' situations

4. Social and Cross-Cultural Skills

a. Know when it is appropriate to listen and when to speak

b. Conduct themselves in a respectable, professional manner

c. Respect cultural differences and work effectively with people from a range of social and cultural backgrounds

d. Leverage social and cultural differences to create new ideas and increase both innovation and quality of work

ii. Effectively communicate in a global society

1. Communications and Technology Literacy

a. Use digital technology, communications tools, and/or networks to access, manage, integrate, evaluate, and create information in order to function in a knowledge society

2. Communication

a. Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts

b. Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions.

c. Use communication for a range of purposes (e.g., inform, instruct, motivate and persuade)

d. Utilize multiple media and technologies, and know how to judge their effectiveness as well as assess their impact

3. Information Literacy

a. Access information efficiently (time) and effectively (sources)

b. Evaluate information critically and competently

c. Use information accurately and creatively for the issue or problem at hand

d. Manage the flow of information from a wide variety of sources

e. Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information

4. Media Literacy

a. Understand both how and why media messages are constructed and for what purposes

b. Examine how individuals interpret messages differently, how values and points of view are included or excluded and how media can influence beliefs and behaviors

c. Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of media

ii. Successfully employ skills for self-sufficiency

1. Goal Directed

a. Set goals with tangible and intangible success criteria

b. Use time and financial resources wisely to meet goals, complete tasks, and manage projects

c. Balance tactical (short-term) and strategic (long-term) goals

d. Persist to accomplish difficult tasks and to overcome academic and personal barriers to meet goals

2. Health Literacy

a. Obtain, interpret, and understand basic health information and services in ways that enhance health

b. Understand preventative physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance, and stress reduction

c. Understand basic public health and safety issues

3. Civic Literacy

a. Participate effectively in civic life through knowing how to stay informed and understanding governmental processes

b. Exercise the rights and obligations of citizenship at local, state, national and global levels

c. Understand the local and global implications of civic decisions

4. Financial Literacy

a. Know how to make appropriate personal economic choices

b. Understand the role of the economy in society

ii. Demonstrate academic knowledge and skills

1. Content Mastery

- a. Develop and draw from a baseline understanding of knowledge in an academic discipline

2. Critical thinking and problem solving

- a. Collect, assess, and analyze relevant information
- b. Reason effectively. Use systems thinking
- c. Make sound judgements and decisions
- d. Identify, define, and solve authentic problems and essential questions
- e. Reflect critically on learning experiences, processes and solutions
- f. Transfer knowledge to other situations

II. Proficiency for Awarding of Credit for World Language Courses Offered Privately Through a Non-Profit Provider as Prescribed by the Commissioner of Education

A. Students must complete a world language course offered privately through a non-profit provider and pass the prescribed examination. The cost of this course will not be borne by the district.

B. Students requesting such credit shall take the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) together with the ACTFL Written Proficiency Test (WPT), administered by LTI, the ACTFL Testing Office.

C. In order to earn credits under this program, students must take the OPI and WPT in the same language. The chart below lists the maximum credit to be awarded for each language category and test level. This recommendation is based on the ACTFL's categorization of the difficulty of the language and the official OPI and WPT rating that is achieved. The cost for these tests will not be borne by the district.

Granting High School Credit for Private World Language Courses in Connecticut Developed in Collaboration with the American Council on the Teaching of Foreign Languages (ACTFL)				
Official ACTFL OPI/WPT Rating	Category I, e.g., Dutch, French, Italian, Spanish, Portuguese, Swahilli	Category II, e.g., German, Hindi, Modern Greek, Urdu	Category III, e.g., Cambodian, Czech, Hebrew, Polish, Russian, Vietnamese	Category IV, E.g., Arabic, Cantonese, Japanese, Korean, Mandarin
Official ACTFL OPI/WPT Rating	Category I, e.g., Dutch, French, Italian, Spanish, Portuguese, Swahilli	Category II, e.g., German, Hindi, Modern Greek, Urdu	Category III, e.g., Cambodian, Czech, Hebrew, Polish, Russian, Vietnamese	Category IV, E.g., Arabic, Cantonese, Japanese, Korean, Mandarin
Novice High	1	1	2	2
Intermediate Low	2	2	3	3
Intermediate Mid	4	4	4* (6)	4* (6)
Intermediate High	4* (6)	4* (6)	4* (8)	4* (8)
<p>In order to earn credits, students must take both the OPI and the WPT in the same language. If the ratings differ, the credits will be awarded based on the lower of the two ratings. Students can take the tests in grades 9-12.</p> <p>*Four credit maximum allowed under state law even though ACTFL credit equivalency, in parentheses, suggests awarding more credit for higher proficiencies in more difficult languages</p>				

III. Administration of Alternative Assessment for Seniors Who Have Not Met the Performance Standard for Graduation in Evidence-based Reading and Writing and/or Mathematics

- a. Schools must administer at least one alternative assessment in Evidence-Based Reading and Writing and Mathematics distributed by the Office of Teaching and Learning per quarter in students' senior year.

b. The assessment can be administered and evaluated by administration, supervisors, or certified teachers.

IV. Appeals

a. Any student may appeal the status of his/her performance standard in writing within 20 days of receiving the score to the Superintendent if they believe the process described in the policy and regulations were not followed. The Superintendent will review the case to assure that all regulations were followed. If the Superintendent finds the regulations were not followed, the Superintendent will order a special assessment.

Regulation Approved: May 1, 2002

Regulation Revised: June 2, 2004

Regulation Revised: April 5, 2006

Regulation Revised: August 20, 2008

Regulation Revised: August 17, 2011

Regulation Revised: May 2, 2018

Regulation Revised: February 6, 2019

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Community Relations

Fundraising Activities / Funds Management

It is recognized that student fundraising is an acceptable tradition in the public schools. However, the loss of instructional time for fundraising or the disturbance of the normal school day by fundraising must be controlled.

Furthermore, all schools in the district are expected to follow sound financial management principles in fundraising activities. Regulations and guidelines as contained in the Regulations are to be enforced by all building principals and followed by all school personnel.

Policy Adopted: July 5, 1972

Policy Revised: August 25, 1982

Policy Revised: February 7, 1990

Policy Revised: November 8, 2000

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Regulation 1324

Community Relations

Fund-Raising Activities/Funds Management

General Regulations (Applicable to All Fund-Raising Activities)

1. No fundraising activity shall take place without the permission of the building principal. (see permission form in Appendix) Board of Education approval is required for any fundraising activity with a goal of \$50,000 gross or more. A copy of all permission forms must be forwarded to the Superintendent's office.
2. Solicitation of students shall be permitted only if the use of instructional time is kept to an absolute minimum.
3. Solicitation by students in the schools must not be carried out in such a manner that it disrupts the educational process.
4. No student is to be involved in door to door solicitation Students are not allowed to participate in any direct solicitation of the general public.
5. Students are not permitted to work on any project or fundraising activity that will in any way realize profits for any member of the staff or contribute to a staff member's personal business venture or personal property.
6. No fundraising assemblies are to be held at the elementary or middle-school levels during instructional time. Fund-raising assemblies at the high school level will be subject to the approval of the building principal who shall keep use of instructional time for such assemblies to a minimum.
7. Fund-raising that involves solicitation of ads for student publications (i.e., yearbooks, programs, etc.) requires prior approval of the principal. Such fund-raising should be kept to a minimum. No school or parent sponsored publication should accept advertising which includes either tobacco or alcohol promotion or which names businesses which are exclusively or primarily outlets for such products.
8. Fund-raising activities will not be allowed to purchase uniforms, athletic equipment or personal use items such as jackets. Neither will fund-raisers be allowed to send teams or individual athletes to "camps". Coaches will not be permitted to arrange for student purchases of any items of personal apparel denoting their school team, or other like designations. Such items may be purchased by all

students at the school store.

9. Any equipment donated to an individual school as a result of a fundraising activity must have prior approval of the Superintendent of Schools (see Policy #[3280](#) Gifts and Bequests).

10. Any group found in violation of the Board of Education policies and regulations concerning fundraising may be banned from carrying out any fundraising activities for up to one year.

11. The school will not promote or announce fund-raising or charity drives which represent political or religious interests.

Regulations Applicable to School Groups

1. All money raised in any fund-raising activity shall be deposited in the school's activity account or a special account established for that purpose.

2. The principal or authorized designee shall be the custodian of all accounts described in number 1.

3. Any disbursement of money from any fund as described in number 1 shall require the signature of the principal or authorized designee and at least one other authorized person.

4. No money that is donated or received by a school group from an outside group (Community Group, School Business Partner, Booster Club etc.) is to be deposited without the prior knowledge of the principal. Any such donation that is conditional must be approved by the Superintendent.

5. No money associated with school activities should be retained by staff or students. Daily deposits of money to the office are required. Teachers or other sponsors will be personally responsible for any lost money if such loss is due to a violation of this regulation.

6. All check requests from student activity accounts or other such accounts must be accompanied by either the bill or other receipt. No checks will be issued as a result of verbal request.

7. No payments from these accounts shall be made in cash.

8. All accounts shall be subject to at least an annual audit by a certified accounting firm (Board of Education auditors).

9. Within two weeks of the close of the fundraising activity a summary of the activity will be filed with the principal (see summary form in Appendix).

10. Students are not allowed to participate in any direct solicitation of the general public.

Regulations Applicable to any Parent Group *Intending to Engage in Fundraising

1. The formation of the parent group must be approved by the building principal or Superintendent's designee.

2. Each group will develop a statement of purpose, guidelines for fund-raising and a construction and/or by laws.

3. Each year such groups will elect officers and report this information to the building principal or Superintendent's designee.

4. A financial statement will be presented to the principal or Superintendent's designee monthly.

5. Student involvement in fund-raising activities of such groups must be approved by the principal or Superintendent's designee and must be in accordance with Board policy [1324\(a\)](#).

6. Students are not allowed to participate in any direct solicitation of the general public.

*Parent Group includes but is not limited to, Parent Teacher Organizations, Parent Teacher Associations, Booster Club.

Regulation Adopted: July 5, 1972

Revised: August 25, 1982

Revised: February 7, 1990

Revised: November 8, 2000

Bristol Public Schools

Bristol, Connecticut

Community Relations

Advertising and Promotion

Purpose: The purpose of this policy is to provide guidelines for advertising or promoting of products or services to students/staff or parents in the schools by the school staff, or any affiliated organization.

The Bristol Board of Education recognizes that advertising and marketing are pervasive in 21st century America. That being the case, the schools cannot hope to remain totally immune. However, since school districts are public institutions, fully supported by public taxes, the Board wishes to avoid distraction or disruption to the education process and to protect students and their families from exploitation by private interests including, but not limited to commercial, cultural, economic, environmental, organizational and political exploitation. It is the purpose of this policy to set forth regulations that will insure that any advertising or promoting of products or services that takes place in the Bristol schools is done so in a manner consistent with this policy. Acting through the Superintendent (or his/her designee), the Board of Education may approve advertising or promoting of products or services in school district facilities or on school district property. Any approval will state precisely where any such advertising or promotional materials may be placed. Advertising or promotional materials will not be allowed outside the specific area approved by the Board of Education

For the purpose of this policy "advertising" is defined as allowing for profit companies or organizations access to students, staff and/or parents in exchange for money, service, material, or other intangibles, and "promoting products and services" is defined as providing such access without providing such remuneration by the school and/or district.

Regulations to guide advertising in the Bristol Public Schools have been crafted to insure donor compliance with all related Board of Education policies.

Policy Adopted: July 7, 1993

Policy Revised: November 8, 2000

Policy Revised: April 5, 2006

Policy Revised: September 10, 2014

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Community Relations

Advertising and Promotion

It is the policy of the Bristol Board of Education that students must be protected from possible exploitation in advertising or promotion of the interests of individuals, non-school agencies, organizations or businesses. Within that context:

- 1) Schools may cooperate in furthering the work of a local non-profit, community-wide social service agency; provided such cooperation does not restrict or impair the educational program of the school.
- 2) Schools may, upon the approval of the Board of Education, through their designee the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that promote the education and best interest of students.
- 3) No advertising materials may be posted or distributed to students which are contrary to Board of

Education policies related to:

- a. age appropriate content;
- b. promotion of illicit drugs, alcohol, tobacco or firearms or other weapons;
- c. promotion of aggressive behavior or violence;
- d. passive or active ethnic, religious, racial or gender bias, discrimination, harassment or ridicule or any other protected classes;
- e. vulgar, obscene or pornographic materials;
- f. promotion of political candidates;
- g. inhibiting the functioning of the school;
- h. using of any district or school logo without prior consent;
- i. overriding the identity of the school and/or district; and/or
- j. violating of any local, state or federal statutes.

Disclaimer:

The inclusion of advertisements or promotional materials in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, organization or activity.

Permission:

(Cross reference Fundraising Policy #[1324](#) for limited exceptions).

Any proposed advertising or promotional materials must be approved in advance and in writing by the Superintendent. Such advertising or promotional materials shall be limited to a location or locations designated by the Superintendent or his/her designee, and neither the school mail system, school offices or classroom distribution shall be permitted for such advertising or promotional materials. Notwithstanding the foregoing, with the prior approval of the Superintendent, the school mail system, school offices and/or classroom distribution may be permitted for promotional material from the Board itself or from groups directly affiliated with the Bristol Public Schools, the City of Bristol, the PTA/PTO for the building in question, and/or any before or after-school programs sponsored by the Bristol Public Schools.

The Superintendent may, at her/his discretion, refer any proposed advertising to the Board of Education for its approval. Any arrangement that calls for the district to enter into a formal contract must be approved by the Board of Education.

Advertisements on Donated Goods

The school district may accept donated goods including equipment that will benefit the educational program of our students. However, it is not the intent of these regulations to have private donors supplant the obligation of local taxpayers to provide a comprehensive education to its students.

A donor may request that their 'brand', individual or corporate name be affixed to their donation. Current fair market value of donated items will be determined to establish a minimum threshold to allow individual, group or corporate advertising on their donation.

All donations that come with a request for advertising by an individual or business must include the following information [See DONATION FORM attached to this regulation]:

1. A description of the product/event being donated/advertised.
2. A description of the manner in which the product event is to be advertised.
3. A complete description of the obligations of the school and/or district.
4. A complete description of the obligations of the sponsor.
5. The length and terms of the agreement.
6. The value of the product donated.

7. Proposed use of money, services or material received by the school and/or district.

8. Plan for upkeep of the donated material or equipment

The Bristol Board of Education reserves the right to initiate and approve an advertising arrangement.

Procedures Following Approval Print Advertising

1. All posted notices must be approved by the building principal prior to display.

2. Postings must be displayed in accordance with local fire codes.

3. Postings may be limited to certain areas of the school and of a size no larger than 8 ½ x 11 inches as designated by the building principal.

4. The morning announcements should be the primary vehicle for notice of meetings.

Advertising and Promotion Regulations

Uniform Pricing for Advertisements

The Board of Education, through their agent the Superintendent of Schools, will establish rates for advertising on an annual basis. Examples of such advertising would include, but are not limited to banners displayed on fences, within gymnasiums or on equipment.

Funds Management

Advertising revenues must be accounted for and reported to the Board of Education. Each school must submit an annual report concerning advertising revenues and how they were utilized to the Superintendent or designee. The Superintendent or designee shall submit an annual report to the Board of Education regarding all district and school advertising revenue including how such revenue was expended.

For purposes of this section, advertising revenues are defined as any money, service or material received by the school and/or district in return for allowing the advertising.

In general, revenue shall be used for purpose(s) stated in the application; however, the Board of Education reserves the right to allocate any revenue in the manner it sees fit.

Policy Citations:

Donations, Gifts and Bequests #[3280](#)

Legal Reference:

*Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools

Regulation Adopted: July 7, 1993

Regulation Revised: November 8, 2000

Regulation Revised: April 5, 2006

Regulation Revised: September 10, 2014

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Business

Gifts, Donations, and Bequests

A gift, bequest or donation is defined as any money or property freely given to the Board of Education with no expectation on the part of the donor for public acknowledgement or recognition in return, or as a condition of, the gift, bequest or donation.

The Board of Education may accept on behalf of and for the schools any bequest, donation, or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

Requests for donations shall be the responsibility of the Superintendent of Schools.

The Superintendent of Schools shall determine the criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

All gifts, donations, or bequests shall be accepted for the school district as a whole and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: Connecticut General Statutes

[7-194 Powers](#)

[10-9 Bequests for Educational Purposes](#)

Policy Adopted: July 6, 1994

Policy Revised: September 16, 1998

Policy Revised: November 8, 2000

Policy Affirmed: June 5, 2019

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut

Business

Gifts, Donations, and Bequests

Regulation:

A letter must accompany any gift presented to the school district from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. Valuation shall be the responsibility of the donor.

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

1. has a purpose consistent with that of the school district;
2. requires no increase in district personnel;
3. requires no increased funding by the school district;
4. places no restriction on the school program;
5. implies no endorsement of a business or product;
6. is not in conflict with any provision of the school code or public law; and
7. meets standards established by the Superintendent.

The Superintendent shall have the sole responsibility of requesting gifts and bequests. All gifts and bequests shall become the sole property of the Bristol Public Schools. A letter of appreciation from the Superintendent of Schools shall be sent to the donor.

Crowdfunding

Staff who request funds from a “Crowdfunding” organization must adhere to the following requirements:

1. Must meet the acceptance criteria above.
2. Must receive administrator approval of all postings before they are requested.
3. Only crowdfunding sites that send proceeds and/or items directly to the schools, not the individual employee may be used.
4. Ensure that proceeds/items obtained through crowdfunding fulfill stated purpose.
5. All crowdfunding activities, as well as activities being funded, be fully compliant with board policies.
6. Cash may not be sent to staff. Checks must be made out to the school.
7. Gifts become the property of the school district.

Regulation Approved: July 6, 1994

Regulation Revised: September 16, 1998

Regulation Revised: June 5, 2019

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut