

Agenda

- I. **Call to Order**
- II. **Public Comment** - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
- III. **Review Policies**
 - A. 1000 - Concept and Roles in Community Relations
 - B. 1100 - School/Community Relations
 - C. 1110 - Communications among the WBOE, Administration, Parents and Staff at BRS
 - D. 1110.1 - Parent Involvement
 - E. 1111 - Use of Education Television Channel
 - F. 1112 - News Media Relationships (Public Press, Radio & TV)
 - G. 1120 - Public Participation at WBOE Meetings
 - H. 1210 - School/Community Associations
 - I. 1212 - School Volunteers and Student Interns
 - J. 1220 - Citizens' Advisory Committees
 - K. 1250 - Visits to Schools
 - L. 1251 - Loitering or Causing Disturbances
 - M. 1311.1 - Political Activities of School Employees
 - N. 1312 - Public Complaints
 - O. 1313 - Gifts to School Personnel
 - P. 1316 - Conduct on School Property
 - Q. 1321 - Public Performance by Students
 - R. 1323 - Research Projects
 - S. 1324 - Soliciting Funds From and By Students
 - T. 1325 - Distribution of Communications
 - U. 1340 - Access to School Procedures and Materials
 - V. 1411 / 1411.1 / 1411.2 - Law Enforcement Agencies
 - W. 1416 - Fiscal Authority
 - X. 1500 - Relations between Area, State, Regional and National Associations and Schools

IV. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***

V. **Adjourn**

Community Relations

Concept and Roles in Community Relations

The Board of Education recognizes that high performing elementary schools encourage and promote parent and community engagement activities to improve student performance.

Community, is defined broadly as the State of Connecticut and specifically, the Town of Woodbridge and the businesses and individuals affected directly or indirectly that have reason to care about local education. We believe that our community includes students, parents, faculty, staff, town officials, media, senior citizens and taxpayers, law enforcement and other community agencies, churches and synagogues, all of whom help to determine the quantity of educational resources available and the quality of the educational output.

The goal of establishing and maintaining good community relations is a reflection of our understanding that schools depend on community good-will and public financing devoted to providing the best learning environment possible for our children. It is imperative that members of the community, particularly those who serve on other Town boards and school personnel participate in planning, policy development, implementing programs and evaluating results. Hence, a principle goal of the Board is the promotion of open communication and good relations with the community.

School-community relations, then, are not merely reporting and interpreting activities; but involve members of the community and school personnel fulfilling their respective roles in view of the best interests of the school, its vision and mission.

Policy adopted: March 19, 2012

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**



Sample policy to consider

Community Relations

Concept, Goals and Roles in Community Relations

The Woodbridge Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

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

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

Policy adopted:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education.

Existing policy, number 1100 adopted 3/19/12, appropriate as written, except for addition of legal reference. A sample follows for comparison and consideration.

Community Relations

School Community Relations

Purpose

The Woodbridge Board of Education recognizes its responsibility in developing a comprehensive two-way program of school community relations to:

1. Stimulate productive relationships among teachers, parents and community members to benefit students and to foster the highest possible levels of student achievement.
2. Make maximum use of learning resources within the community.
3. Provide information and activities to build understanding of the purposes and content of the programs in the district.
4. Promote open communication and good relations with other Town Boards and the taxpayers of Woodbridge.

Legal Reference: Connecticut General Statutes
1-13 Making of reproductions
1-14 "Certified copy" defined. Evidence.
1-16 Reproductions
1-17 Reproductions to serve purposes of originals
1-2 12 Copies of public record, fees.
1-225 Meetings of agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive Sessions.
10-220 Duties of Boards of Education.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Another version to consider.

Community Relations

Communications with the Public

Within the bounds of its legal and ethical responsibilities, the Board of Education (Board) will endeavor to inform the community about the operations of the school system by establishing two-way communication with the community and involving citizens in the work of the schools.

To facilitate productive communication:

- Individual Board members who receive significant written communications from students, parents and other citizens, staff members, and organizations will give the communication to the Superintendent for dissemination to the entire Board.
- The Superintendent will send copies of any communication to the Board as a whole to each Board member.
- The Board will not recognize anonymous written communications to any individual Board member or to the Board as a whole.
- Individual Board members may acknowledge written or oral communications requesting Board action or stating a point of view. However, no individual Board member can commit the Board to any course of action or position.
- Individual Board members can express a personal opinion to a citizen but must clearly identify the opinion as their own and not necessarily that of the entire Board.

Legal Reference: Connecticut General Statutes
1-13 Making of reproductions
1-14 "Certified copy" defined. Evidence.
1-16 Reproductions
1-17 Reproductions to serve purposes of originals
1-212 Copies of public records, fees.
1-225 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions.
10-220 Duties of boards of education.

Policy adopted:
cps 11/12

An administrative regulation to consider pertaining to the use of a blanket telephone call notification system.

Community Relations

Communications with the Public

Guidelines for Use of the School Notification System

Messages are to be recorded by the school Principal, whenever possible

- ▶ A goal will be to bring the school parents closer to the administrator of each school.
- ▶ If parents call for clarification, calls will be handled at the school level whenever possible.
- ▶ Calls for clarification will be reviewed to determine if future messages need a different format, content or tone.

Messages are to be reviewed by the school Superintendent or designee

- ▶ Messages are to be reviewed for clarity, inclusion of all necessary information, content (complete but not unduly alarming or inflammatory), and tone of voice (to be consistent with message, and to give the public confidence).

Messages are to be sent between 5 pm and 9 pm, or as close as possible to those normal family activity hours.

When schools are to be closed such as for a snow emergency, messages may be sent the evening before (if known) or as early as 6:00 a.m. to alert parents. Calls shall not be made at odd hours, during early morning sleeping hours, etc.

Telephone messages will be coordinated with email messages to ensure consistency of message. If possible, the same wording will be used in both messages, to avoid the impression of inconsistency or confusion.

Two or three lesser notices may be combined into a single message if that can be done without creating confusion. For example, if a school closing will affect the scheduling of athletic events, the rescheduling of events may be covered in the telephone call announcing the school closing.

Examples of appropriate use of phone messages:

- ▶ snow day or emergency that causes cancellation of school or early dismissal
- ▶ explanation of an emergency, such as a school closure due to a bomb threat
- ▶ timing of academic progress reports and issuance of student report cards
- ▶ important one-time school activities, such as school play or graduation ceremony
- ▶ notice of important district-wide or state-wide test dates, such as CAPT, CMT or SBAC testing

Examples of inappropriate use:

- ▶ Less important notices that many members of the public may regard as inconsequential, such as notice of a bake sale, hiring or retirement of a staff member, or change in parking regulations.
- ▶ Less important notices may be grouped together in a newsletter or news email.

Regulation approved:

cps 3/14

Existing policy, #1110, adopted 9/18/23 with suggested language addition.

Community Relations

Communications Among the Board of Education, the Administration, the Parents and the Staff at Beecher Road School

In the best interest of promoting and encouraging effective and efficient communications with the Woodbridge Board of Education, a Woodbridge community parent/guardian representative and a WEA representative could be invited, as advisory, non-voting members to standing committees of the Woodbridge Board of Education. Special and advisory committees are formed by the Woodbridge Board of Education according to Policy 9133. Public notification informing staff and the parent/guardian community of opportunities to contribute will be made in accordance with Policy 1120. Additional members may be added at the discretion of the Board.

The Board welcomes public attendance and participation at meetings. Communications inviting meeting participation will be publicly noticed in accordance with FOIA.

Special and advisory committee input will inform the Board. The final decision for all policies and practices within the school remains with the Board of Education.

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- (cf. 1220 – Citizens’ Ad Hoc Committees)
- (cf. 1312 – Public Complaints)
- (cf. 3541.5 – Transportation Complaints)
- (cf. 5142 – Safe Schools)
- (cf. 7551 – Naming of Major Facilities)
- (cf. 9131 – Committee of the Whole)
- (cf. 9132 – Standing Committees)
- (cf. 9132.2 – Policy Committee)
- (cf. 9132.3 – Curriculum Committee)
- (cf. 9132.4 – Finance Committee)
- (cf. 9132.5 – Facilities Committee)
- (cf. 9133 – Special Committees/Advisory Committees)
- (cf. 9325 – Meeting Conduct)

Legal Reference: Connecticut General Statutes
 1-200 – 1-241 Public records and meeting
 10-220 Duties of boards of education

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Parent/Family Involvement

Parent, family and community are important educators of children. The Woodbridge Board of Education recognizes that parent involvement is vital to student achievement. A child's education is a responsibility shared by the school and family during the entire period the child spends in school. A comprehensive parent involvement plan for Beecher Road School may include:

1. Promotion and support for responsible parenting.
2. A school setting that welcomes parents and seeks their support and assistance.
3. Recognition that parents play an integral role in assisting student learning.
4. Regular communications between home and school that are reciprocal and meaningful.
5. Inclusion of parents in the decision making process as it affects children and families.
6. Provision of community resources to enhance school programs, family practices and student learning.

It is the policy of the Board that Beecher Road School, in its mission of education, will involve parents, families, advocates for children, and the community in the education of children and shall have an active organization for fostering parent and community involvement. The words "parent" or "family", as used in this policy, denote any form of extended family or acceptable adult who is advocating for a student.

Parents and families are assured access to their school, their child's classroom and/or school sponsored activities for the purposes of observing class procedures, teaching materials and class conduct so long as this observation is not disruptive to the normal classroom procedures or learning activity. Procedures for visiting schools shall be provided in parent handbooks or other communications from the schools.

School personnel will be available to students, parents and others at mutually convenient times.

Legal Reference: Connecticut General Statutes

[10-221\(f\)](#) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290 and by P.A. 10-111, An Act Concerning Education Reform in Connecticut.

Policy adopted: March 19, 2012

Sample to consider. (State statute requires boards of education to adopt and implement policies and procedures to encourage parent-teacher communication.)



Community Relations

Communications with the Public

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- Parenting skills should be promoted and supported.
- Communication between home and school should be regular, two-way and meaningful. (Such communication may include monthly newsletters, electronic communications, required regular contact with all parents, two required flexible parent-teacher conferences for each school year and drop in hours for parents, home visits and use of technology, including but not limited to, homework hotlines.
- Parents should play an integral role in assisting student learning.
- Parents should be welcome in every school and their support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.
- Community resources should be made available to strengthen school programs, family practices and student learning.
- The two required parent-teacher conferences per year, beginning July 1, 2021 and each school year thereafter, can be fulfilled by the District offering parents the option of attending any parent-teacher conference by the use of telephonic, video, or other conferencing platforms.
- An additional parent-teacher conference, in addition to the two required conferences shall be conducted during periods when the District provides remote learning for more than three consecutive weeks and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning.

The District will request from the parent/guardian of each student the name and contact information of an emergency contact person who may be contacted if the student's parent/guardian cannot be reached to schedule a parent-teacher conference required when the District is providing remote learning for a period of three consecutive weeks or more.

Community Relations

Communications with the Public

Parent Involvement (continued)

In situations in which the teacher is unable to contact a student's parent/guardian after three attempts to schedule the required parent-teacher conference during a period of remote learning provided by the District for three consecutive weeks or more, such teacher is directed to report such inability to the principal, school counselor, or other school administrator designated by the Board of Education. Such principal, counselor, or administrator is to contact the student's emergency contact to determine the student and family's health and safety.

The Board shall utilize the document developed by the State Department of Education (by 12/1/21) that provides information concerning educational, safety, mental health and food insecurity resources and programs available to students and their families.

The Superintendent will report annually to the Board of Education on parent involvement activities.

Legal Reference: Connecticut General Statutes

10-221(g)(1)-(3) Boards of Education to prescribe rule(s), policies, and procedures

Policy adopted:
rev 7/10 rev 7/21

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education



Community Relations

Communication with the Public

Parent Involvement

Building Principals shall advocate effective, comprehensive family involvement in education which will promote parents(s)/guardians(s) becoming active partners in education. Principals shall, annually provide a written report to the Superintendent on parental involvement programs and efforts in their buildings.

The following are examples of parental involvement programs for principals to consider. This list will be updated as new ideas for involving parents are generated.

1. Keep parent(s)/guardians(s) thoroughly informed about their child's school and education.
 - Develop and distribute a comprehensive student handbook
 - Distribute information to parents(s)/guardian(s) on their school visitation rights
 - Open houses
 - Parent-teacher conferences (Minimum of two flexible parent-teacher conferences for each school year as required by statute)
 - Home visits
 - Progress reporting and report cards
 - Newsletter (monthly)
 - Financial Aids night
2. Encourage involvement in their child's school and education.
 - Support and encourage parent volunteer opportunities
 - Work with the PTA to promote parent volunteer opportunities
3. Establish effective two-way communication between all parents/guardians and the Board of Education and district personnel.
 - Monthly principal coffees
 - Work with PTA leadership to ensure parental input
 - Train personnel on how to collaborate effectively with families with diverse backgrounds, including backgrounds that might impede parental participation (e.g., illiteracy or language difficulty)
4. Seek the advice of parent(s)/guardian(s) on school governance issues and methods to fulfill the district's educational mission.
 - Work with the PTA leadership to ensure parental input
 - Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues.
5. Inform parents/guardians on how they can assist their children's learning.
 - Provide information to parent(s)/guardian(s) on how they can help children learn, including activities that are related to classroom activities.
 - Provide programs on how to establish a home environment which supports learning and appropriate behavior.
 - Homework-hotline

Legal Reference: Connecticut General Statutes

10-221(g)(1)-(3) Boards of Education to prescribe rule(s), policies, and procedures

Regulation approved:

Existing policy number 1111 adopted 3/19/12, appropriate as written, if still current practice. A sample policy and regulation follow for consideration

1111

Community Relations

Use of Education Television Channel

Authority

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

Policy adopted: March 19, 2012

P1111

A policy to consider on this topic. A sample regulation follows



Community Relations

Use of Education/Government Television Channel

Mission

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

Goals

It is the goal of the Education/Government Channel to:

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

Policy adopted:

cps 5/99

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education

Community Relations

Use of Education/Government Television Channel

Operational Guidelines Access

The use of the Education/Government Channel shall be limited to the Board of Education and Town government programming. The use of studio facilities operated by the Board of Education shall have student instruction as their primary goal.

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

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

Town government programs include, but are not limited to:

1. Town hearings and meetings (Such coverage shall be "gavel to gavel" and will depict all speakers.)
2. Information regarding procedures, requirements or other technical matters
3. Presentation of town activities, performances or ceremonies
4. Items of community interest. Coverage of such items will be decided on a case-by-case basis and must reflect broad community interest and be of local origin

Political Issues

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

Authority

All matters regarding the use and implementation of programming for the Education/Government Channel will rest with the Superintendent of Schools and First Selectperson or their designee(s). All matters related to the establishment of policy will rest with the "Ad-hoc Video Committee" or its replacement.

Advertising

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

When local businesses provide financial/material for televised school related support or town related and approved events programming, the statement, "Sponsored by (name of agency and/or logo)" will be permitted.

Copyright

All Education/Government Channel programming must strictly abide by copyright regulations.

R1111.1(b)

Community Relations

Use of Education/Government Television Channel

Operational Guidelines (continued)

Copying

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

Facilities/Equipment

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

Personnel

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

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

Procedures

A "Video Proposal" form must be completed prior to the development of any program produced for the Education/Government Channel, which is not developed by school or town personnel. (See attached form.)

Regulation approved:

cps 5/99

**VIDEO PROPOSAL
WOODBIDGE SCHOOL DISTRICT VIDEO TECHNOLOGY CENTER
C/O SUPERINTENDENT OF SCHOOLS**

The information provided in this form will enable the video staff to determine your needs and how best to assist you. Staff review of this proposal does not obligate the Video Department of Woodbridge School District in any way.

Name: _____ Date: _____

Address _____ Telephone Work _____
Telephone Home _____

Town dept./Organization Representing: _____

Address: _____

Date Event _____ Time _____

What is the Topic of Your Program: _____

What is the Desired Completion Date _____

What is the Anticipated Length of Finished Video Program _____

Summarize the Main Ideas of Your Video Program _____

A. _____

B. _____

C. _____

D. _____

E. _____

5. What is the Purpose of Your Video Program (circle one)
to instruct to publicize to preserve local history to inform to entertain
other (specify) _____

6. What is the Format of Your Program (circle one)
interview lecture panel public service announcement debate documentary
other (specify) _____

7. Who is the Potential Audience for Your Program _____

8. Where will this Video Program be Viewed (circle one)

in house/department cable television public performance
other (specify) _____

9. Who will Appear in Your Video Program (list major participants) _____

10. Where will this Program be Videotaped? (list all locations): _____

11. Will your Video Program Include any (circle one) charts graphs pictures
Video cassettes other graphics (specify) _____

12. Explain why this Video Program should be Produced (this question must be answered) _____

Signature _____ Date _____

Building Administrator _____

Library use only Action Taken: Approved Not approved

COMMENTS _____

Superintendent of Schools/First Selectperson

AV/Video Coordinator

Community Relations

News Media Relationships

The Board of Education shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The Superintendent shall serve as the basic source of information regarding the school system.

The Board of Education encourages the attendance of the news media at all open Board meetings.

The Woodbridge Board of Education supports the recognition efforts of local and regional publications and media in reporting the accomplishments, achievements, awards and honors of students. Local cable access, TV, newspaper and school newsletters from time-to-time seek opportunities to take pictures or write of school activities and student accomplishments. It is the policy of the Woodbridge School District to make this information routinely available, under most conditions, unless parents have requested in writing, in advance, that they do not wish to have information concerning the school activities of their child published.

The Board permits the interviewing, videotaping or photographing of students during the school day only when such activities, in the judgment of the Principal or Superintendent, do not disrupt the educational program, tend to cause undue confusion, or involve a controversial issue of a political nature. Publicity efforts as noted would take place under the guidance of school staff and with the restriction that the names or other identifying information of the involved students will not be provided without the prior written approval of the parent(s) or legal guardian of the student.

Individual interviews of students on camera or for publications will not be permitted without the prior written approval of the student's parent or guardian.

The Woodbridge School District will comply with parents' written requests in support of the interests and wishes of parents.

Legal Reference: Connecticut General Statutes

1-226 Recording, broadcasting or photographing meetings

Policy adopted: March 19, 2012



Community Relations

News Media Relationships

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

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

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.
8. In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.
9. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

Legal Reference: Connecticut General Statutes
1-225 Recording, broadcasting or photographing meetings

Policy adopted:
cps6/04



Community Relations

News Media Relations

Recognizing that an open relationship should exist between school administrators who are charged with the responsibility of conducting public business, and the news media who has the responsibility of reporting the actions of government to citizens, the Superintendent of Schools is authorized to provide to the members of the press information which is a matter of record and public information.

Members of the press, television and radio stations will be directed by the Superintendent to the administrator directly responsible for the information they seek.

Information released to the media shall be that which is public information as covered by statute. It is recognized that there is information of a confidential nature which shall not be released, such as information concerning personnel, grievances, negotiations, court actions and special placement of students. Information provided to the media should be factual and should not involve speculation or assumptions.

Administrators may release any information which has been previously generated. This does not include, however, generating new information at the request of a member of the press. All communications by school officials to the press shall be "on the record." Press releases are to indicate the administrator's name and title.

The Principal has the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process.

Regulation approved:
cps 4/99

Existing policy number 1120 adopted 3/19/12, appropriate as written. A sample follows for comparison and consideration

Community Relations

Public Participation at Board of Education Meetings

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

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular, and all special meetings of the Board of Education is made through the posting of the agenda through district website.

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies to be public.

[1-226](#) Broadcasting or photographing meetings.

[19a-342](#) Smoking in public meetings in rooms of public building prohibited.

[1-227](#) Mailing of notice of meetings to persons filing written request. Fees.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[1-232](#) Conduct of meetings.

[1-206](#) Denial of access to public records or meetings.

[10-238](#) Petition for hearing by board of education.

Policy adopted: March 19, 2012



Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9324 for details)

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

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed;
2. Board members shall be recognized first for comments and/or questions;
3. Questions and/or comments by the public may be restricted by the Board Chairperson;
4. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the district. The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

(cf. 1312 - Public Complaints)

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
 1-226 Broadcasting or photographing meetings.
 1-9a-342 Smoking in public meetings in rooms of public building prohibited.
 1-227 Mailing of notice of meetings to persons filing written request. Fees.
 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
 1-232 Conduct of meetings.
 1-206 Denial of access to public records or meetings.
 10-238 Petition for hearing by board of education.

Policy adopted:
 rev 1/15

Community Relations

School-Community Associations

The Board of Education looks upon school-community organizations such as the Parent-Teacher Organization as integral parts of the school community which can aid substantially in promoting a quality educational program.

The Board of Education encourages active support with school-community organizations by teachers and other employees.

Policy adopted: March 19, 2012

Community Relations

School Volunteers and Student Interns

The Woodbridge Board of Education (the "Board") recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Woodbridge School District ("District") staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers, depending upon their level of involvement, may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Employees of the District may serve as a volunteer during the school day, approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school Principal.

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

[10-220](#) Duties of boards of education.

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250 et seq.](#) Registration of sexual offenders.

Policy adopted: October 16, 2023

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, number 1212 adopted 10/16/23, appropriate as written

Community Relations

School Volunteers and Student Interns

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment, and ultimately enrich learners' experiences. In recognition of these important aspects of learning, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards developed by the Administration.

It is important to delineate between a visitor to the school and a volunteer. Visitors and volunteers both contribute in valuable ways to the community feel of a school building. A visitor is defined as an individual who will be spending a short period of time within the building and is under the direct supervision of a Woodbridge employee at all times, often for the purpose of attending a meeting, conference, or special event.

Volunteers for the Woodbridge District will be classified into two groups.

Group I

Volunteers will be classified in Group I when they assist staff members with school activities in the direct presence of a Woodbridge School District employee. Volunteers in Group 1 may assist with activities including, but is not limited to: reading to a classroom, participating and assisting in a special class event, assisting in a school-wide event, or serving as a room parent. Group I volunteers remain under the direct supervision of a Woodbridge employee at all times. At this time, Group I volunteers do not need to complete the volunteer background checks outlined below.

Group II

The following procedure has been established for screening Group II volunteers and interns ("volunteers") within the Woodbridge School District (the "District"). For the purpose of this regulation, a Group II volunteer is an individual who will remain working directly with students at Beecher Road School for a longer period of time or over a duration of more than a day, and may not always be under the direct supervision of a Woodbridge District employee. Examples might include, but are not limited to, volunteers in the Library Media Center, volunteers in the cafeteria to support ongoing initiatives, volunteers in specific classrooms or departments that volunteer throughout the year for many shorter periods of time, volunteers who are chaperoning a field trip when students will be divided into small groups supervised solely by the volunteer chaperone, chaperoning an overnight field trip, or working directly with students on-site without the direct presence of a Woodbridge Public School employee.

Student interns are classified as volunteers and are individuals currently enrolled in post-secondary programs for which an authorized internship is required or for which the student maybe granted credit as part of an approved course of study, including student volunteers for specific program credit from Amity High School. As with all volunteers, all student interns must be approved in advance by the building administrator and must be under the direction and direct supervision of a Board employee.

Prior Approval Required

All school volunteers, Group I and Group II, including student interns working in the schools, must be approved in advance by the building Principal or other administrative designee. The school district, acting

through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure. All individuals seeking to volunteer in the Woodbridge School District must regularly sign-in with the Main Office and will be provided with identification badges, which shall be displayed during each visit.

Group II volunteers must fill out and sign the Volunteer Registration form prior to beginning volunteering and complete federal and state criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry background check. All results of background checks must be completed prior to any volunteer service occurring. The form and process must be completed annually.

Persons Not Allowed to Serve as Volunteers. No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. No person whose name is listed on the Department of Children and Families (DCF) Child Abuse and Neglect Registry or who is registered as a sex offender under state or federal law may volunteer in any District school. Failure to provide complete or accurate information on this "School Volunteer Security Check" form will disqualify an individual from volunteering in any District school.

Employees of the Woodbridge School District may serve as a volunteer in any capacity during the day, approved by the Superintendent or his/her designee based on the specific situation.

Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records and volunteers may not make any curricular or disciplinary actions.

Volunteers are held to the same standards of conduct as school staff and must adhere to all Board of Education policies. The following protocols are in place for all volunteers: (For specific guidelines for visitors to the school, refer to the BOE Policy #[1250](#) and the Beecher Road School handbook available on the District website.) Volunteers shall:

- Be interviewed and approved by a member of the administration.
- Complete fingerprints and background check prior to volunteering in the building. (Group II)
- Adhere to all safety protocols including signing in and out at the Main Office.
- Adhere to all established guidelines as set forth by the Woodbridge Public School District.
- Uphold the rights of all students and staff and adhere to confidentiality while in the building and in public.
- Report to the building administration.

All volunteers must adhere to the above guidelines or there will be cause for immediate removal from the school property as well as a limitation to future visits to the school.

Any questions of the above protocols must be directed to the building administration.

Selection, Placement, and Supervision. Volunteer selection and placement shall be decided on by administration and made on the basis of the volunteer's qualifications and availability and the school's needs.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

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

(cf. - [1250](#) Visitors to Schools)

Legal Reference: Connecticut General Statutes

[10-4g](#) Parental and community involvement in schools; model program; school-based teams.

[10-220](#) Duties of boards of education.

[10-235](#) Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

[54-250](#) et seq. Registration of sexual offenders.

Regulation approved: October 16, 2023

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Community Relations

Citizens' Ad Hoc Committees

The Board of Education supports the concept of ad hoc committees, both for the Board of Education directly and for the staff.

When the Board of Education establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

The involvement of the members of the public in assisting the Board of Education and the staff in reaching for the best possible decisions is a well-established principle in public school education except in those situations where insufficient time will prevent the committee from functioning properly.

(cf. [1312](#) -Public Complaints)

(cf. 6144 -Controversial Issues)

(cf. 6161 -Equipment, Books, Materials: Provision/Selections)

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

Policy adopted: March 19, 2012



Community Relations

Citizen's Advisory Committees

Membership

1. The Board of Education may solicit nominations from community organizations and from residents of the community and may welcome the names of volunteers. From the pool of those so nominated, the Board will select and appoint committee members.
2. In making nominations and in fulfilling committee positions, the following points should be considered:
 - Knowledge of and interest in public education
 - Particular skills or talents which may be useful to a particular committee
 - Previous experience or background for such work
 - Community participation
 - Ability to encompass sentiments or ideas held by a significant portion of the community
3. Because broad and complex questions are to be studied, the committee size should be large enough to provide for a full range of ideas and talents.
4. Each committee should include representative employees, nominated by the Superintendent, to
 - serve as resource persons to the committee and assist in obtaining information about the schools.
 - provide a liaison with the central administration and other committees.
5. Because advisory committees are ad hoc groups, their tenure is normally for the time necessary to complete their study, unless appointed as continuing committees. Vacancies which may occur will be filled by the Board whenever practicable.

Procedures

1. In order to convey to a committee the concerns of the Board of Education, a statement will be prepared outlining the reason for the formation of the committee and listing questions on which the Board would like to have advice. The questions will be suggestive rather than prescriptive, and the committee is free to deal with other questions it considers relevant to the problem. It should be understood, however, that the function of these committees is to advise the Board on matters of policy and not to deal in detail with procedures, which are the proper province of the professional staff.
2. It is expected that each committee will have officers elected by the committee's members. It is suggested that these include:
 - A Chairperson (non-professional), whose duties would include scheduling of meetings, appointment of sub-committees, and acting as presiding officer.
 - A Secretary (a member of the school staff), who can assist the committee in obtaining information and preparing reports and serve as a liaison with the school staff.

Regulation approved:

rev 3198

Community Relations

Visits to the Schools

The Board of Education welcomes and strongly encourages members of the community and other interested persons to visit the schools.

The Superintendent is authorized to establish such regulations to:

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

Board of Education members who visit schools of their own volition have no more authority than any other citizen.

Legal Reference: Connecticut General Statutes

[53a-185](#) Loitering in or about school grounds: Class C misdemeanor

Policy adopted: March 19, 2012

Sample policy to consider**Community Relations**

Visits to the Schools

The Board of Education (Board) and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

The Superintendent shall establish regulations which:

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

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's prior approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

The Board desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe the students in their current classrooms or observe proposed educational placements in the Board's schools. The Board, through its administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board's Guidelines for Independent Educational Evaluations. Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

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

Optional: The Superintendent, working with building administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address (1) parental rights; (2) escort by District personnel; (3) access to common areas of the campus; (4) access to classrooms; (5) drop off and release of students; (6) eligibility to serve as volunteers; and (7) any other relevant issues.

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

Community Relations

Visits to the Schools (continued)

Another version to consider:

The Board and staff of the school district welcomes and encourage parents or guardians, members of the community, and other interested persons to visit the schools. To preserve the security of the schools, all visitors must check in at the main office where they shall be given whatever information or assistance is required. All visitors are required to wear school-provided identification badges for the duration of their visit.

Another version to consider:

The Board of Education encourages visits by citizens, residents, and parents to all school buildings.

In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

Legal Reference: Connecticut General Statutes
 53a-185 Loitering in or about school grounds: Class C misdemeanor
 "Guidelines Regarding Independent Educational Evaluations at Public Expense and
 In-School Observations," CSDE (March 28, 2018)

Policy adopted:
rev 1/14 rev 3/14 rev 1/19 rev 7/20

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education

Existing regulation number 1250 adopted 3/19/12, appropriate as written. A sample follows for comparison and consideration.

Community Relations

Guidelines for Visitors

1. Statement of Purpose

The establishment and maintenance of an effective and successful school environment that protects the educational integrity of instructional time invites the full participation of parents, community members and visitors with the children. The cooperation of all including others with business requirements is necessary in meeting the expectations of the school district in this regard in providing for the safety and well-being of all.

In an effort to communicate the policies and expectation of the district to the school community, the following is an outline of the responsibilities and expectations for parents, community members, vendors and others visiting Beecher Road School.

2. Access

Safety and Security is a concern and interest of the school community. In order to ensure the integrity of the learning environment, promote successful learning experiences for children, and provide a safe and orderly school environment, it is necessary to identify procedures that provide guidance and direction for appropriate access to the school facility.

To that end, every person entering the school building or present on school grounds during the school day is required to report to a designated location at either of the main entrances to the school and:

- a. Specify purpose and destination for visit.
- b. Sign-in and later, upon completion of the visit, sign-out.
- c. Be prepared to show identification.
- d. Obtain a visitors pass in the Main Office.

3. Adherence

Failure to follow the procedures of this policy may lead to restriction or denial of visitation privileges for violators.

4. Building Administration

- a. Develop, review, and monitor procedures related to this policy.
- b. Enforce procedures as approved by the Board of Education.
- c. Communicate procedures and policy to staff and community.
- d. Address situations of failure to comply.

5. Faculty & Staff

- a. Notify the office of all visitors expected in advance of the visit
 - of special events, plays, performances including a list of dates, times and locations.
 - of scheduled visits of volunteers, chaperones, parents conferencing and others business.
- b. At times other than normal dismissal, release children from the classroom only to the Nurse or School Office. Children will be met at the designated School Office or Nurse Office.
- c. Redirect any person anywhere in the building not carrying a visitor pass to the Office and notify the Office.
- d. Refer any person(s) who have not followed the procedures to the Office and report the incident to the Office.

6. Parents, Family & Care Providers

- a. Understand and comply with procedures outlined in Section 1 above.
- b. Report to the Office on every visit.
- c. Notify in writing your child's classroom teacher of any scheduled change in dismissal times.
- d. Come into the building and report to the Main Office and Nurse, when the child is ill, to pick up and drop-off your child during school day hours.
- e. Bring forgotten items such as homework, lunch or bathing suits to the Main Office.
- f. Bring child medications, as required by policy, directly to the Nurse after signing in the Main Office.

7. Other Vendors

- a. Understand and comply with procedures as reflected in Sections 1 and 2 of this Policy.

Regulation approved: March 19, 2012

Community Relations

Visits to the Schools

Visitor Protocols Definition

For the purposes of this administrative regulation a visitor shall be defined as any person entering a school facility during normal school hours other than:

- A student who attends that facility
- A member of that school's staff and faculty
- Central Office Employees with assigned duties at the school facility
- Multi-site Employees with assigned duties at the school facility
- Maintenance Department Employees
- Uniformed Police or Fire Department personnel in performance of their assigned duties

All visitors shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitor's Log Book (Visitor name, Purpose of visit, Person visiting)
4. Be issued a Visitor's ID Badge with date of visit
5. Visitors shall sign out at the end of their visit

The Principal or designee may refuse to register an outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students or employees; would result in damage to property; or would result in the distribution of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

Visitors entering the building at locations other than the designated visitors' entrance shall be:

1. Stopped by staff
2. Asked to identify themselves by name
3. Asked their purpose for being in the building
4. Directed by staff:
 - a. out of the building and to use the designated entrance
 - b. to the Main Office (if warranted by proximity to the Main Office)

Visitors who refuse to identify themselves shall be considered trespassers. Staff shall:

1. Direct them to leave the building
2. Call the Main Office
3. The Principal or his/her designee upon evaluation of the situation may:
 - call the Police
 - call Central Office
4. Consider locking down building

Special Exceptions to the above:

Visits to the Schools

Visitor Protocols (continued)

Special Events (Plays, Concerts, Award Ceremonies, etc.)

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc.). Appropriate staff shall be assigned to direct visitor(s) to the event location.

Deliveries

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

Operations

Maintenance Department Employees shall notify the school administration of their presence within the school facility.

Other Board of Education employees without assigned duties at the school facility shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitor's Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Board of Education members shall:

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitor's Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

Classroom Observations:

When determining whether to approve a request to visit and/or observe student programs the Principal or his/her designee shall consider such factors as (1) the frequency of visits; (2) the duration of the visit; (3) the number of visitors involved; (4) the effect of the visit on a particular class or activity; (5) the age of the students; (6) the nature of the class or programs; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the visitor has a legitimate educational interest in visiting the school; (9) whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; (10) compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable; and (11) any safety risk to students and school staff. The following guidelines shall be followed:

1. If the visitor wishes to observe a classroom, the time will be arranged in advance after the Principal has conferred with the teacher. The Principal has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. If a request is denied, the Principal will provide the reason for his/her decision. An effort will be made to find another means to provide the requested information.

Community Relations**Visits to the Schools (continued)**

2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before and after the observation to enhance understanding of the activities.
3. The Principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the Principal may withdraw approval. In either case, the Principal will give reasons for the action; and
4. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The visitor will first discuss the matter with the Principal;
 - b. If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent or designee.
 - c. The Superintendent or designee will promptly meet with the visitor, investigate the dispute and render a written decision. The written decision will indicate that the visitor may appeal to the Board of Education to review the limitations imposed.
5. The District has an obligation to maintain the confidentiality of personally identifiable student information.

Regulation approved:

cps 6/10 rev 1/14 rev 4/14 rev 1/19

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education

Community Relations

Loitering or Causing Disturbance

Any person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. For this reason it is required that all visitors register in the office of the Principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Legal Reference: Connecticut General Statutes

[53a-185](#) Loitering in or about school grounds; Class C misdemeanor.

Policy adopted: March 19, 2012

Existing policy, number 1311.1 adopted 3/19/12, appropriate as written.

Community Relations

Staff Participation in Community Activities

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

Political Activities of School Employees

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

Performance of Civic Duties by Employees

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

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

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

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

Legal Reference: Connecticut General Statutes
7-421 Political activities of classified municipal employees
7-421b Limitation on restriction of political rights of municipal employees
10-156e Employees of boards of education permitted to serve as elected officials; exception

Policy adopted: **WOODBRIIDGE PUBLIC SCHOOLS**
Woodbridge, Connecticut

Community Relations

Public Complaints

General Complaint Procedure

The Woodbridge Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint. Such complaints shall be addressed and resolved as close to their origin of concern as possible.

While members of the community have a right to petition the Board of Education for redress to a grievance, complaints will be referred back through the appropriate administrative channels for a solution. Exceptions will be made when the complaint directly concerns Board actions or operations.

The proper channel of complaints on matters related to discipline, instruction, or instructional materials should begin with the teacher. If the complaint is not resolved at that level, it can proceed to the department supervisor, Principal, Superintendent, and finally to the full Board.

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

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

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

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

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

Connecticut General Statutes

[10-238](#) Petition for hearing by board of education.

Policy adopted: November 17, 2025

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Existing policy 1313, last reviewed 11/21/22, appropriate as written. A sample policy follows for your comparison and consideration.

Community Relations

Gifts to School Personnel

Gifts from Vendors

Employees of the school system shall not directly solicit, accept, or receive personal gifts from vendors or contractors in the performance of their official duties. The acceptance of entertainment and hospitality is prohibited where the employee is the sole or major recipient as opposed to large group gatherings as may be the case at seasonal parties, receptions or conventions sponsored by vendors.

This prohibition shall not be construed to prevent vendors from providing opportunities for school employees to see or hear about new ideas, equipment and/or materials.

Acceptance by employees of gifts from commercial organizations is discouraged.

Gifts from Students/Parents

Teachers and other staff members may accept token and inexpensive gifts from students or parents of students.

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

Policy adopted: March 19, 2012
Policy reviewed: November 21, 2022

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

A sample policy to consider.

Community Relations

Gifts to School Personnel

The Board of Education recognizes that parents and students often wish to express their appreciation to our teachers and staff for their professionalism, caring and commitment to our children. As such, the following policy is provided to parents, students and room parents to define desirable ways to express this appreciation:

- A card or handmade gift from the student
- A letter of appreciation sent to the Principal, Superintendent and/or Board of Education
- A donation in the name of the teacher to the Parent-Teacher Organization, the _____ Elementary School or a charitable organization.

Gifts from Suppliers and/or Contractors

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

Although it is customary for some suppliers to provide gifts to customers' employees at different times which are less than nominal value, and are not intended to influence in any manner the school district's procurement practices, the Board of Education requests that suppliers or potential suppliers do not include the name of any individual connected with the school district on their gift lists.

Gifts to Board Members

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

Gifts between Students and Teachers

Gifts between students and teachers shall be discouraged.

(cf. 3313 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

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

Policy adopted:

Reviewed 9/25

Existing policy 1316, adopted 8/19/24, appropriate as written.

Community Relations

Relations between Public and School Personnel

Conduct on School Property

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

This policy promotes mutual respect, civility and orderly conduct among Board members, District employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

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

Staff may not always be immediately available to speak with families. The best way to ensure communication can occur with administration or staff is to schedule an appointment. Staff and administration have a practice of attempting to return calls/emails within 24 hours.

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

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse and use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;
5. Damage or deface District property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (continued)

10. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
11. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
12. Violate other District policies or regulations or an authorized District employee's directive.

Standards for a peaceful, safe, respectful school environment:

A. Expected behaviors include but are not limited to:

1. Respect and courtesy in language, demeanor, and actions
2. Moderate tone and volume of voice
3. Active and respectful listening
4. Respectful acknowledgement of cultural differences
5. Respect for the personal, civil, and property rights of others
6. Appropriate and courteous use of telephone, public address systems, electronic devices and any other verbal communication device
7. Appropriate and courteous written communication, including notes, letters, email and text messages

B. Unacceptable behaviors include but are not limited to:

Rude, insulting or demeaning language and/or actions either in person, by email/text, voice/phone or other written or verbal communication.

1. Rude, insulting or demeaning language and/or actions, either in person, by email/text, voice/phone or other written or verbal communication
2. Persistently pursuing unreasonable requests
3. Intrusive and/or interruptive behavior
4. Displays of temper
5. Harassment and intimidation
6. Threatening and/or abusive gestures and behavior
7. Posting disparaging remarks on social media

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (continued)

- C.** Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved. Following the protocol and chain of command to air concerns is expected. Start with teacher, then building administration then District Office then Board of Education if concerns are not addressed and/or resolved.
- D.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

(cf. 1110.1 - Parent Involvement)

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

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 5131.911 - Bullying)

(cf. 4118.15/4218.15 - Workplace Bullying)

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

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes
1-225 Meetings of the government agents to be public.
1-232 Conduct of the meeting.
10-221 Boards of education to prescribe rule(s), policies, and procedures.
10-238 Petition for hearing by board of education.
10-239 Use of school facilities for other purposes.
53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1321, adopted 3/19/12, appropriate as written.

Community Relations

Public Performances by Students

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs. Instructors are encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other classes or activities within the school. School groups and individuals may, with the permission of the Principal, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.
2. Community functions organized in the interests of the school, such as those originated by the PTO or other parent group.
3. Non-commercial civic occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation.
4. Events that are primarily patriotic in nature, such as Veterans' Day.
5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

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

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in events of a commercial nature.
2. Events that are for the furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education.
3. Events that are primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events that cause undue amount of interference with the regular school program, or that cause an excessive amount of absence due to rehearsal or preparation.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1323, adopted 3/19/12, appropriate as written. Note that this policy topic is normally included in the 2000 Series, specifically policy 2240, "Educational Research in District Schools." A sample regulation follows for your consideration

Community Relations

Research Projects

The Board of Education recognizes that worthy educational values may be served by permitting independent research projects to be carried out in the schools. The Superintendent, or his/her designee, may approve research proposals. Those of a sensitive nature will be reviewed by the Board of Education. All research projects must:

1. Preserve the privacy of all individuals,
2. Promote professional interest,
3. Significantly contribute to the body of knowledge about education,
4. Refrain from using the results for commercial or private gain, and
5. Not interfere with the instructional process or take undue time away from it.

A sample policy to consider. A regulation follows.

Administration

Educational Research in District Schools

All requests to conduct research within the School must be directed to the Superintendent of Schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children of within the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.

Policy adopted:

Sample regulation to consider.

Administration

Educational Research in District Schools

A screening committee, consisting of individuals named by the Superintendent, will assist in the process of determining the suitability and appropriateness of all research requests. Such determination will depend upon the applicant satisfactorily addressing the "Criteria for Research Approval" (see below), as well as any other recommendations for modification or clarification that are suggested by the screening committee.

It is expected that all applicants, both from within the system and from without, will submit a written request for permission to conduct research, along with an explicit proposal addressing the "Criteria," and all materials to be used in the research project. An interview with the applicant also may be required.

All requests for permission to conduct educational research must be approved prior to the commencement of the project.

In-System Requests for Project Approval

A staff member who wishes to conduct a research project involving no cost to the system will usually be restricted to the member's assigned school. It is presumed that the applicant will have secured the permission of the building Principal prior to submitting the required documents mentioned above. Modifications to the instructional program, if any, required by staff member research projects, should be minor.

System-wide research efforts, initiated by central administration or other individuals within the district, involving broader based data collection efforts, and undertaken for internal use only, will be bound by the same application procedures mentioned above. The Superintendent or his designee, may make a specific request of the screening committee and the school committee to waive these requirements.

Out-of-System Requests for Project Approval

Individuals or groups who seek permission to conduct research projects within the school district, and who are not part of the professional staff, must adhere to the application requirements outlined above. Moreover, while the School Committee wishes to cooperate with reasonable requests to conduct research, its primary obligation is to protect the rights of students who may be requested to participate.

Administration

Educational Research in District Schools (continued)

Proposals and collateral materials will be reviewed by the Superintendent, as well as the system research screening committee. Approval will be based upon the acceptability of projects and their congruence with the following "Criteria for Research Approval." Proposed projects should:

- Offer promise of improving educational practice;
- Be organized so that there are few, if any, interruptions to the regular school programs;
- Pertain to relevant education problem;
- Contain an appropriate research design;
- Spell out procedures clearly;
- Respect the rights of individuals, including the confidentiality of personal data about students and employees;
- Obtain "informed consent" from the parents of all participating students.

Performance Expectations for Approved Studies

Once a project proposal has been approved, the investigator will be obligated to fulfill the following:

- Respond to any concerns that are raised in the course of the research by participants, parents, teachers, or others who become involved;
- Whenever possible make any necessary adjustments which do not compromise the integrity or validity of the study;
- Secure approval for any publication of outcomes, enabling the Superintendent to determine if identification of the school or system will be in the best interest of the school district;
- Submit copies of all documents and any other materials developed as a consequence of the study, including, but not restricted to, theses, videotapes, summary reports, booklets, and any other account of project outcomes;
- Provide, if feasible, opportunities for professional staff and others to learn from the research findings and to utilize the results to improve instruction for children.

Administration

Educational Research in District Schools (continued)

Performance Expectations for the District Public Schools

Upon receipt of a written request for permission to conduct research and supporting documentation, the system agrees to do the following;

- Carefully consider the application at one of the regularly scheduled meetings of the proposal screening committee.
- Interview the applicant, if necessary, to gather additional information about the proposed project;
- Assist in modifying the design or procedures if a proposal is deemed to have merit, but deficient in some minor way;
- Inform each applicant of the decision of the screening committee, and when permission is denied, offer a thorough explanation of why approval has not been granted;
- Provide any reasonable assistance to those investigators whose proposals have been approved.

Regulation approved:

Existing policy 1324, adopted 3/19/12, appropriate as written.

Community Relations

Soliciting Funds From and By Students

The Board of Education supports school activities that engage children in raising funds as a means of encouraging and nurturing the development of values reflecting charitable giving and concern for others in need.

Fundraising activities must be designed to advance the educational mission of the school district, be directly related to financing the school or curricular activities or character development and must be undertaken under the direction and guidance of the administration and staff. School fundraising activities must also comply with the following conditions.

1. No fund raising activities are to be conducted by non-school agencies or for non-school activities among or by the school children, except as provided under law and consistent with the policies of the Board of Education.
2. Selling is not permitted on the school campus without administrative approval.

The Board of Education requires, as a condition of approval, that the sponsoring individual, group or organization fully comply with any and all sales tax requirements of the State or Federal Government.

The Superintendent may approve and authorize fund raising activities consistent with the following guidelines:

1. Requests for fundraisers shall be made and approved, in writing, in advance of initiating the activity by the building Principal in consultation with the Superintendent.
2. Significant educational or financial benefits will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics and procedures of fund raising will not result in an unacceptable burden to teachers, other school staff, or families of school children, nor subject the school to inappropriate risks or responsibilities in handling funds.
4. With the exception of PTO activities, all school directed fund raising activities involving children whether sponsored by a class, grade level, individual or the school shall follow Board of Education financial accounting procedures.
5. Fund raising proceeds shall be processed through the student activity account properly documenting receipt and distribution of the funds.
6. Collections of items, personal appeals of individual staff, and requests made of children to bring in a specific amount of money to cover a classroom activity or program shall be cleared with the Principal in advance.

Community Relations

Soliciting Funds From and By Students (continued)

7. The organizations for which funds are solicited must either be governmental or charitable.

Upon approval of the Superintendent, information from recognized charitable and other organizations, which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization, may be distributed through the schools under established guidelines affecting such notifications. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

Existing policy 1325, adopted 3/19/12, appropriate as written. A more detailed and comprehensive sample policy on this topic follows for your comparison and consideration.

Community Relations

Distribution of Outside Communications

Students shall not be used to distribute notices or communications which do not originate within the schools or do not support the educational mission of the district. Students may transmit communications to parents from parent organizations affiliated with the schools and communications, which, in the judgment of the Superintendent, have significant educational value or widespread community importance. The District website and/or the use of the racks located in the school lobby entrances will also be used to disseminate these materials.

Another policy to consider, prohibiting advertising, but also speaking to the distribution of notices, etc.

Community Relations

Advertising, Promotion and Commercial Activities

It is the intent of the District to operate a non-public forum and, except as allowed in this policy, advertisement is prohibited on District property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through District technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The District may control the content of advertising as allowed by law. Minimally, advertisement on District property or at District events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar or contain any indecent or vulgar language.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, sexual orientation or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

District-Sponsored Advertisement

This policy is not intended to limit the use of District resources or forums by District personnel to distribute District-sponsored information or advertisements. District sponsored groups may distribute advertisement to employees and students as determined appropriate by the Superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the District are considered District sponsored.

Groups Affiliated with the District

The District may allow groups affiliated with the District to advertise on District property in the same manner and to the same extent that District-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the District if it is recognized by the Board and 1) working collaboratively with the District, such as a business partner, or 2) is a group that is created solely to work with the District, its staff, students and parents and to raise funds for District activities such as parent-teacher associations or booster clubs.

Community Relations

Advertising, Promotion and Commercial Activities

Curriculum-Related Advertisement

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the District's curriculum and compliant with the District's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the District when those events are consistent with and related to the District's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school Principal determines that the information provided is consistent with and related to the District's curriculum.

Distribution Directly to Students

Only curriculum-related advertisement, District-sponsored advertisement and advertisement by groups affiliated with the District may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

Distribution to Staff

The District's interschool mail, staff mailboxes and District e-mail are reserved for communication between employees regarding District business or for distribution of District-sponsored advertisement or advertisement from groups affiliated with the District.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school Principal and must clearly state that the District does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution by Students

Students may distribute District-sponsored advertisements on District property during non-instructional time as allowed by the school Principal and group sponsor. Students may distribute non-curricular student publications and other advertisements not sponsored by the District during non-instructional time only in accordance with Board policy.

Community Relations

Advertising, Promotion and Commercial Activities (continued)

Distribution by Student-Initiated Non-curricular Groups

Student-initiated non-curricular groups that meet in District facilities shall have the same access to District communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as District-sponsored non-curricular groups. The District may require these groups to clearly state on any advertisement or information that the group is not sponsored by the District.

Advertisement in Designated Locations

School principals may designate a bulletin board, table or other specific location where information regarding non-profit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school Principal first and must clearly state that the District does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution at District Events

Only District-sponsored advertisement and advertisement from groups affiliated with the District may be distributed at District events, unless the District sells advertisement opportunities as described below.

Groups Using District Facilities

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in District facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using District facilities.

Revenue-Generating Advertising on District Property or in District Publications

The District may accept or solicit advertising for use on the District's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

Community Relations

Advertising, Promotion and Commercial Activities

Revenue-Generating Advertising on District Property or in District Publications

(continued)

The District may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other District-sponsored publications at the discretion of the Principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are District-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the District's wellness policy and procedures.

Collecting, Disclosing or Using Information for Marketing

In general, the District will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the District may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the District will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

Community Relations

Advertising, Promotion and Commercial Activities (continued)

(cf. 1260 - Educational Foundations)
(cf. 1314 - Soliciting Funds from and by School Personnel)
(cf. 1324 - Soliciting Funds from and by Students)
(cf. 1660 - School-Business Partnerships)
(cf. 3280 - Gifts, Grants and Bequests)
(cf. 3281.1 - Business/Industry/Corporate Involvement in Education)
(cf. 5125 - Confidentiality of Student Records)
(cf. 6142.101 - Wellness and Nutrition)
(cf. 7551 - Naming of Facilities)

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

10-21a Accredited courses offered by employers.

10-21b Programs offered jointly by boards of education and business firms; neighborhood assistance.

Federal Statutes

Title IX of the Educational Amendments of 1972

Family Educational Rights and Privacy Act — 20 U.S.C. Sec. 1232g.

Protection of Pupil Rights Act — 20 U.S.C. Sec. 1232h.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.

34 C.F.R. 108.1 - 108.9.

Policy adopted:

cps 11/10

Existing policy adopted 3/19/12, appropriate as written.

Community Relations

Access to School Procedures and Materials

Operating procedures, records and publications developed in or for the school district shall be made available to members of the public consistent with law. No outside organization shall be granted exclusive access to or control over the material made available to it.

Records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

(cf. 5125 - Student Records)

(cf. 4112.6 - Certified Personnel Records)

(cf. 4212.6 - Non-Certified Personnel Records)

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes
1-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
1-212 Application for copies of public records. Certified copies. Fees.
1-16 Reproductions.
1-154a Professional communication between teacher/nurse and student.
Surrender of physical evidence obtained from students.
1-200 Definitions.
1-206 Denial of access of public records or meetings. Notice. Appeals.
1-210 Access to public records. Exempt records.
1-209 Records not to be public. (Medical or psychological examination records.)
1-211 Access to computer-stored records.
1-213 Agency Administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings.
1-214 Public employment contracts as public record. Objection to disclosure of personnel or medical files.
1-215 Record of an arrest as public record.
1-225 Meetings of governmental agencies to be public.
1-226 Recording, broadcasting or photographing meetings.
1-227 Mailing of notice of meetings to persons filing written request. Fees.
1-240 Penalties.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy 1411, adopted 3/19/12, appropriate as written. It is recommended that policy 1411 be amended to incorporate policies 1411.1 and 1411.2 (as modified) as these address the same general topic of relations with law enforcement agencies.

Community Relations

Law Enforcement Agencies/Fire Departments

Because of the many support services which the local law enforcement agencies and fire departments provide to the schools, staff and students, the Board of Education desires to maintain the best possible relationship with those agencies, bearing in mind the responsibility the schools have to see that the legal rights of staff and students are properly protected.

The Superintendent is directed to establish lines of communication with the local law enforcement agencies and Fire Departments in order to effect the kinds of cooperation needed for the security of the school facilities, the safety of students and staff, and better education of the students concerning law enforcement agencies and fire and safety protection.

Relations with Law Enforcement Agencies

The Board of Education recognizes that it is essential to cooperate with law enforcement agencies for the protection of staff and students, for maintaining a safe environment in the district schools and for safeguarding school property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged in the district. Law enforcement participation in such programs and activities is encouraged.

At the same time the Board also recognizes that the school system has the responsibility for the welfare of students while they are in the care of the schools. To carry out this responsibility of the school district, school officials shall observe the following:

- a) A student is not immune from the law by virtue of his/her status as a student, nor is the school building a sanctuary from the law or the proper actions of law enforcement personnel. Whenever the police have a search warrant or an arrest warrant, they shall be admitted in the exercise of their designated authority.
- b) In other situations, however, the interest of the individual, the students at large, and the school community may best be served by entrusting primary responsibility for the maintenance of order to school personnel. The Principal(s) shall have the authority, except as noted, to exclude the police from the school when police intervention is considered unwarranted.

Police Law Enforcement Interviews of Juveniles

When a ~~police~~-law enforcement investigation involves an interview of a juvenile, the police should arrange to have a parent present. The exceptions to this requirement are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern.

The following procedures will be observed in the event of a need to interview or question a student by a police official.

1. Student(s) will be questioned as confidentially and inconspicuously as possible.

2. The Principal will make a reasonable effort to inform parents so that they may be present during the questioning.
3. Any police interview shall be conducted in private and in the presence of a member of the school administration.
4. Preferably, the officer doing the questioning will wear civilian clothes.

The arrest of an elementary school student for a felony or Class A misdemeanor may be considered an unlikely event. However, should that be the case, it is expected that any municipal or State Police Department seeking to arrest a student who is enrolled in the Woodbridge School District shall notify the Superintendent orally prior to or at the time of the arrest, and in writing, within 72 hours of the arrest. Such information shall be kept confidential in accordance with C.G.S. 46b-124.

Guidelines for Cooperating with Local and other Law Enforcement Agencies

Criminal Activity Affecting the Operation of the School

In certain circumstances the building Principal may require the assistance of police authorities in the investigation of possible criminal activity affecting the operation of the school. Should police involvement require the questioning of students on school grounds, the building Principal shall make a reasonable effort to notify the parent or guardian of a student to be questioned that such questioning is to take place and the parent or guardian of any such student may be permitted to be present during such questioning.

Criminal Activity Not Involving the Operation of the School

Police Law enforcement officials interviewing or questioning of students regarding criminal activity not involving the operation of school shall generally not be allowed on school grounds. Where the criminal activity endangered students, disrupted the educational process or violated Board Policy, or where an emergency exists which requires speedy investigation, such questioning or interrogation of students may be allowed to take place with the approval of the Superintendent.

(cf. 6114 - Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to Prescribe Rules, Policies and Procedures

10-233a-e Suspension and Expulsion Procedures

10-233g Arrested Students/Students on Probation

10-233h (Arrested Students/Reports by Police)

10-233j Student in Possession and Use of Telecommunication Devices

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

54-76j Disposition upon adjudication as youthful offender

New Jersey vs. T.L.O. U.S. 325 (1985)

Policy adopted: **March 19, 2012**

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1411.1 adopted 3/19/12, appropriate as modified. It is recommended, however, that this policy be rescinded and its modified content be included in amended policy 1411.

Community Relations

Relations with Law Enforcement Agencies

~~The Board of Education recognizes that it is essential to cooperate with law enforcement agencies for the protection of staff and students, for maintaining a safe environment in the district schools and for safeguarding school property.~~

~~Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged in the district. Law enforcement participation in such programs and activities is encouraged.~~

~~At the same time the Board also recognizes that the school system has the responsibility for the welfare of students while they are in the care of the schools. To carry out this responsibility of the school district, school officials shall observe the following:~~

- ~~a) A student is not immune from the law by virtue of his/her status as a student, nor is the school building a sanctuary from the law or the proper actions of law enforcement personnel. Whenever the police have a search warrant or an arrest warrant, they shall be admitted in the exercise of their designated authority.~~
- ~~b) In other situations, however, the interest of the individual, the students at large, and the school community may best be served by entrusting primary responsibility for the maintenance of order to school personnel. The Principal(s) shall have the authority, except as noted, to exclude the police from the school when police intervention is considered unwarranted.~~

Police ~~Law Enforcement~~ Interviews of Juveniles

~~When a police ~~law enforcement~~ investigation involves an interview of a juvenile, the police should arrange to have a parent present. The exceptions to this requirement are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern.~~

~~The following procedures will be observed in the event of a need to interview or question a student by a police official.~~

- ~~1. Student(s) will be questioned as confidentially and inconspicuously as possible.~~
- ~~2. The Principal will make a reasonable effort to inform parents so that they may be present during the questioning.~~
- ~~3. Any police interview shall be conducted in private and in the presence of a member of the school administration.~~
- ~~4. Preferably, the officer doing the questioning will wear civilian clothes.~~

Community Relations

Relations with Law Enforcement Agencies

Police Interviews of Juveniles (continued)

~~The arrest of an elementary school student for a felony or Class A misdemeanor may be considered an unlikely event. However, should that be the case, it is expected that any municipal or State Police Department seeking to arrest a student who is enrolled in the Woodbridge School District shall notify the Superintendent orally prior to or at the time of the arrest, and in writing, within 72 hours of the arrest. Such information shall be kept confidential in accordance with C.G.S. 46b-124.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-221 (Board of Education to Prescribe Rules, Policies and Procedures)~~

~~10-233a-e (Suspension and Expulsion Procedures) 10-~~

~~233-g (Arrested Students/Students on Probation)~~

~~10-233h (Arrested Students/Reports by Police)~~

~~10-233j (Student in Possession and Use of Telecommunications Devices)~~

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy, number 1411.2 adopted 3/19/12, appropriate as written. It is recommended however that this policy be rescinded and its content be included in amended policy 1411.

Community Relations

Guidelines for Cooperating with Local ~~and other~~ Law Enforcement Agencies

Criminal Activity Affecting the Operation of the School

~~In certain circumstances the building Principal may require the assistance of police authorities in the investigation of possible criminal activity affecting the operation of the school. Should police involvement require the questioning of students on school grounds, the building Principal shall make a reasonable effort to notify the parent or guardian of a student to be questioned that such questioning is to take place and the parent or guardian of any such student may be permitted to be present during such questioning.~~

Criminal Activity Not Involving the Operation of the School

~~Police ~~Law enforcement officials~~ interviewing or questioning of students regarding criminal activity not involving the operation of school shall generally not be allowed on school grounds. Where the criminal activity endangered students, disrupted the educational process or violated Board Policy, or where an emergency exists which requires speedy investigation, such questioning or interrogation of students may be allowed to take place with the approval of the Superintendent.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-221 Boards of Education to Prescribe Rules, Policies and Procedures~~

~~10-233a-e Suspension and Expulsion Procedures~~

~~10-233g Arrested Students/Students on Probation~~

~~10-233j Student in Possession and Use of Telecommunication~~

Policy adopted:

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing policy number 1416 adopted 3/19/12, appropriate as written.

1416

Community Relations

Fiscal Authority

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop a clearer understanding of school and student needs to improve education in our community.

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

Legal Reference: Connecticut General Statutes

[10-153d](#) Meeting between Board of Education and Fiscal Authority required. Duty to negotiate.

Policy adopted: March 19, 2012

Community Relations

Relations Between Area, State, Regional & National Associations and the School District

Membership in recognized associations such as the Connecticut Association of Boards of Education will be maintained by the schools for several reasons, including:

1. The in-service educational benefits to employees and members of the Board of Education which come from participation in meetings, conferences, clinics and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. Representation in actions affecting education in general and the Woodbridge School District in particular.

The Board of Education in maintaining such membership in no way abdicates its authority over the responsibility for the District as outlined in State law and Board of Education policy.

The Superintendent is authorized to budget funds for such memberships, and for paying the costs of adequate participation of Board of Education, administration and staff in the activities of such associations to achieve the purposes listed above.

Policy adopted: March 19, 2012