

LITCHFIELD PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICIES, REGULATIONS AND BYLAWS

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COMMUNICATIONS WITH THE PUBLIC

The Board of Education regards education as a cooperative effort involving the schools, parents and the community. Accordingly, school personnel are encouraged to make every effort to communicate and cooperate with parents and the community.

We also urge parents to share with our staff any concerns or problems that might affect students' progress.

Information about the schools shall be provided to the public and media accurately and consistently. Administrative regulations will be developed to guide this process.

Policy Adopted: April 12, 1983
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008

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COMMUNICATIONS WITH THE PUBLIC

INDIVIDUAL STUDENT CONCERNS

Members of the Board of Education individually and collectively welcome their responsibilities for listening to comments and suggestions from residents. The Board of Education encourages parents to resolve educational problems concerning an individual student with the teacher involved and if not resolved to proceed to the next levels of responsibility, i.e., building Principal, and then Superintendent, in that order.

EDUCATIONAL CONCERNS

Since individual Board of Education members cannot respond for the Board as a whole, they will refer suggestions, compliments and concerns regarding educational and operational matters to the Superintendent for appropriate consideration. Concerns expressed to individual Board of Education members will be considered by the Board only after the Superintendent has studied and responded to the matter and it has been referred to the Chairperson of the Board of Education by the Superintendent. Eventual placement on an agenda is the sole discretion of the Board Chairperson.

CHALLENGED MATERIALS

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

(cf. 1200 - Citizens' Advisory Committees)

(cf. 4118.21 - Academic Freedom)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

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

Policy Adopted: April 12, 1983

Policy Revised: August 25, 1998

Policy Revised: August 24, 2004

Policy Reviewed: November 5, 2008

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COMMUNICATIONS WITH THE PUBLIC

INDIVIDUAL STUDENT/EDUCATIONAL CONCERNS

Procedure for Re-evaluation of Instructional Materials

The following procedure shall be followed whenever there is a request for the evaluation of print and non-print material:

1. The Superintendent shall establish an ad hoc review committee broadly representative of:
 - a. teachers competent in the area of the content covered by the print or non-print material.
 - b. administrators, directors and supervisors appropriate to the level and/or subject for which material is used.
2. Objections to materials and requests for re-evaluation must be presented in writing. The Board of Education shall be informed that a written complaint has been filed.
3. Initial action on a written request shall be taken no later than fifteen school days after receipt of the request.
4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his or her decision to the person requesting the re-evaluation.
5. Should the decision of the Superintendent not satisfy the person requesting the re-evaluation, the Board of Education may review the Superintendent's decision.
6. Once instructional material has been adopted and re-evaluated, the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending final decision.

Regulation Adopted: April 12, 1983
Regulation Reviewed: October 1, 1998
Regulation Reviewed: November 5, 2008

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COMMUNICATIONS WITH THE PUBLIC

BOARD OF EDUCATION MEETINGS

The Board of Education encourages the public and the press to attend its meetings to keep informed of school business, activities, and curriculum and program changes.

Procedures for Board of Education meetings will be in accordance with the Freedom of Information Act to ensure that Board of Education discussions and decisions are known and understood by the public. Executive Sessions will be called only for discussion of matters allowed by the Freedom of Information Act.

The agendas for all regular and special meetings are posted in the Office of the Superintendent of Schools and the Town Hall and sent to all newspapers, schools, Board members and persons or organizations who have submitted written requests for such notices in accordance with the Freedom of Information Act. Additionally, these agendas will be placed on the Litchfield Public Schools web site.

Comments by the public during regular meetings will be welcome under the agenda item Public Participation. The Chairman may ask for comments, questions and suggestions from members of the community during discussion of other agenda items, and may establish time or other reasonable limitations.

Persons or citizens who wish to bring a matter to the Board should contact the Superintendent or Chairman of the Board to ask that the item be placed on the agenda a week in advance of any regularly scheduled Board of Education meeting. Eventual placement on an agenda is the sole discretion of the Board Chairperson.

Legal References:

- Connecticut General Statutes
- 1-21h Conduct of meetings
- 1-21 Meetings at Government Agencies
- 1-21g Executive Sessions
- 1-21c Mailing of Notice of Meetings

Policy Adopted: December 14, 1982

Policy Reviewed: October 1, 1998

Policy Revised: August 24, 2004

Policy Revised: November 19, 2008

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LITCHFIELD PUBLIC SCHOOLS
BOARD OF EDUCATION

PUBLIC COMMENT PROCEDURE AND FOLLOW-UP REQUEST FORM

All regular and special meetings of the Litchfield Board of Education are open to the public with the exception of discussions conducted in executive session. Because the Board desires to hear the viewpoints of citizens and groups throughout the district, it will schedule at least one period during each regular meeting for public participation.

The Board Chairperson or other presiding officer will be responsible for recognizing all speakers. In order to maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. All issues raised by the public relating to the operation of the school district will be considered by the Board and may be scheduled as agenda items for future meetings. Questions asked by the public will typically be referred to the Superintendent for investigation and later response. *A request for a future agenda item must be made in writing to the Chairperson or Superintendent no less than one week prior to a regular meeting date.* Eventual placement on an agenda is the sole discretion of the Board Chairperson. The Chairperson or Superintendent will respond to all agenda item requests. It must be noted that individual board members cannot respond for the Board as a whole, and will refer suggestions, compliments and concerns regarding educational and operational matters to the Superintendent for appropriate consideration. Thank you for your cooperation.

While you do not have to fill out this form to be recognized to speak, if you want to be sure that there is a follow-up to your issue, please complete the following:

TEAR ALONG THIS LINE AND SUBMIT

If you want follow-up to your issue, please complete the following form:

Date of Meeting: _____

Name: _____

Address: _____

Phone #: _____

Brief outline of comment, question or concern: _____

Regulation Reviewed: June 8, 2004

Regulation Reviewed: November 5, 2008

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COMMUNICATIONS WITH THE PUBLIC

BOARD OF EDUCATION HEARINGS

The Board of Education shall, upon petition of one per cent of the electors of Litchfield or fifty such electors, whichever is greater, hold a public hearing on the question specified in the petition.

Legal Reference:

Connecticut General Statutes
10-238 Public Hearings

Policy Adopted: December 14, 1982

Policy Reviewed: October 1, 1998

Policy Reviewed: November 5, 2008

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PARTICIPATION BY THE PUBLIC

The Board welcomes community interest in the schools and encourages members of the community to aid in the development and enhancement of school programs.

The Board of Education looks upon school-related associations such as the School Volunteers, Parent Teacher Organization - PTO, Student Parent Teacher Council - STPC, etc. as integral parts of the school community and appreciates their contribution in promoting a finer educational program.

The Board of Education encourages active support of and cooperation with school-related associations by teachers and other members of the staff.

Policy Adopted: December 14, 1982
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008

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PARTICIPATION BY THE PUBLIC

CITIZEN ADVISORY COMMITTEES

The Board of Education supports the concept of ad hoc advisory committees to assist in reaching the best possible decisions.

The Board of Education may appoint an Advisory Committee to fulfill a specific purpose. The Board will clearly define the committee's purpose and will provide guidelines for study, discussion and reporting procedures.

In general, the Board of Education will form Advisory Committees when it needs community participation and consultation. The committee will be dissolved when it has completed its assignments or at the discretion of the Board.

Legal Reference:

Academic Freedom Policy (adopted by Connecticut State Board of Education, September 9, 1981)

Policy Adopted: December 14, 1982

Policy Reviewed: October 1, 1998

Policy Revised: November 19, 2008

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PARTICIPATION BY THE PUBLIC

VISITS TO THE SCHOOLS

Visitors are welcome at all schools. However, before planning a visit to the school, they must contact the building principal or teacher to establish a mutually agreeable time. All school visitors must register in at the school office and adhere to school security procedures and display proper identification while in the school.

LOITERING OR CAUSING DISTURBANCE

All visitors to the schools must first report to the office of the school Principal. At any time, persons determined to be loitering or causing a disturbance shall be required to leave school grounds immediately. Staff members should be alert to the presence of unauthorized visitors and should report their presence to the Principal promptly.

“Loitering” is defined as remaining in or about a school building or grounds without having any reason to do so, or without a relationship involving custody of or responsibility for a pupil, or without any other license or privilege to be there. “Causing a disturbance” is defined as any action disrupting the normal function of the school system.

Legal Reference:

Connecticut General Statutes Section 53a-185: Loitering on school grounds: Class C misdemeanor.

Policy Adopted: April 12, 1983
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008

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PUBLIC ACTIV(C)ITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL

Fund Raising

The policy of the Board of Education regarding fund raising, collection of materials and charges is based on the firm commitment that no students be caused personal embarrassment should they be unprepared to support these activities, that no instructional time should be lost, that students are not exploited and that the reputation of the school is preserved.

Solicitation and Fund Raising by Outside Organizations

Outside organizations are considered to be those which do not directly benefit the schools. The schools recognize the value of charitable organizations and therefore encourage students to take an interest in them. However, the schools shall not be used as an agency for fund raising purposes for outside organizations.

Written announcements for charitable non-profit organizations may be distributed with the permission of the building principal.

The Board of Education authorizes the sale of school-time insurance in grades K-12.

Solicitation and Fund Raising by School-Related Organizations, e.g., School Volunteers, PTO, STPC, AFS

School-related organizations are considered to be those which directly benefit the schools.

Fund raising activities should conform to the above Board of Education policy. School-related organizations may use school facilities to raise money for their organizations. Prices for articles to be sold, performances and other activities should be set at a rate consistent with the value of the article or program.

Solicitation and Fund Raising by Students for School Organizations and Classes

School organizations and classes are expected to observe the above Board of Education policy in all fund raising activities. They are permitted to use school facilities. Prices for articles to be sold, performances and other activities should be set at a rate consistent with the value of the article or program and approved by the building Principal. No charge may be made for exhibitions or presentations of regular curricular work.

COMMUNITY RELATIONS

#1314(b)

Student organizations may not canvass area businesses for donations or for purchases of goods or services, unless permission has been authorized by the building Principal.

Policy Adopted: December 14, 1982
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008
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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL FACILITIES

Public Use

Written requests for the use of school facilities by individuals or groups other than those that are a part of the school program shall be made to the Superintendent. All approved programs shall have educational or community value. Use of school facilities will be allowed only if it does not conflict with the normal use and maintenance of the school facility. A copy of the regulations governing use of facilities and the fee schedule will be given to the requesting organization.

Legal Reference:

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

Policy Adopted: April 12, 1983
Policy Reviewed: October 1, 1998
Policy Revised: November 19, 2008

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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL FACILITIES

Regulations for Public Use of School Facilities, Fee Schedule, Application

The following regulations apply to the public use of school facilities:

1. By order of the Fire Marshal, a school administrator, the Athletic Director or a custodian must be present at all times when a school facility is in use. All posted occupancy limits must be observed; and in the event that a fire alarm is triggered for any reason, the building must be cleared immediately. The building will then be under control of the fire official in charge and may not be re-entered until said official gives authorization.
2. Organizations using the school facilities will be responsible for any damage to school property during its use. A certificate of insurance naming the town of Litchfield, Board of education, as additional insured must be submitted one week prior to the scheduled event in the amount of \$500,000 for property damage/bodily injury.
3. Organizations may be required to obtain the services of police officers or firemen if such is considered necessary for the protection of school property and/or traffic safety. It will be the responsibility of the organization to make arrangements directly with the applicable town agency if their presence is deemed necessary by the Superintendent's Office.
4. Alcohol and/or illegal drugs are not permitted at functions held on school property.
5. Smoking is NOT PERMITTED in school buildings or on school grounds.
6. Use of the building by the requesting organization will be confined only to those areas specifically requested and approved by the Superintendent of Schools.
7. At the beginning of any public gathering at which 25 or more persons will be present for the entire time, an announcement shall be read regarding emergency exits, clear aisles and smoking regulations.
8. Each applicant organization is responsible for the conduct and supervision of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Names and addresses of all designated persons in charge must be submitted with the application, and they will be held responsible for the supervision of the participants and any property damage. The school custodian is not a supervisor of children or adults.
9. All fees, with the exception of fire, police and kitchen personnel, will be billed by the Superintendent's Office. Fees will be charged as listed on the attached Schedule of Fees, and

COMMUNITY RELATIONS

#1330.1(b) Administrative Regulation

financial obligations are to be met within two weeks following receipt of the bill. **All rental fees must be paid two weeks in ADVANCE of the scheduled event.**

10. Custodial fees will be based on the rate of the custodian or custodians used and are in addition to the rental and utility fees.
11. The use of kitchens will be permitted after a review of the application by Education Connection. Notice of approval will be forwarded to the applicant with the standard approval form. If staffing of the kitchen is required, financial arrangements will be handled directly with Education Connection.
12. The use of a school facility does not include school equipment, except that which is already a part of the facility. Permission may be granted to use equipment, i.e., projectors, microphones, etc., if specifically requested on the Use of Facility form. If an administrator determines that an operator is required, the requesting organization will be billed.
13. Those areas used for approved activities in the evening or on weekends will have the temperature maintained at night cycle settings.
14. Only UL approved, grounded, heavy duty extension cords may be used. No nails or screws may be driven into any part of the facility without approval.
15. Nothing shall be displayed or exhibited by any group without prior permission from the building Principal.
16. No scenery, ramps, extensions or the like will be constructed in such a manner as to hinder emergency exits.
17. No pet shows, donkey ball games or other activities involving animals will be permitted within school buildings.
18. If schools are closed due to inclement weather, the facility use is automatically canceled. All prepaid fees will be returned in that case.
19. It is expected that the facility used will be completely cleared within 24 hours.
20. The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations may result in the refusal of any future use by the sponsoring organization.
21. Any exception to the above regulations must be granted by the Board of Education prior to the use of the facility.

COMMUNITY RELATIONS

**#1330.1(c)
Administrative Regulation**

Legal Reference:

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

Regulation Adopted: April 12, 1983
Regulation Revised: September 14, 1993
Regulation Reviewed: October 1, 1998
Regulation Reviewed: November 5, 2008

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LITCHFIELD PUBLIC SCHOOLS
P. O. BOX 110
LITCHFIELD, CT 06759-0110
APPLICATION FOR USE OF FACILITIES

1330.1 (d)

APPLICANT: PLEASE COMPLETE THIS SECTION

1. School Requested: _____
2. Facilities Requested: _____
3. Date(s): _____
4. Purpose for Facility Use: _____
5. Time You Will Enter Facility: _____ a.m./p.m. Time You Will Leave Facility: _____ a.m./p.m.
6. Time Program Begins: _____ a.m./p.m. Time Program Ends: _____ a.m./p.m.
7. Organization Making Request: _____ Expected Attendance: _____
8. Equipment Requested/Room Set Up Required: _____

9. Name and Address of Person(s) Responsible at Event: _____

10. Admission or Registration Fee: _____ Disbursal of Proceeds: _____
11. Amount of Liability Insurance: Bodily Injury: _____ Property Damage: _____
(Minimum \$500,000 BI/PD required. **Submit Certificate of Insurance to Superintendent's Office.**)

Having read the Regulations and Schedule of Fees, I assume legal and financial responsibility for the above request. I also understand that the financial obligations are to be met within a 2-week period following receipt of bill. Rental fee due two weeks before event.

Signature _____ Date _____

Name Printed _____ Address _____ Phone _____

_____ **OFFICE USE** _____

Building Principal or Designee: Approved: _____ Not Approved: _____

Date: _____

Signature of Principal or Designee

Superintendent's Office:

_____ Permission for the above request is granted
subject to the following fees & conditions:

Contact Town Officials: (Responsibility of Requesting
Organization)

Group: _____

_____ Constable Required (Phone 567-8596)

Rental Fee: _____ Due _____

_____ Fireman Required (Phone 567-3877)

Utility Fee: _____

Custodial Fee: _____

Other: _____

Miscellaneous _____

_____ Permission for the above request **NOT APPROVED**

Signature _____ Date _____

Superintendent of Schools

**LITCHFIELD PUBLIC SCHOOLS
PUBLIC USE OF SCHOOL FACILITIES FEE SCHEDULE**

- GROUP I:** Functions of local government, local charitable and/or local non-profit organizations
- GROUP II:** Town-based, profit-making organizations
- GROUP III:** Out-of-Town organizations

<u>FACILITY</u>	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
GYMNASIUM: ALL SCHOOLS	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
AUDITORIUM: INTERMEDIATE SCHOOL	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
CLASSROOMS: ALL SCHOOLS	Custodial Fee*	\$75/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$150/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
LECTURE ROOM: HIGH SCHOOL	Custodial Fee*	\$90/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$175/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
CAFETERIA: ALL SCHOOLS	Custodial Fee*	\$250/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee	\$350/Day Rental Fee; Utility Fee @\$10/Hour; Custodial Fee
KITCHENS: ALL SCHOOLS	Kitchen Worker**	Kitchen Worker**	Kitchen Worker**

- Group I users may be charged a Utility Fee if applicable.
- Rental fees must be paid two weeks prior to the scheduled event.
- All other fees are to be paid within two weeks following receipt of bill.
- Custodial Fees are based on actual cost of assigned personnel.
- Fees for Policy and/or Fire Personnel are not included in this fee schedule.

* Custodial Fees apply only when (1) the scheduled event is held outside of the normal custodial work day; and/or (2) a custodian is required to be assigned exclusively to the event.

**Kitchen Worker: subject to Education Connection review (see Regulations).

Regulation Adopted: April 12, 1983
 Regulation Revised: September 14, 1993
 Regulation Reviewed: October 1, 1998
 Regulation Reviewed: November 5, 2008

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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL FACILITIES

Smoking in School Facilities

The use of tobacco in the buildings or on the property of the Litchfield Public Schools is prohibited.

(cf. 5131.61 - Smoking Policy)
(cf. 4118.26 - Smoking Policy)

Legal Reference:

Connecticut General Statutes Section 1-21b(b) (5). Smoking prohibited in certain places. Signs required. Penalties.

Policy Adopted: April 12, 1983
Policy Revised: September 28, 1993
Policy Revised: August 25, 1998
Policy Reviewed: November 5, 2008
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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR FACILITIES

ACCESS TO SCHOOL PROCEDURES AND MATERIALS

All school records, operating procedures and publications developed for, or by, the school district are open to the public. A written request to inspect or copy records will be honored within four business days. To the extent permitted under the Freedom of Information Act, a reasonable charge or even prepayment may be required to cover expenses incurred in preparing the information requested.

The Board of Education does not have a legal obligation to produce records that are not already in its possession. Accordingly, information not readily available will only be prepared in limited circumstances at the direction of the Board.

The Board may withhold records and information as permitted by the Freedom of Information Act. Privileged or confidential information about staff or pupils will also be restricted as permitted by law.

Manual References:

Student Record Policy #5125
Personnel Policy #4112.6

Legal References:

Connecticut General Statutes
1-15 Application for copies of public records
1-19 Access to public records
1-19a Access to computer-stored records
1-21i Denial of access of public records or meetings. Notice. Appeal.
1-21k Penalties

See Michael Cates, Sr. Against Board of Education, Town of Voluntown, Docket #FIC 1997-235 at Paragraph 11 (Dec. 2, 1997)

Policy Adopted: December 14, 1982

Policy Revised: August 25, 1998

Policy Reviewed: November 5, 2008

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PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

EXPENDITURE OF MUNICIPAL FUNDS TO INFLUENCE VOTE IS PROHIBITED

The Board of Education, its members and any other employee in the position of expending municipal funds shall not expend such funds to influence any person to vote for approval or disapproval of any such vote, referendum, proposal or question. Notably, this policy does not apply to a written, printed or typed summary of a Board member's or administrator's official view on a proposal or question so long as it is prepared for any news medium, i.e., newspaper, radio, television, and/or is not distributed with public funds to a member of the public unless a member of the public specifically requests a summary in writing.

Any violation of the above policy may warrant a hearing before the State Elections Enforcement Commission and the possible imposition of civil penalties on the Board and/or the individual(s) who authorized the expenditure of municipal funds.

Legal Reference:

Connecticut General Statutes Section 9-369b.

Policy Adopted: August 25, 1998

Policy Reviewed: November 5, 2008

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