

SHARON CENTER SCHOOL

COMMUNITY RELATIONS

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Communications with the Public

School/Parent Relations Goals

It is the goal of the Sharon Center School Board of Education to foster relationships with parents and legal guardians which encourage cooperation between the home and school in establishing and achieving common educational goals for students. The words “parent” or “family” are used in this policy to denote any form of extended family or concerned adult who is advocating for a student.

While parents and legal guardians are individually responsible for their children, the district provides direct services of education and assumes responsibility for students during the time they are under the supervision of school personnel. Consistent with these shared responsibilities, members of the school staff will consult on a sustained basis with parents and legal guardians regarding student progress and achievement, methods to enhance student development, and matters of mutual concern that address student needs.

In addition, parental involvement in the school is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and programs.

Positive parental involvement can be achieved by:

- encouraging parents to attend regular Board meetings and public hearings, to share in school planning in setting objectives, and in learning about and evaluating programs;
- helping parents understand the education process and their role in promoting this process;
- providing for parent understanding of school operations;
- providing opportunities for parents to be informed about their child’s development and the criteria for evaluating this development;
- making available opportunities to meet with school staff regarding issues of concern.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Parent Involvement

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire time a child spends in school. To support the goal of the school district to educate students effectively, the school and parents must work together as knowledgeable partners. Although families are diverse in culture, language, and economic circumstances, they share the school's commitment to the educational success of their children. The Sharon Center School District, together with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

For schools receiving Title I funds, the Board recognizes that there are certain additional responsibilities with regard to parent involvement policy. In accordance with Section 1118 of the No Child Left Behind Act of 2001 ("NCLB"), Public Act 107-110, it is the policy of the Sharon Board of Education to provide parents of students substantial and meaningful opportunities to participate in the education of their children. To facilitate parental participation, the Board encourages parents of children to be involved in regular meetings, communications, and activities that will inform them about the school's programs, to participate in such programs, and to help improve their child(ren)'s progress.

This policy had been developed jointly with, and agreed upon by, parents at Sharon Center School. Sharon Center School shall include this written parent involvement policy in the Sharon Center School Handbook, which is distributed annually, each fall, to all parents. The policy shall be made available to the public and accessible through the Sharon Center School website and updated periodically as necessary to carry out the requirements of parental involvement under Section 1118 of the NCLB.

The Board shall, with the involvement of parents, conduct an annual evaluation of this policy in order to assess its effectiveness in involving parents in school programs and to identify barriers to greater parent participation.

Each year, the Board, or designee, shall also conduct a meeting, at a convenient time, to involve parents in the process of planning, review, and improvement of programs such as Title I. All parents will be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of all programs, including Title I, the curriculum in use at the school, the forms of academic assessment used, the proficiency levels students are expected to meet, and information regarding the importance of parent involvement.

In addition to the required annual meeting, if requested by parents, the Board shall offer opportunities for regular meetings at flexible times of day in order to allow parents to formulate suggestions for the Board's programs and their application to their child(ren)'s learning, and to participate, as appropriate, in decisions related to the education of their children. At any time, a parent shall have the opportunity to submit comments regarding Sharon Center School's programs for review.

The Board will provide the coordination, technical assistance, and other support necessary to assist Sharon Center School in the planning and implementation of effective parent involvement.

The Board authorizes the Principal, or his/her designee, to develop a school-parent compact and other procedures such as those related to meetings, parent communication, and parent involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

School-Parent Compact

This policy further requires that Sharon Center School shall jointly develop with parents a school-parent compact that outlines how parents, staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Policy adopted: March 1, 2004

SHARON CENTER SCHOOL
Sharon, Connecticut

Sharon Center School Parental Involvement Compact

This school-level parent involvement compact provides an understanding of the joint responsibility of the Sharon Center School and parents/guardians (hereafter referred to as “parents”) for improving student academic achievement and school performance. The school provides opportunities for parent involvement by:

Parent/Guardian Involvement (NCLB§1118(c))

1. Convene an annual meeting, at a convenient time, to which all parents of students are invited and encouraged to attend, to inform parents of the school’s programs. The Building Principal or designee shall:
 - Invite all parents to the annual Sharon Center School Open House.
 - Provide an overview of the school’s programs and introduce the individuals responsible for these programs.
 - Encourage ongoing involvement and input of parents.
 - If possible, childcare will be provided.

2. Offer a flexible number of opportunities for parental involvement at Sharon Center School.
 - Provide parents with opportunities, such as parent-teacher conferences, to ask questions and dialogue informally about student academic achievement and school performance
 - Engage building-based parent organizations, such as the Room-Parent Program, to Facilitate communication and involve community groups and organizations.
 - Conduct an annual orientation to Sharon Center School for all parents of incoming students.

3. Involve parents in the process of planning, review and improvement of Sharon Center School’s programs (as required under NCLBA§1114(b)(2)).

4. The Building Principal or designee shall:
 - Provide parents of students with timely information about the school’s programs via school newsletters, the school’s website (www.sharoncenterschool.org), e-mail and telephone contact, and home visits, if needed.
 - Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - Provide parents, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

5. If the school programs under section 1114(b)(2) are not satisfactory to the parents, the Building Principal or designee shall:

- Provide opportunities for parents to submit comments regarding the school's programs.

Shared Responsibilities for High Student Academic Achievement (NCLB§1118(d))

1. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children serviced Under Title I to meet the State's student academic achievement standards. Each parent is responsible for supporting their children's learning, in ways such as:

- Monitoring attendance, homework, and television viewing
- Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.

2. Communication between teachers and parents occurs on an ongoing basis through:

- Parent-teacher conferences, frequent reports to parents on their child's progress, and reasonable access to staff with opportunities to volunteer and participate in their child's class.

Building Capacity for Involvement (NCLB§1118(e))

To ensure an effective and supportive involvement of parents, the Sharon Center School shall:

- Assist parents in understanding academic content standards and State and local assessments.
- Educate staff in the value and utility of contributions of parents and how to effectively communicate with and work with parents as equal partners.
- Implement and coordinate parent programs that will encourage teacher/parent partnerships.

In carrying out the parental involvement requirements of this compact, the Sharon Center School, to the extent practicable, will provide full opportunities for the participation of all Sharon Center School parents.

Community Relations

Communications with the Public

Parent Involvement

The Board of Education believes that the education of children is a cooperative effort among the parents, school and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schooling.

Research demonstrates that increased parent involvement improves student achievement. Parental involvement initiatives in the school system will accommodate diversity, be flexible, promote effective two-way communication, and offer opportunities for all parents to participate. The implementation of this policy is the responsibility of all district staff.

The district will hold parents accountable for their child(ren)’s attendance in school as outlined in Connecticut General Statutes and district policies.

Further, the Board of Education believes that the school should provide a broad variety of opportunities for parents to connect with the school. Each option should:

- encourage strong home-school partnerships;
- provide for consistent and effective communication between the parents and school officials
- offer parents ways to assist and encourage their children to do their best;
- offer ways parents can support classroom learning activities; and
- provide opportunities for parents to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents opportunities for involvement in educational process, activities and the scheduling of all those activities must take into account the needs of working parents.

Organize for Effective Use of Volunteers

- Develop a survey to gather parent and family volunteer information including special skills or talents. Provide opportunities for those who are able to volunteer during the day, those who are able to commit to regular service, and those who can participate occasionally at home or at work. Be sure to follow up with volunteers on a timely basis.
- Provide a consistent place and process for parent volunteers to sign in and list the hours served. In addition, provide surveys regarding school or program climate. Encourage volunteers to offer their suggestions by using “anonymous” response forms.

Community Relations

Communications with the Public (continued)

Organize for Effective Use of Volunteers (continued)

- Invite parents to join their child for lunch whenever convenient. If possible, provide a free lunch during the year.
- Take time to train volunteers regarding school or program protocols, routine and procedures, volunteer expectations and equipment usage.
- Show appreciation for volunteer support on an ongoing basis.
- Provide a volunteer information packet.

Legal Reference:

Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies, and procedures (as amended by PA 97-290)

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

News Media Relationships

Because schools are public institutions serving the educational needs of the community, it is important that information be disseminated concerning programs, activities, and significant school events. To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with news media:

1. The Board of Education Chairperson shall be the official spokesman for the Board. The Superintendent of Schools may report on actions of the Board.
2. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his/her office.
3. News releases which are of concern to only one school, or to an organization of one school, are the responsibility of Principals.

Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company, subject to the following guidelines:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools, if requested by the Superintendent, prior to said meeting of the Board.
2. 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 proceedings of a Board of Education public meeting shall be permitted to photograph, broadcast, or record for broadcast, such proceedings.
3. Any photographer, broadcaster, or news journalist authorized by an employer or student news medium to photograph, broadcast, or record for broadcast, proceedings at a public meeting of the Board of Education, and any personnel associated with said photographer, broadcaster, or news journalist, shall photograph, broadcast, or record for broadcast proceedings of said meeting as inconspicuously as possible and in such a manner which doesn't disturb proceedings.
4. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.

Legal Reference: Connecticut General Statutes
1-226 Recording, broadcasting, or photographing meetings

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Media Access to Students

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 every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

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.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to student's policy at the time of the student's registration and each fall in the student/parent handbook.

(cf. 5125 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes
 1-213 Access to public records. Exempt records.
 10-209 Records not to be public.
 Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec
 1232g (1988).
 Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
 Sharon, Connecticut

Community Relations

Videotaping of Staff/Students

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal. Photographs of students or staff shall be used only with permission from the parents or staff workers.

(cf. - 1112 News Media Relationships)

(cf. - 6141.322 Computers: Websites/Pages)

Community Relations

Board of Education Meetings

Board of Education meetings are open to attendance by the press and the public at all times, except during executive sessions.

The official minutes of all Board meetings and executive sessions are open to press and public.

The Board shall restrict its executive sessions to matters as provided by law.

Public Participation in Board Meetings

The Board of Education shall give careful attention to all communications, written or oral, addressed to it by any citizen of the community. The Board welcomes suggestions and questions and will take all offered under consideration. However, the Board cannot devote its meetings to protracted discussion or debate. Thus the following procedures are established:

1. Following the opening of each regular meeting, the Board will act upon the minutes of the previous meeting and will proceed to the next agenda item, Communications to the Board:
 - a. Written
 - b. Oral
2. For a given citizen's question to be placed on the agenda as a specific item and to insure its receiving consideration at that meeting, the Board must have at least ten days notice, in writing, that the question is to be raised. Thus, any necessary study or investigation can be started, and the members will have background information upon which to base their deliberations.
3. Requests for an item to be placed on the agenda of a Board meeting may be addressed in writing to the Chairperson of the Board, or the Superintendent of Schools. In any case, the request must be filed at least ten days before the next regular meeting. The Chairperson and/or Superintendent shall determine whether the item will be placed on the agenda, as requested.
4. The Board reserves the right to call a special meeting to consider any problem or problems which may require lengthy deliberation.
5. Citizen participation in Board Meetings is limited to the period of the agenda time, Communications to the Board.
6. Any citizen who wishes to address the Board may do so during the verbal communication period, with or without prior notice. Any individual presentation of a question or comment may be limited to five minutes. Complaints regarding employees of the Board must be in writing as in #3 above.

Community Relations

Board of Education Meetings (continued)

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:

- a. Questions and/or comments are to be restricted to the specific agenda item being discussed;
 - b. Board members shall be recognized first for comments and/or questions;
 - c. Questions and/or comments by the public may be restricted by the Board Chairperson;
 - d. The Chairperson may, at his/her discretion, curtail public discussion at any time.
7. A citizen addressing a question which may require information not readily available must realize that the Board reserves the right to seek out the information in detail and to reply to the question either in writing or as a Board at a subsequent meeting.

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: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Distribution of Materials by Students (Use of Students)

Printed materials may be distributed to parents by students as inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

Use of Students

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences of decision, the decision of the Superintendent will be final and may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion between them the decisions of the Superintendent will be final.

Budget/Referendum Materials

Information concerning a budget or referendum, specifying only the time, date, location, and question or proposal may be disseminated through the students. This information may not contain statements, or be written in a manner which may advocate a position on the budget or on a referendum question.

Legal Reference: Connecticut General Statutes
9-369b Explanatory text relating to local questions.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Recognition of Students, Citizens, Staff Members, and Members of the Board of Education

The Board of Education is committed to recognizing and honoring citizens, students, staff, and groups whose distinguished or exceptional achievements have benefited or which benefit the school system. Persons so honored shall include retiring staff and Board members. The Board may act through recognition at Board of Education meetings, letters of recognition, or other appropriate methods.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Communications with the Public

Responsibilities of Board Members and School Personnel

It is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Board of Education policy and school policies and programs in order that they may better advance public understanding of the schools.

Community Relations

Participation by the Public

Agenda Format/Preparation and Dissemination

To expedite the business of the Board, the Superintendent in cooperation with the Board Chairperson shall prepare an agenda outlining the matters to be brought to the Board's attention.

The basic format of the agenda shall be as follows:

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. ADOPTION OF AGENDA (AS PRESENTED OR AMENDED)
- IV. COMMUNICATIONS
 - A. ABC Committee Report
 - B. Sharon Representative to Region One BOE
 - C. Public Comment
- V. COMMITTEE REPORTS
- VI. SUPERINTENDENT'S REPORT
- VII. PRINCIPAL'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. PUBLIC COMMENT – ON AGENDA ITEMS ONLY
- XI. ANTICIPATED EXECUTIVE SESSION (as needed)
- XII. ADJOURNMENT

Sharon Center School Mission Statement

The mission of Sharon Center School is to engage students in academic pursuits that result in the highest level of achievement and in the motivation for life-long learning. Our students will grow in a safe and secure school community where we promote the individuality and unique talents of each student and the importance of responsibility, integrity, and teamwork.

The Sharon Center School Visions:

- *We envision a school community that will be recognized in the greater community as a disciplined yet nurturing environment conducive to learning.*
- *We envision a school community in which staff members serve as positive role models by working together in collaborative teams to promote life-long learning in themselves and in their students.*
- *We envision a school community in which parents and community members will work with school staff to shape a culture of support and caring.*
- *We envision a school community in which the administrator will be a leader of leaders who is knowledgeable about current research in teaching and learning practices, who creates a professional climate conducive to shared leadership and who helps to develop leadership skills in others.*
- *We envision a school where the curricula will be aligned with local, state, and national standards for students' academic achievement and developmental needs. It will contain effective coordination and articulation with the school and throughout Region One.*

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meeting. Executive sessions. (subsection (a) re agenda)

Policy adopted: May 11, 2015

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

School-Community Associations

The Board of Education recognizes school-community groups such as Parent-Teacher Associations or Parent-Teacher Organizations as a school related activity, which supports educational programs.

The Board of Education encourages active support of and cooperation with school-community organizations.

The Board of Education recognizes that the local group will function within the policy which states the Parent-Teacher Associations/Parent-Teacher Organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Community Relations

School Volunteers

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Legal Reference: Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

P.A. 97-290 An Act Enhancing Educational Choices and Opportunities

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Citizens Advisory Committees

The Board of Education may choose on occasion to make judicious use of the services of citizens advisory committees, keeping in mind:

- (a) that talented and interested citizens have limits on the time which they can devote to such tasks; and
- (b) that the Board cannot delegate its decision-making authority to other groups and thus should guard against the hurt feelings which may arise if recommendations, sincerely offered, have to be modified or rejected.

The Board will adopt whatever committee structure and organization it deems appropriate to the assignment at hand.

The Board will seek the advice of the Superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity will be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, each committee either will be given new problems or will be dissolved promptly, but will not be allowed to continue for prolonged periods without a definite assignment. Each committee will be instructed as to the length of time each member is being asked to serve, the services the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. Furthermore, the committee will be instructed as to the relationship it has to the Board, to individual Board members, to the Board member assigned to provide liaison, to the Clerk, and to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board will have sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

All appointments of citizens to advisory committees for the Board will be made by the Board.

All appointments of staff members to citizens' advisory committees for the Board will be made by the Superintendent with the approval of the Board. If staff members are so appointed, they will constitute a minority of any such committee.

Community Relations

Citizens Advisory Committees

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

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

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

Community Relations

Citizen Assistance to School Personnel

One of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. Therefore, it is most important to build up the idea in the community that many adults in it have something in their experiences, understandings or philosophies that may make contributions to the program of the school.

The Board of Education encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

The Principal will study the needs of the school, survey the resources available in the school community, weigh their probable usefulness, and then present to the Superintendent any plans the Principal may develop for using those community resources. The Superintendent should consider all such plans on their merits.

Periodic reports will be made to the Board about such citizen assistance.

Community Relations

Visits to the Schools

The Board of Education and staff of the school welcome and strongly encourage members of the community and other interested persons to visit the school.

Board of Education members are expected to visit the school to become acquainted with school personnel and programs; however, Board members have authority only in scheduled meetings of the Board, as members of Board committees or when delegated specific tasks by specific Board action.

Members of the public and individual Board members interested in visiting the school or classrooms will make arrangements for visitations through the administrator of the school. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

Subject to the direction and approval of the Board, the Superintendent is authorized to establish such reasonable regulations as will:

1. Require all visitors to register in the office of the Principal upon their arrival at the school.
2. Ensure student safety.
3. Ensure that the orderly process of school activities is not disrupted.

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.

The Principal or her/his designee shall have complete authority to exclude from the school premises any persons whom s/he 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 purpose of committing an illegal act.

Visitor Registration

It is required that all visitors, including members of the Board of Education, register in the office. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Community Relations

Visitor Registration (continued)

Non-school people may not initiate, direct, conduct, control or regularly attend the meetings of student groups.

School volunteers are required to register in the Volunteer Sign-in book when they are visiting or volunteering in the schools.

(cf. 9010 - Responsibilities and Limits of Authority)

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain educational personnel

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Loitering or Causing Disturbance

All visitors must register in the office of the school principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Public Complaints

Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. Parents should be made aware of the proper channels of communication and appeal. The decision of the Principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.

Challenged Material

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

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

Request for Re-Evaluation of Instructional Materials

The following procedure shall be followed whenever there is a request for the evaluation of instructional material other than textbooks:

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 material.

Community Relations

Request for Re-Evaluation of Instructional Materials (continued)

- B. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
 - C. A media specialist who shall serve on the review committee.
2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Materials forms are available in the office of the Superintendent.
 3. Initial action on a written request on the proper form 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 hold a special hearing to 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 a final decision by the Board of Education.

(cf. 1220 - Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

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

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)

Community Relations

Public Complaints

Legal Reference: (continued)

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: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

**Sharon Center School
Sharon, Connecticut**

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

AUTHOR _____ Hardcover _____ Paperback _____

TITLE _____ PUBLISHER (if known) _____

Request Initiated By _____ Telephone # _____

Street Address _____ Town _____ Zip _____

Complainant Represents:

_____ Self

_____ Organization - Name _____

_____ Other - Identify _____

1. To what in the book do you object? (Please be specific; cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. In your opinion, is there anything good about this book?

5. Did you read the entire book? _____ If not, what parts did you read?

6. What do you believe is the theme of this book?

7. Are you aware of the judgment of this book by literary critics?

8. What would you like your school to do about this book?

_____ Do not assign it to my child

_____ Send it to the Book Committee for reevaluation

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

10. Further comments and suggestions:

Signature of Complainant

School

Date:

Community Relations

Complaints Concerning School Personnel

The Board of Education recognizes its responsibilities to protect its employees from unwarranted charges and to provide a channel whereby citizens may register considered complaints and be assured of a courteous reply.

A complaint concerning a school staff member should be made first to the School Principal after attempts have failed to resolve the issue with the staff member involved. If this does not result in resolution of the problem, it may be referred by either party to the Superintendent of Schools. Following this preliminary consideration and investigation, the Superintendent will determine whether the complaints need to be reported to the Board of Education as a matter of information or for further action. In no case will complaints be registered in the presence of the students.

In the event that an individual Board member receives an oral or written complaint, the member will refer the party making the complaint to the school administration for investigation. Following such investigation, the member may be advised whether the situation has been amicably resolved, or whether Board action, in concert with law, is required.

The Board of Education, as a whole, will give formal consideration in executive session to complaints against personnel, only after these have been submitted in writing, signed and investigated by the school administration and brought to the Board by the Superintendent. Written complaints received by the Superintendent or the Board will be assured of an appropriate written reply.

Community Relations

Solicitation of Funds

The objective of this policy is to provide the acceptance criteria and application method for soliciting gifts, grants, and bequests conducted by school-sanctioned parent organizations, district employees, and students of the Sharon Public Schools.

The Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the improvement of the school program. The Board also recognizes that businesses, cultural, and community organizations hold an interest in the quality of public education and, from time to time, offer to support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental, and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by a school system. Therefore the Board of Education establishes the following acceptance criteria.

Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
2. Fundraising shall be in good taste and appropriate for the school district.
3. Fundraising shall be limited to Board-approved activities; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.
4. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.
5. Funds raised from the activity will be applied to a specific school system-related project.
6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
7. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
8. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.

Community Relations

Solicitation of Funds

Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations (continued)

9. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group, not the school or staff.

Solicitation of Funds from and by Students

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following events:
 - A. Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).
 - B. Fundraising activities designed to acquire funds for approved field trips.
 - C. Class pictures.
3. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
4. Commercial enterprise for private profit will be allowed at the high school only for the purchase of goods and services deemed necessary by the Superintendent for normal student activities.
5. Activities related to fundraising shall not occur during normal school hours.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Contests for Students

Contests and competitions for the students may be considered for approval by the Principal. The following criteria are to be considered in determining whether or not approval may be given:

1. The contest is educationally sound and worthy.
2. The contest is stimulating to the student and school and desirable for both.
3. The contest must not place an undue burden on the students, families, teachers, and the school.
4. The contest is not commercial or sectarian.
5. The contest will not take students from school unnecessarily.
6. Participation from state and national principal groups are considered.

Community Relations

Advertising and Promotion in Our School

It shall be the policy of the Sharon Board of Education that neither the facilities, the personnel, nor the children of the schools may be employed in any manner for advertising, distribution of advertising materials, or otherwise promoting the interests of any commercial or other non-school agency or organization of a political, partisan or controversial, or sectarian nature. The schools may, however, upon the approval of the Superintendent, cooperate in furthering the work of any nonprofit community-wide social service agency, or in promoting specific projects of community associations and governmental agencies when these projects serve the welfare of the community, provided that such cooperation does not restrict the educational program of the schools.

School publications may accept and publish paid advertising of an acceptable nature upon approval of the Principal.

Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization. Within that context:

1. Schools may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other media materials which include commercial messages providing such materials can be justified on the basis of their educational values.
3. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, play, film, or other community activity with educational value.
4. The schools may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promote the education and the best interests of students.
5. No advertising material may be posted or distributed to students which, in the opinion of school authorities, would contribute to the personal gain of an individual, business, or company except as follows:
 - a. Educational material used by staff for educational purposes.
 - b. Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

Community Relations

Advertising and Promotion in Our School (continued)

The Board of Education recognizes that public schools should maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Although school districts are public institutions, fully supported by public taxes, the Board has a clear responsibility to protect students and their families from exploitation by private interests including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation.

There are situations, however, when it is educationally sound to make students more aware of the social environment and their roles as members of society. In such situations, judicious dissemination of information to students about community activities is warranted. Each situation requires individual consideration and the judgment of responsible school officials must be the decisive factor. Caution is to be exercised to prevent exploitation of the system and its students, who represent a large, and captive audience.

It is the policy of this Board that the students, the staff, or the facilities of the Sharon Public School District shall not be used to advertise or promote commercial, organizational, cultural, or other non-school interests except that the district may:

1. Utilize instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the administration.
2. Cooperate, through announcements and distribution of program material, with a town agency or non-profit community organizations that benefit students and their families, when such cooperation will not interfere with the school program.
3. Permit participation on a student option basis in essay, art, science, and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program.
4. Accept limited advertising on extracurricular activity schedules and programs at the discretion of the Principal of the school involved.
5. Permit other exceptions when, in the judgment of the administration, students of the district will benefit. The administration may, at his or her option, refer specific cases to the Board for decision.

Community Relations

Advertising and Promotion in Our School (continued)

6. Allow temporary displays of advertising by community organizations utilizing school district facilities for community benefit outside the official school calendar year. All such displays shall be limited to the area being utilized and only for the duration of the activity. All such displays shall be removed prior to the start of school in the Fall.
7. Allow advertising for the purchase of photographic services in connection with the class pictures and the services and goods deemed necessary by the Principal for the normal student activities of the school.

It is the responsibility of the administration to evaluate and act on all requests for the acceptance and use of material contributions involving advertising, to notify the Board of that action, and to refer to the Board all advertising issues he or she believes requires Board decision. The administration is also authorized to arrange for appropriate public acknowledgment and recognition of contributions to the improvement of school programs and facilities.

Community Relations

Use of School Facilities

The Board of Education seeks to have the community derive maximum benefit from the school facilities which the community has provided. To that end, policies, fee schedules, rules and regulations will be established by the Superintendent with recommendation from the Principal, subject to Board of Education approval.

The School facilities may be used for such educational, recreational, social, civic, philanthropic and similar purposes as the Board may deem in the best interest of the community.

The school plant is limited to Sharon residents and their guests and to Sharon based organizations. The supervisor in charge must be a Sharon resident.

Public Use of Playground Area

The Board of Education will not forbid local youngsters to use the school's outdoor play areas during non-school daylight hours but will reserve the right to forbid such use in the event of abuse of the property.

The use of facilities shall be governed by administrative regulations.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Community Relations

Use of School Facilities

The use of the Sharon Center School facility is governed by the following regulations:

1. An application for use shall be made to the Principal at least one week in advance of use of the facilities. An application form must be signed by a person who, together with the organization represented, will be responsible in case of theft of or damage to property arising from use of the facilities.
2. A custodian shall be on duty whenever the building is used by the public. The custodian shall close the school to the public no later than one hour after the public function is over. Call 364-5153 to make custodial arrangements.
3. In cases where children are going to use the facilities, there must be one supervisor for every twenty-five (25) children.
4. On any day that school is in session the facilities may be used by organizations or groups without charge by permission of the Principal only if such activity does not:
 - (a) Require an admission fee
 - (b) Conflict with a school sponsored activity
 - (c) Retain the custodial staff, beyond 10:00 p.m.
5. The kitchen facilities are to be used only under the supervision of a member of the kitchen staff. Please call the kitchen manager at 364-5430 to make arrangements.
6. Fees charged, if any, are listed on the attached application form.
7. The School Principal is authorized, upon the Superintendent's approval to act on any matter not covered specifically by these regulations.
8. The Board of Education reserves the right to refuse the use of the school facilities to any organization when in the judgment of the Board the facilities have been misused by that organization.

Regulation approved:

June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

**COMMUNITY USE OF SHARON CENTER SCHOOL FACILITIES
SHARON BOARD OF EDUCATION
Sharon, Connecticut**

Section I – GENERAL STATEMENT

The school facilities may be used for such educational, recreational, social, civic, philanthropic and similar purposes as the Board may deem in the best interest of the community. USE OF THE SCHOOL FACILITIES IS LIMITED TO SHARON RESIDENTS AND THEIR GUESTS AND TO SHARON-BASED ORGANIZATIONS. THE SUPERVISOR IN CHARGE MUST BE A SHARON RESIDENT OR SCHOOL EMPLOYEE. **The following statement needs to accompany your notices or invitations to attend events at Sharon Center School:** “Individuals with disabilities needing auxiliary aids or accommodations to participate in this event should notify the principal (860-364-5153) of the school for the necessary arrangements to be made.”

Section II – REGULATIONS FOR USE

1. AN APPLICATION FOR USE SHALL BE MADE AT LEAST ONE MONTH IN ADVANCE
OF USE OF THE FACILITIES. An application form must be signed by three persons, who, together with the organization presented, will be responsible in case of theft or of damage to property arising from use of the facilities.
FEES ARE LISTED ON THE BACK OF THIS PAGE.
2. The Board of Education may require any community group or organization that seeks to use school facilities or grounds to furnish a certificate of insurance acceptable to the Board prior to the commencement of such use. Such certificate shall provide public liability insurance for bodily injury and property damage and shall be filed with the Superintendent of Schools at least one week before the use or event. The Sharon Board of Education, the Town of Sharon, along with their officers, agents, employees and servants shall collectively and individually be named as an additional insured on the certificate of insurance. Said insurance shall be for not less than \$1,000,000 provided a higher limit may be required depending on the type of use for which the application is made.
3. In cases where children are going to use the facilities, there must be one supervisor for every twenty-five (25) children.
4. On a day that school is in session, the facilities may be used by organizations or groups without charge by permission of the principal only if such activity does not:
 - A. Require an admission fee
 - B. Conflict with a school sponsored activity
5. A custodian, other school personnel, or Board of Education member shall be on duty whenever the facilities are used by any group OTHER THAN THE TOWN RECREATION DEPARTMENT on days that school is not in session. (It is suggested that those using our school bring their own phones in case a custodian or other school personnel are not present to use the school's phone system.)

6. A member of the organization using the kitchen will be responsible for the care and cleanup of these facilities. A member of the school staff must be present when power equipment is used with the exception of the stove and refrigerator. Please contact the kitchen manager (860-364-0038 or 860-364-5153 ext. 307) before the event to make arrangements.
7. The school principal is authorized to act on any matter not covered specifically by these regulations or make the decision when a second custodian is needed for special occasions.
8. It is the responsibility of the organization requesting the use of the school facilities to contact the school office to make sure custodial/school personnel/Board of Education member will be available BEFORE DATES FOR AN EVENT ARE FINALIZED.
9. The Board of Education reserves the right to refuse the use of the school facilities to any organization.

NO SMOKING ANYWHERE ON SCHOOL GROUNDS WHEN SCHOOL IS IN SESSION OR WHEN STUDENT ACTIVITIES ARE BEING CONDUCTED. NO SMOKING IN THE SCHOOL AT ANY TIME.

ALCOHOLIC BEVERAGES ARE NOT TO BE BROUGHT TO OR SERVED AT FUNCTIONS WHICH INCLUDE CHILDREN.

FEE SCHEDULE:

NO FEE FOR USE OF BUILDING: At their meeting on June 11, 1990, Sharon Board of Education members voted not to charge a fee for use of the school, but donations could be made to:

Sharon Center School Cafeteria Fund, SCS Activity Fund, OR SCS Library Account
80 Hilltop Road, Sharon, CT 06069

WHEN A STAFF PERSON IS NECESSARY, HE OR SHE WILL BE PAID AT HIS/HER CURRENT RATE OF PAY UNLESS EXTRA TIME CONSTITUTES OVERTIME. IF THAT IS THE CASE, THEN THE OVERTIME RATE (TIME & A HALF) WILL BE CHARGED. COMPENSATORY TIME MAY BE APPLIED IF APPROVED BY BUILDING PRINCIPAL. PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT.

PLEASE REMEMBER...

1. FOR USING THE SCHOOL GYM

- Help us protect the GYM FLOOR:
 - Wear appropriate athletic footwear
 - Please do NOT slide heavy pieces of equipment across the floor surface
- Leave a note about any damage that may have occurred while your group was in the gym.
- GYM OCCUPANCY LIMITS:
(When your group is selling tickets for events to be held in the school gym, please note the occupancy limits.)
 - Tables & Chairs 293
 - Chairs Only 400

2. FOR USING THE KITCHEN

- There will be NO FRYING OF FOODS in the kitchen.
- An organization using the kitchen must designate a member who will be responsible for the care & clean up of these facilities. A school staff member must be present when power equipment is used with the exception of the stove and refrigerator. Please note this on the Application to Use Sharon Center School Facilities.
- You will need to bring all of your own supplies. (i.e., liquid dish detergent, dish cloths, dish towels, aluminum foil, etc.)
- Please be sure you leave the facilities clean and neat.

3. FOR ALL COACHES/ AFTER SCHOOL ACTIVITIES:

- Children must be supervised by an adult at all times. Children are not to roam throughout the school. Only children who are signed up for a program should be in attendance – siblings should not attend activities without specific and appropriate supervision. Insurance coverage mandates that other arrangements for siblings NOT participating be adhered to especially if the adult involved is trying to instruct or supervise the activity.
- Those responsible for the after school activity should have a system in place for notifying students and parents of cancellations (i.e. phone chain).
- Someone must remain at the school until the last child has been picked up. If a parent is late repeatedly, please address the problem with the individual parent.
- Please be sure you leave the facilities clean and neat. You are responsible for providing your own supplies.

4. EMERGENCY: If someone is injured, you may need to call 911 for emergency help. You may dial 911 from any phone in the school.

5. The following statement needs to accompany your notices or invitations to attend events at Sharon Center School: “Individuals with disabilities needing auxiliary aids or accommodations to participate in this event should notify the principal (860-364-5153) of the school for the necessary arrangements to be made.”

APPLICATION TO USE SHARON CENTER SCHOOL FACILITIES

(Return this application to the Sharon Center School Office ONE MONTH in advance of use of facilities.)

ACTIVITY PLANNED: _____

DAY/DATE OF ACTIVITY: _____

TIME:

FROM: _____ **TO:** _____

PUBLIC WILL ATTEND FROM: _____ **TO:** _____

PLEASE NOTE: IF THE ACTIVITY PLANNED WILL TAKE PLACE AFTER 8:30 pm MONDAY THROUGH FRIDAY, ON A WEEKEND OR ON A HOLIDAY, A STAFFING FEE (USUALLY CUSTODIAL) WILL BE CHARGED AT THE OVERTIME RATE (TIME & A HALF).

Name of Organization _____

Person applying for permit: _____

Address _____

Town _____ **State** _____ **Zip** _____

ACTIVITY IS: **PRIVATE** _____ **OPEN TO THE PUBLIC** _____

FACILITIES REQUESTED: **Kitchen** _____ **Cafeteria** _____ **Gymnasium** _____
 Classroom _____ **Locker room** _____ **Other (specify)** _____

PERSONNEL REQUIRED:

The authorized persons whose names appear below agree that the organization will abide by the rules and regulations prescribed by the Sharon Board of Education. It is also agreed that any damage whatsoever to the building, or any part thereof, shall be paid for by the authorized persons. After each use, the facilities will be inspected by the custodian of the building.

SIGNATURE OF THREE (3) RESPONSIBLE PERSONS:

1. _____

2. _____ 3. _____

APPROVED BY SHARON BOARD OF EDUCATION REPRESENTATIVE:

_____ **Date** _____

cc: Board Chairperson SCS Head Custodian SCS Kitchen Manager

NO CHARGE TO GROUPS FOR USING THE SCHOOL, but donations can be made to: SHARON CENTER SCHOOL CAFETERIA FUND, SCS ACTIVITY FUND, or the SCS LIBRARY FUND

80 Hilltop Road, Sharon, CT 06069

Community Relations

Smoke Free Environment

Students

There shall be no smoking or any other unauthorized use of tobacco by students in any school building or school vehicle at any time, or on any school grounds or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program.

Staff and Public

There shall be no smoking in buildings under the control of the Board of Education. An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

(cf. 1120 Board of Education Meetings)

(cf. 1330 Use of School Facilities)

(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a-242 Schedules of controlled substances.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Access to School Procedures and Materials

Ideas, operating procedures, records and publications developed in or for the school district may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school district and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of 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

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-210 Access to public records. Exempt Records.

1-211 Access to computer-stored records.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Notice. Appeals.

1-240 Penalties.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Relations with Law Enforcement Agencies

The Board recognizes that district-wide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district 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 by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

The Superintendent will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

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

54-76j Disposition upon adjudication as youthful offender.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Fire Department

Members of the Sharon Volunteer Fire Department, Sharon Volunteer Ambulance and the Town Fire Marshal play a vital role in the school safety program. The Superintendent of Schools and administrative staff shall have the following responsibilities:

1. Establish and maintain relationships with the local Fire Marshal, Sharon Volunteer Fire Department and Sharon Volunteer Ambulance.
2. Work with the faculty in determining the nature and timing of the Departments' participation in the school program.
3. Coordinate and supervise planned activities.

As necessary or appropriate administrators shall seek the advice and cooperation of the Fire Marshal and Fire Department in:

1. Planning and conduct of fire drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.
5. Other appropriate drills as deemed necessary.

(cf. 6114 Emergencies and Disaster Preparedness)

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Fiscal Authority

The Board of Education shall work with appropriate fiscal authorities throughout the budgeting process to develop a clearer understanding of school and student needs to improve education in the 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 developing 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: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

State/Federal Government

State and Federal Aid

In order to bring the full benefit of state and federal aid programs to bear upon the needs of the school system, it is the policy of the Board to maintain close liaison with the State Department of Education and appropriate federal agencies, and to cooperate with them fully in providing improved educational services.

The Superintendent should pursue all available grant sources to enhance the educational programs of the school system. The Superintendent shall notify the Board of the intention to submit grant proposals for funding. Board approval is required prior to grant acceptance.

Community Relations

Relations Between Area, State, Regional & National Associations and the Schools

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

1. benefits to staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. representation in legislative and other actions affecting education generally and our school district in particular.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

Community Relations

Relations Between Non-Public and other Educational Organizations and the Schools

The Board of Education recognizes the need and the worth of cooperative relationships with other schools, school districts, colleges and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board of Education policy.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut

Community Relations

Otherwise Lawful Possession of Firearms on School Property

Notwithstanding the otherwise lawful possession of firearms defined in Section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.

The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Board of Education prohibits such possession on school district property.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

Policy adopted: June 12, 2000

SHARON CENTER SCHOOL
Sharon, Connecticut