

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Time-Place:**

**Council Chambers  
820 Enfield Street  
Enfield, CT  
7:00 PM Regular Meeting**

**Date: 02/27/18**

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Rich Regnier**
- 3. Pledge of Allegiance – Rich Regnier**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
  - a. Abby Hood, Grade 2 Barnard Teacher**
  - b. PBIS Transition Presentation**
- 7. Superintendent's Report**
  - a. Student Representatives**
  - b. Chief Sferrazza**
  - c. First Readers Ceremony**
  - d. Family STEAM Night**
  - e. Enfield Invention Convention**
  - f. Enfield Head Start STEAM & Literature Fair**
  - g. March Events**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
  - a. BOE Policy #9327.1 Board Member Use of Internet Social Networks – *Second Reading***
- 11. New Business**
  - a. Policy Revisions – Approve the 1000 Series – *First Reading***
- 12. Board Committee Reports**

<b>a. Curriculum Committee</b>	<b>d. Leadership Committee</b>	<b>g. Any Other Committees</b>
<b>b. Finance, Budget Committee</b>	<b>e. Joint Facilities Committee</b>	
<b>c. Policy Committee</b>	<b>f. EHS Building Committees</b>	
- 13. Approval of Minutes:**
  - Regular Meeting Minutes – February 13, 2018**
- 14. Approval of Accounts and Payroll**
- 15. Correspondence and Communications**
- 16. Executive Session**
  - a. Matter(s) related to Personnel**
- 17. Adjournment**



**Date:** February 27, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Board Guest(s)

- a. **Abby Hood, Grade 2 Barnard Teacher:** Tonight, we welcome Ms. Hood, grade 2 teacher at Henry Barnard Elementary School. She is here to discuss a kindness project her students worked on during the week of Valentine's Day and the 100<sup>th</sup> day of school.
- b. **PBIS Transition Presentation:** We welcome Enfield Street Principal Katie Reeves, and teachers Kim Tait and Lauren Andrews. They are here to discuss PBIS (Positive Behavioral Intervention and Supports) Transition program at Enfield Street elementary school.



**Date:** February 27, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Superintendent's Report

- a. **Student Representatives:** Enclosed in your packet, you will find a report with events/happenings at Enfield High School. Each Student Representative may have some additional information or comments to share with the Board.
- b. **Chief Sferrazza:** We would like to take a moment thank Chief Sferrazza for his many years of dedicated service to the town of Enfield and the Enfield Public schools. A reception will be held for him at the Enfield Senior Center on February 28<sup>th</sup> at 2:00 PM. This event is open to the public.
- c. **First Readers Ceremony:** The First Readers will be recognizing the next group of First Readers on March 5<sup>th</sup> at 6:00 PM. The ceremony will be held at Enfield High school in the auditorium. This event is also open to the public.
- d. **Family STEAM Night:** The Enfield Public Schools will hold a family STEAM night on March 8<sup>th</sup> at Enfield High School at 5:30 PM. This event is for students in grades K-6. The event includes fun and engaging activities and demonstrations. Enclosed in your packets is a flyer with additional information.
- e. **Enfield Invention Convention:** The Enfield Public Schools will hold the 2018 Enfield Invention Convention on March 10<sup>th</sup> at Enfield High School for students in grades 3-6. They are looking for judges for this year's event. If you are interested, please contact John Dague our K-12 STEAM Science and Technology Education Coordinator. Also enclosed in your packets is a flyer with additional information.
- f. **Enfield Head Start STEAM & Literature Fair:** Enfield Head start will hold a STEAM and Literature Fair on March 13<sup>th</sup> at 5:00 PM. You can visit the Head Start classrooms to view their STEAM displays and literature. This event is open to the public. A flyer about this event is enclosed in your packet.
- g. **March Events:** Listed below, you will find some of the events happening in our schools during March.
  - 03-02-18 Head Start Read Across America Day will be held at Head Start at 10:00 AM.



**Date:** February 27, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** BOE Policy #9327.1 Board Member Use of Internet Social Networks – Second Reading

Board members approved a first reading for Policy #9327.1 Board Member Use of Internet Social Networks at their January 13<sup>th</sup> meeting. We have made the recommended change on page 3, item #10 and have posted this on the Board's website for public input. Mr. Regnier, the Policy Committee Chair may have some additional comments to share with the Board regarding this new policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving Board Policy #9327.1 Board Member Use of Internet Social Networks as a second and final reading.



**Date:** February 27, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Policy Revisions – Approve the 1000 Series – First Reading

The members of the Policy Committee and Mr. Longey have continued their work reviewing the Board Policies. Board members were electronically sent the 1000 series to review prior to the Board meeting. Tonight, the Board will approve the entire 1000 policy series prepared by CABE. Mr. Regnier, the Policy Committee Chair or Mr. Longey, may have some additional comments regarding the process to share with the Board.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the 1000 series as presented.



**Date:** February 27, 2017  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to a Personnel

Therefore, I recommend that the Enfield Board of Education enter executive session, with the appropriate personnel invited, for the reasons described above. An affirmative vote of two-thirds of the members present and voting is required. Board members can remain in Council Chambers for the executive session.





## EHS Student Representative Report – February 27, 2018

- EHS Strings Festival will be held on March 16<sup>th</sup> at 7:00 PM in the Auditorium;

Monday, February 26			Game Time	Bus Time
<u>HOME</u>				
FAIRFIELD-LUDLOWE	@	EHS GIRLS BASKETBALL (CIAC)	6:00 P.M.	
<u>Away</u>				
Tuesday, February 27				
<u>HOME</u>				
<u>Away</u>				
Enfield Boys Basketball	@	Bulkeley High School (vs. TBD) - CCC	TBA	If win 2/24
Wednesday, February 28		NO GAMES SCHEDULED		
Thursday, March 1				
<u>HOME</u>				
TBD	@	EHS ICE HOCKEY (CCC) – Twin Rinks	3:40 P.M.	
TBD	@	EHS GIRLS BASKETBALL (CIAC)	7:00 P.M.	If win 2/26
<u>Away</u>				
Enfield Boys Basketball	@	Bulkeley High School (vs. TBD) – CCC	7:00 P.M.	If win 2/27
Friday, March 2		NO GAMES SCHEDULED		
Saturday, March 3				
<u>HOME</u>				
TBD	@	EHS ICE HOCKEY (CCC – Trinity)	TBA	If win 3/1
<u>Away</u>				
Sunday, March 4		NO GAMES SCHEDULED		

# Family STEAM Night

Your passport to fun!

Grades K-6

Thursday, March 8th 5:30-7:30 PM

Enfield High School



Illustration by Meaghan Doherty, Enfield High

The event includes fun and engaging activities and demonstrations in science, technology, engineering, math, physical education, business, music, and family and consumer sciences.

\*Event is free to all and includes prizes!



## CONGRATULATIONS TO ENFIELD'S YOUNG INVENTORS!

Volunteer judges are needed to encourage young inventors at the Enfield Invention Convention!

### Date

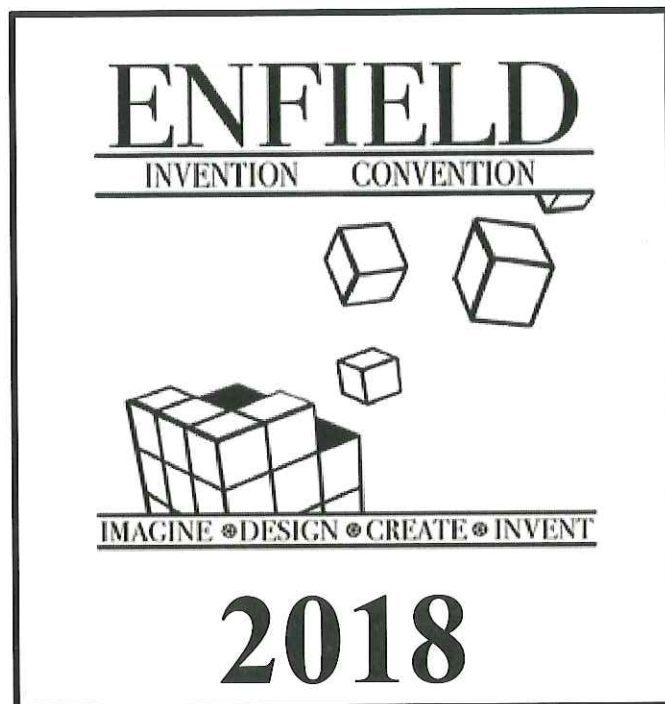
**Saturday, March 10<sup>th</sup>, 2018**

### Location

**Enfield High School**

### Itinerary:

8:15 – Judge Check-in  
 8:30 – Judge Training  
 9:15 – Judging Circles Begin  
 10:15 – Judge Deliberations  
 11:15 – Awards Ceremony



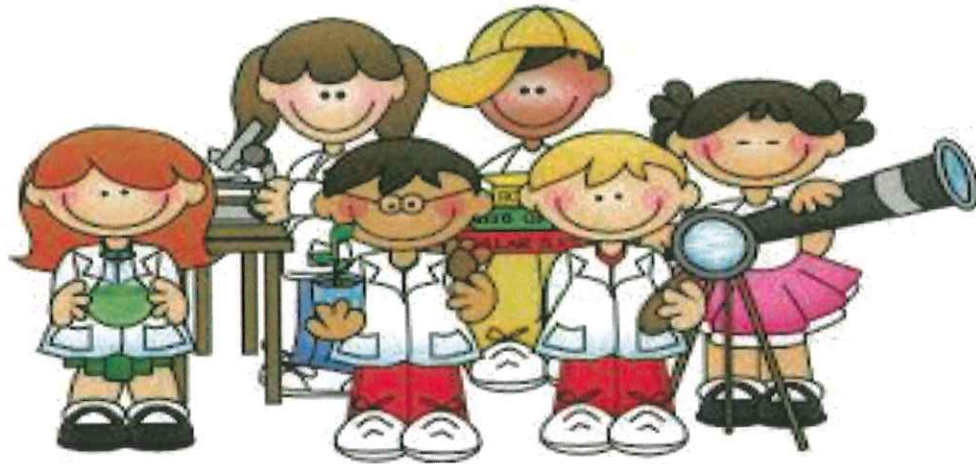
- ⚙ No experience necessary.
- ⚙ Training from Connecticut Invention Convention on how to score student inventions and offer constructive feedback to students will be provided the day of the event.
- ⚙ If interested in judging, please contact:

John Dague  
 K-12 STEAM Science and Tech Ed Coordinator  
[jdague@enfieldschools.org](mailto:jdague@enfieldschools.org)  
 860-253-5564

The Enfield Invention Convention is a collaboration among the *Enfield Public Schools* and *Educational Resources for Children*, in association with the *Connecticut Invention Convention*.



# **ENFIELD HEAD START**



## **S.T.E.A.M & Literature Fair**

**Tuesday March 13, 2018**

**5-6pm**

**Come visit our 6 classrooms as they come to  
life with their fantastic displays of**

**SCIENCE, TECHNOLOGY, ENGINEERING,  
ART, MATH, and LITERATURE**

**WE LOOK FORWARD TO SEEING  
YOU THERE!**



**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut****SECOND  
READING****9327.1****Bylaws of the Board****Board Member Use of Internet Social Networks**

The Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for school districts. Many school board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the school district. However, Board members need to operate with appropriate guidelines when they are communicating online about school district business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited because of the need to comply with Connecticut statutes pertaining to public records and open meetings as described in the Freedom of Information Act.

**Compliance with Public Records Law**

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the school district, whether handwritten, typed, tape-recorded, printed, photo-stated, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that school board members and district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with school business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a school board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the district is likely to be considered a public record.

**Compliance with the Freedom of Information Act**

Board members must be mindful of the Connecticut Freedom of Information Act (FOIA) when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (C.G.S. 1-200(2)).

Board member use of a social networking site may be susceptible to violations of the FOIA due to the ease with which Board members can discuss school business in a manner that may determine the Board's course of action. Online posting by Board members can result in a meeting of the Board if the postings discuss school district business and a sufficient number of

## **Bylaws of the Board**

### **Board Member Use of Internet Social Networks**

#### **Compliance with the Freedom of Information Act (continued)**

school board members are involved on the site to determine the course of action that will be taken by the Board.

Board members will not have online conversations that violate or to seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.

#### **Social Networking Websites**

Board members need to periodically review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board member use of Facebook, Twitter and other social media.

#### **Code of Ethics**

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #9271).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites, and will refrain from any disparagement of fellow Board members or others on a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity.

Board members will recognize that authority rests with the Board of Education and will make no personal promises on social media sites nor take any private action which may compromise the Board.

#### **Maintaining Confidentiality**

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of the adult student or parent/guardian of a minor. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

## Bylaws of the Board

### Board Member Use of Internet Social Networks

#### Social Media Guidelines for Board Members

The following guidelines are for Board members to consider when using social media in their role as public officials. In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.
5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posing on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so ~~by the District's retention policy~~ **in accordance with the State of Connecticut Records Retention/Disposition Schedules.**
11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.



## **Bylaws of the Board**

### **Board Member Use of Internet Social Networks**

#### **Social Media Guidelines for Board Members (continued)**

- (cf. 1100 – Communications with the Public)
- (cf. 1114 – District-Sponsored Social Media)
- (cf. 3543.31 – Electronic Communication Use and Retention)
- (cf. 4118.5/4218.5 – Staff Acceptable Computer Use)
- (cf. 4118.51/4218.51 – Social Networking)
- (cf. 5125 – Student Records)
- (cf. 6141.321 – Acceptable Computer Use)
- (cf. 6141.324 – Posting of Student Work/Photographs)
- (cf. 6141.326 – Online Social Networking)
- (cf. 9271 – Board Code of Ethics)
- (cf. 9327 – Electronic Mail Communications)
- (cf. 9330 – Board/School District Records)

Legal Reference: Connecticut General Statutes  
 The Freedom of Information Act.  
 1-200 Definitions.  
 10-209 Records not to be public.  
 1-210 Access to public records. Exempt records.  
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
 Federal Family Educational Rights and Privacy Act of 1974  
 Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs.  
 implementing FERPA enacted as part of 438 of General Education  
 Provisions Act (20 U.S.C. 1232g) - parent and student privacy and other  
 rights with respect to educational records, as amended 11/21/96.

Policy Adopted:

*New policy to consider.***FIRST  
READING**

## **Community Relations**

### **Concept, Goals and Roles in Community Relations**

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

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

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

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Communications with the Public**

The Board of Education considers public education a partnership between the schools and the community. Such a partnership is facilitated by open and regular communication. The school district will attempt to keep the public informed through the various media available to it, and to make appropriate channels of communication open to listen to the community.

Legal Reference: Connecticut General Statutes

1-200 – 1-241 Public records and meeting

10-220 Duties of boards of education

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider, as the recommended replacement for existing policy #1110.1 adopted 8/25/09.*

## **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.

We believe as research demonstrates, that increased parent involvement improves student achievement. Parent involvement initiatives in the school system will accommodate diversity, be flexible and creative, 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.

Parent involvement activities will be coordinated at the district level. Each school will develop an annual plan for parent involvement activities. It is expected that this will create opportunities for collaboration between and among schools. The Superintendent will report annually to the Board of Education on district and school parent involvement activities. Requirements for state and federally funded programs will be met.

Legal Reference: Connecticut General Statutes

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **News Media Relationships**

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

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

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



## **Community Relations**

### **News Media Relationships (continued)**

8. In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.
9. Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

Legal Reference: Connecticut General Statutes

1-226 Recording, broadcasting or photographing meetings

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 1120 adopted 8/25/09, appropriate as renumbered, and with addition of legal reference.*

## **Community Relations**

### **Board of Education Meetings – Audiotape – Recording of**

#### **General Statement**

The Enfield Board of Education shall cause to have audiotape recorded each Regular, Special, or Emergency Meeting of its body.

#### **Purpose of Policy**

The audiotapes will be used in the preparation of meeting minutes. Once the minutes are approved by the Board of Education. They will become a permanent record in accordance with State Statute.

#### **Specifics for Implementation of Policy**

1. The Superintendent of Schools or his/her designee will have the responsibility of audio taping each meeting of the Board of Education as defined above.
2. The audiotapes will be maintained on file in the custody of the Superintendent of Schools or his/her designee and will be available for public inspection or use for a period of 24 months after the minutes, for the recorded meeting, have been reviewed and officially approved by a vote of the Board.

**Legal Reference:** Connecticut General Statutes

1-210 Access to public records. Exempt records.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 1112.13 adopted 6/24/08, appropriate as modified and renumbered.*

## **Community Relations**

### **School News Releases**

Information of a factual nature, concerning the regular activities of a school, may be released at the discretion of each ~~teaching or supervising~~ Principal. News items of programs or activities which may be new to the community or any release which might be regarded as interpretive, should first receive approval of the Superintendent of Schools.

Any news release concerning activities or policies of the Board of Education should be released only through the Office of the Superintendent of Schools.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Access to Information**

The Board of Education acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Board of Education, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Enfield Board of Education has adopted the following procedures to assist in determining access to information.

The Superintendent is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

Legal Reference:        Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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. Building administrators shall inform the Superintendent any time news media personnel are present at the schools. Such notification shall include the stated purposes of the news media visitor. 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. For activities attended by the general public, including school athletes and performing arts events, permission shall not generally be required.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic and performing arts 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. At the time of registration parents will have the option of granting permission for their students to be photographed or videotaped. If the permission form is not completed by the parent/guardian, then permission to be photographed or videotaped will not be granted. Parents may change their students' permission at any time.

(cf. 5125 - Student Records; Confidentiality)



## **Community Relations**

### **Media Access to Students**

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:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Videotaping of Staff/Students by Non-District Parties**

Videotaping and filming of school district employees shall have the prior written consent of the building Principal and the participating employees.

Videotaping or other recording shall be limited to the videotaping of assemblies, plays, award ceremonies, and other events to which the public is invited. If any student is to be filmed or videotaped and will be identified as a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian.

### **Videotaping of Staff/Students by School District Personnel**

School district personnel have the authority to videotape assemblies, plays, award ceremonies, sports activities and other events.

Videotaping of teacher instruction in the classroom, as required by the State Department of Education for certification purposes, where the focus of the videotaping is primarily on the teacher conduct, parental consent is not required. General notice to parents that such videotaping occurs on an ongoing basis as part of teacher certification for non-tenured teachers shall be provided to all parents.

Videotaping when conducted as part of security purposes or as part of investigation for suspected illegal or prohibitive activity does not require parental consent.

Any videotaping which constitutes an educational record as delineated by Family Educational Rights and Privacy Act of 1974 (FERPA) requires prior parental or student consent.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Sample form letters to consider*

(To be printed on school letterhead)

Dear Parent,

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives from the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible, we also respect each student's right to privacy guaranteed by the "Family Education Rights and Privacy Act of 1974." Please return the form below to your child's teacher so that it can be kept on file.

Sincerely

\_\_\_\_\_  
Principal

=====

**Parental Permission for Interview/Photograph by Media of a Student**

Enrolled in the \_\_\_\_\_ School System.

I do hereby grant permission for my child \_\_\_\_\_ (name) \_\_\_\_\_ to be interviewed/photographed by a journalist/photographer/cameraman from (news service) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_ at \_\_\_\_\_ (location) \_\_\_\_\_ School in an activity that is being coordinated by \_\_\_\_\_ Schools.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**AUTHORIZATION TO PHOTOGRAPH, VIDEOTAPE OR RECORD  
EMPLOYEE**

I, \_\_\_\_\_, an employee of the \_\_\_\_\_ Public Schools, hereby authorize, release and/or otherwise consent to my being the subject of photographs, videotapes or audiotapes, or combinations thereof, that are taken, shot or recorded at school or school related activities, during the \_\_\_\_\_ school year.

The District and/or any of its employees or agents is specifically given the right and permission to cause my likeness or voice or both to be recorded and exhibited as still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

The District and/or any of its employees or agents is specifically given the right and permission to distribute, copyright and/or use, reuse and/or broadcast, rebroadcast, publish and republish still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I hereby waive the right to inspect or approve the finished still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media including any sound track associated therewith, or advertising copy or printed matter that may be used in conjunction therewith or the eventual use that may be made of such still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I specifically authorize the reproduction, sale, exhibition, broadcast and/or distribution of this material without limitation. My image may be used without compensation for replay to others.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (printed): \_\_\_\_\_

**AUTHORIZATION TO PHOTOGRAPH, VIDEOTAPE OR RECORD  
STUDENT**

I, \_\_\_\_\_, the parent/guardian of student \_\_\_\_\_ hereby authorize, release and/or otherwise consent to the student being the subject of photographs, videotapes or audiotapes, or combinations thereof, that are taken, shot or recorded at school or school related activities, during the \_\_\_\_\_ school year.

The District and/or any of its employees or agents is specifically given the right and permission to cause the student's likeness or voice or both to be recorded and exhibited as still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

The District and/or any of its employees or agents is specifically given the right and permission to distribute, copyright and/or use, reuse and/or broadcast, rebroadcast, publish and republish still photographs, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I, on behalf of the student, hereby waive the right to inspect or approve the finished still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media including any sound track associated therewith, or advertising copy or printed matter that may be used in conjunction therewith or the eventual use that may be made of such still photograph, transparencies, motion pictures, television, video (videotape recordings) or other similar media, including Internet applications.

I, on behalf of the student, specifically authorize the reproduction, sale, exhibition, broadcast and/or distribution of this material without limitation. My student's image may be used without compensation for replay to others.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Legal Guardian's Signature

\_\_\_\_\_  
Date



*A new policy to consider.*

## **Community Relations**

### **District-Sponsored Social Media**

The Board of Education (Board) recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

### **Guidelines for Content**

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Freedom of Information Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

### **Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

## **Community Relations**

### **District-Sponsored Social Media**

#### **Privacy (continued)**

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in other applicable Board policies shall also apply to official District social media platforms.

Social media and networking sites and other online platforms shall not be used by District employees to transmit confidential information about students, employees, or District operations.

All employees participating in the use of efficient District social media platforms and District endorsed social media shall follow the Connecticut Code of Professional Responsibility for Educators as stated in the Regulations of Connecticut State Agencies, Section 10-145d-400a.

- (cf. 1100 – Communications with the Public)
- (cf. 1110.1 – Parent Involvement)
- (cf. 1112 – News Media Relationships)
- (cf. 4118.5/4218.5 – Staff Acceptable Computer Use)
- (cf. 4118.51/4218.51 – Social Networking)
- (cf. 5114 – Suspension/Expulsion; Due Process)
- (cf. 5125 – Student Records)
- (cf. 5131 – Conduct)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5142.2 – Freedom of Expression)
- (cf. 5144 – Discipline)
- (cf. 6141.321 – Acceptable Computer Use)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student Work/Photographs)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6145.5 – Student Organization and Equal Access)
- (cf. 9327 – Electronic Mail Communications)

Legal Reference:      Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

## **Community Relations**

### **District-Sponsored Social Media**

Legal Reference: Connecticut General Statutes (continued)

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to Records of Minors.

Regulations of Connecticut State Agencies, Section 10-145d-400a, (Professional Responsibility for Educators)

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

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Communications with the Public**

#### **Responsibilities of School Personnel**

Representatives of the school system should be instructed to place a positive and factual light on all school system matters.

These persons should also be aware that they are representatives of the school system by virtue of their employment, and, as such, influence the public image of the school system.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 1240.1 adopted 5/12/15, appropriate as renumbered.*

## **Community Relations**

### **School Volunteers, Student Interns and Other Non-Employees**

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

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

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

No employee of the Enfield Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

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

Legal Reference:       Connecticut General Statutes  
                               10-4g Parent and community involvement in schools; model programs;  
                               school-based teams.  
                               10-235 Indemnification of teachers, board members, employees and certain  
                               volunteers and students in damage suits; expenses of litigation.  
                               54-254 Registration of person who has committed a felony for a sexual  
                               purpose.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Citizens Advisory Committees**

In order to maximize community input the Board recognizes the need for appropriate ad hoc citizens advisory committees. The Board will consider the recommendations of these committees when making decisions.

The Board, upon the recommendation of the Superintendent, will make all appointments of citizens and staff members to advisory committees. The Board encourages representation from all appropriate Town bodies.

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Citizen's Advisory Committee for the Board of Education**

Advisory committees appointed by the Board of Education are expected to meet to expedite and facilitate the decisions of the Board of Education.

Committees shall be established and dissolved by a vote of the Board of Education and the members of the committees shall be appointed by the Chairperson of the Board. The Board Chairperson shall attempt to make the membership of committees representative of different viewpoints of the Board. Citizens and staff members who are knowledgeable in areas under consideration may be asked to serve as advisory, non-voting members as needed. All such appointments of staff members shall be approved by the Chairperson of the Board upon the recommendation of the Superintendent and the Committee Chairperson. The Chairperson of the Board and the Superintendent or designee are ex-officio, non-voting members of all committees.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Citizen's Advisory Committees for the Staff**

#### **Principal's Advisory Committee**

School Principals are encouraged to utilize interested parents and citizens in an advisory manner. Any committee or groups created by school principals for advisory purposes shall be considered Principal's advisory committees. Principals shall give due consideration to the advice, suggestions and comments presented by participating parents or citizens but shall use their own best judgment in arriving at decisions.

Citizens, parents or volunteers contributing their services to the school shall receive guidance or training under the direction of Principals in the exercise of roles, tasks and responsibilities.

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **Community Relations**

### **Other School-Connected Organizations**

#### **Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.

## **Community Relations**

### **Other School-Connected Organizations**

#### **Parent Organizations and Booster Clubs (continued)**

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity and between sister schools;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, and annual auditing as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

## **Community Relations**

### **Other School-Connected Organizations**

#### **Parent Organizations and Booster Clubs (continued)**

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policies, presently numbered 1240.2 adopted 5/12/15, and 1250.1, adopted 6/24/08, appropriate as combined and renumbered.*

## **Community Relations**

### **Visits to the School**

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

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

### **Classroom Observation by Non-school Personnel**

The Board of Education encourages the observation of classrooms by Enfield parents and other non-school personnel to promote better understanding of the school district. The Board of Education also recognizes the right of students to have uninterrupted lessons. In the interest of preserving the privacy rights of the child and to ensure the least disruption of the learning process, the following guidelines are established:

1. Anyone wishing to observe a classroom must contact the administration of the school prior to the observation.
2. In considering requests for classroom observation, the primary responsibility of the administration shall be to avoid disruption of the learning environment and, to that end, the administration shall, in its good judgment, apply the test of reasonableness.
3. When an observer is visiting a class, he/she is an observer only and should not interfere with the lesson presentation. If there are any questions, the observer should address them to the teacher and/or school administrator outside the classroom setting.
4. Audio and video tape-recording or photographing of classroom activities by third parties may be disruptive of the educational process and may invade the privacy rights of students, and will therefore not generally be allowed. Exceptions to these guidelines may be made by the Administration, subject to reasonable restrictions, as the Administration may adopt concerning a particular request.

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Motorized Vehicles on School Property**

The Board of Education prohibits the travel of any motorized vehicle on school grounds, other than the roadways designated for vehicular traffic. When necessary, parking may be allowed on grassy areas immediately adjacent to those roadways.

(cf. 5131.3 – Student Driving/Parking)

(cf. 3515.2 – Parking)

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Educational Foundations**

The Board of Education is committed to maintaining excellence in education and pursuing resources to enhance educational opportunities for all students.

Demands on the educational system may exceed available funding. Therefore, the Board recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds and resources for the District. The Board, therefore, approves and encourages the creation of an independent educational foundation to actively raise funds and provide resources that will enhance educational opportunities for District students.

The Board desires to work cooperatively with the foundation in determining the purpose for which funds may be used to meet the changing needs of the District and its students.

The Board supports foundation allocations that serve the students of the District and all District schools equitably.

(cf. 3280 - Gifts, Grants and Bequests)

(cf. 3281.1 - Business/Industry/Corporate Involvement in Education)

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Title IX of the Educational Amendments of 1972

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Community Engagement**

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the District's mission, goals, operations and educational programs.

Community engagement is defined as an ongoing collaborative process in which the District works with the public to build understanding, guidance, and active support for the education of students in the community.

Therefore, the Board of Education endorses the concept that community engagement is essential for the District and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for District students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to schools. The quality of the District's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, business and community organizations to participate in dialogues and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about District and school programs and the available opportunities to become actively involved.



## **Community Relations**

### **Community Engagement** (continued)

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact of the District's goals, operation, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or the responsibility of the Board, which may accept or reject such recommendations.

The District shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Relations Between Public and School Personnel**

The Board of Education recognizes that school personnel may have dual roles in that they may be as local citizens as well as employees of the Town. Staff may have to exercise discretion when questions arise concerning goals or operations of the schools. The Board directs the Superintendent to develop and implement procedures for the handling of differences of opinion among the Board, the public, and school personnel.

(cf. 1120 - Board of Education Meetings)

(cf. 1312 - Public Complaints)

(cf. 4118.21 - Academic Freedom)

(cf. 5145.6 - Student Grievance Procedure)

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Staff Participation in Community Activities**

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 1311 adopted 8/25/09, appropriate as modified, and with update to legal reference.*

## **Community Relations**

### **Political Activities of School Employees**

#### **Rights and Obligations**

The Board of Education believes that employees are entitled to a work environment that is in compliance with applicable laws regarding political activity, whether that activity involves any particular employee, or co-workers. Therefore, all employees are expected to comply with state laws related to political activities by Classified Municipal Employees, as described in section 7-421 of the Connecticut General Statutes, or as the same may from time to time be amended.

On that basis, the Board hereby directs the Superintendent of Schools to develop, implement and maintain appropriate administrative regulations to ensure that district employees adhere to applicable laws and regulations without impinging on individual rights of franchise. The Superintendent must administer the policy so that obvious indiscretions are studiously avoided and properly resolved. To this end, the Board of Education expects that the Superintendent will specify an appropriate range of potential sanctions for any violations of this policy, including willful violations, in the administrative regulations. The Superintendent shall also take appropriate steps to notify all district employees of said administrative regulations and the potential penalties provided therein for violations.

The Board encourages all employees to assume full responsibilities as members of a democracy. Nothing in this policy prohibits, nor should this policy be interpreted as prohibiting, school employees from exercising their lawful rights and responsibilities as shared with other citizens of the State of Connecticut or the United States of America.

#### **Individual Responsibility in Participating in Political Functions**

Employees engaging in political activities shall:

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

The following guidelines will be followed regarding employee participation in political and union activity:

- All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools and students in personal political campaigns.
- Campaign literature, including but not limited to electronic mail, supporting one or more candidates shall not be distributed within schools or on school buses, by students, teachers or others; nor shall campaign posters be displayed at or within the schools. Campaign literature shall be used solely for educational purposes.

## Community Relations

### Political Activities of School Employees

#### Individual Responsibility in Participating in Political Functions (continued)

- Employees shall not poll their students to determine how their parents are voting on any issue, and shall not attempt to indoctrinate students with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment. Any discussions during break time shall be confined to an area out of the hearing distance of students.
- Employees may not use school property for personal political use.
- Employees' attendance at, or participation at, political or union activities during work time shall not take place without prior written approval of the Superintendent or designee.

The following situations are exempt from the prohibitions of this policy:

- The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, civics, current events, and political science.
- The conduct of student elections and campaigning connected therewith.
- The conduct of professional staff member representative elections.

Nothing in this policy shall be interpreted to impose a burden on the constitutionally protected speech of a staff member or student.

Problems concerning the political activity of an employee shall be reported to the Superintendent or designee who shall follow-up and take appropriate action.

#### Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees.

7-421b Limitation on restriction of political rights of municipal employees.

9-369b Explanatory text relating to local questions.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-239 Use of school facilities for other purposes

31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.

*Keyishian v. Board of Regents* 395 U.S. 589, 603 (1967)

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

Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## Community Relations

### Political Activities in the Schools

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

(cf. 1140 – Distribution of Materials by Students)

(cf. 1311.1 – Political Activities of School Employees)

(cf. 1330/3515 – Community Use of School Facilities)

(cf. 3543.13 – Mail and Delivery)

(cf. 4118.21 – Academic Freedom)

(cf. 6144 – Controversial Issues)

(cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes  
 7-421 Political activities of classified municipal employees.  
 7-421b Limitation on restriction of political rights of municipal employees.  
 9-369b Explanatory text relating to local questions.  
 10-156e Employees of boards of education permitted to serve as elected officials; exception  
 10-239 Use of school facilities for other purposes  
 31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.  
*Keyishian v. Board of Regents* 395 U.S. 589, 603 (1967)  
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)  
 Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1312 adopted 6/24/08, appropriate as written, and with addition of legal reference.*

## **Community Relations**

### **Complaints Concerning School Personnel**

The Board of Education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticisms and complaints.

The Board of Education does, however, recognize that constructive criticism can play a significant role in improving the quality of education in Enfield, and thus parents and students should feel free to bring problems and complaints to the attention of the staff through the proper channels of communications, i.e.; teacher, Principal, Superintendent (or appropriate member of central administration). The Board also recognizes that positive statements concerning the schools are valuable as a means of feedback to the Board regarding the success of the school program and thus such positive statements from citizens and parents are encouraged.

Complaints coming directly to the Board of Education as a whole, or to an individual Board member, should be referred to the Superintendent of Schools for referral to the proper staff member for appropriate action. The procedure for appeal of administrative action on complaints shall, again, be through the proper channels of communication.

The Board of Education serves as a final review of appeal of administrative actions regarding complaints and criticisms. All complaints so appealed to the Board of Education shall be in writing signed by the aggrieved person(s), and shall be directed to the Board of Education through the Superintendent of Schools at least 15 days prior to the calling of a special meeting. The Superintendent shall arrange for a special meeting between the Board of Education and those concerned with the complaint, for an impartial review of the complaint or criticism, and he shall send copies of the complaint to Board members in advance of such meeting.

**Legal Reference:** *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)  
*President's Council, District 25 v. Community School Board No. 25* 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)  
*Minarcini v. Strongsville City School District*, 541 F. 2d 577 (6th Cir. 1976).  
*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853 (1982).  
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).  
 Connecticut General Statutes  
 10-238 Petition for hearing by board of education.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)



*Existing policy, number 1313 adopted 6/24/08, appropriate as modified, and with addition of legal reference.*

## **Community Relations**

### **Gifts to School Personnel**

Students and their parents shall ~~be discouraged~~ ~~not feel obligated~~ from the routine presentation of gifts to district employees on ~~special~~ occasions ~~such as Christmas~~. Where a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or expensive. It is generally considered more appropriate, and welcome, that expressions of gratitude and appreciation be in the form of a letter or a card to the staff member.

The Board of Education considers as appropriate the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time, and who have earned the high regard of their colleagues and the community.

The acceptance of personal gifts or services from vendors of school supplies and equipment, or others doing business directly with the schools, casts a shadow of doubt over the decision making process involved in contract awards for such school materials. Thus, such acceptance of personal gifts or services by school personnel is expressly forbidden by the Enfield Board of Education.

Legal Reference:      Connecticut General Statutes

7-479 Conflicts of interest

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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 South Windsor 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 activity fund.
6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.

## **Community Relations**

### **Solicitation of Funds**

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

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.
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.

## **Community Relations**

### **Solicitation of Funds**

#### **Application Procedure**

1. All requests to conduct fundraising shall be submitted in writing at least 15 days prior to the proposed activity through the Superintendent.
2. The request shall identify the name of the school, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits.
3. At his or her option, the Superintendent may refer specific cases to the Board for decision.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 1250 adopted 6/24/08, appropriate as written.*

## **Community Relations**

### **Distribution of Notices, Flyers, Circulars, Posters or Pamphlets by School Children**

The Board of Education recognizes that there are certain types of information that are best communicated through distribution by school children, or by posting in the school; it is also acknowledged that much of this information does not contribute to the education of the children. It is further realized that the distribution of pamphlets to schoolchildren is not necessarily a dependable way to get information to parents. In order to control the distribution of circulars, flyers, pamphlets and notices to school children and to clarify the Board's policy to involved organizations, the following policy is effected.

1. The following types of circulars, flyers, pamphlets, posters, or notices may be considered acceptable:
  - a. Those directly connected to school activities or administration.
  - b. Those related to other education or cultural opportunities for children. (plays, concerts)
  - c. Those related to town or locally sponsored recreation activities for children.
  - d. Those related to health and welfare of children, e.g., dental examinations, immunization programs.
  - e. Announcements of meetings of the School Parent Associations or other organizations approved by the Superintendent of Schools. Whenever possible, it is suggested that these groups find more effective means for such announcements.
2. The following types of circulars, flyers, pamphlets, posters, or notices will not be permitted:
  - a. Those, which could in any way, be harmful to the health, education or morals of students.
  - b. Those relating to commercial ventures or enterprises.
  - c. Those relating to politics; local, state, or national, even if the outcome of elections may affect education and schools.
  - d. Those advocating approval or disapproval of any referendum question. Dissemination of such materials by school children is a violation of state law.
  - e. Those relating to sectarian religious matters.
3. The person or group proposing distribution of information by school children shall submit the information to the building Principal for prior approval. Where there is any question as to compliance with this policy, the Principal shall submit the information to the Superintendent of Schools, who shall interpret the above guidelines to determine if materials are acceptable or unacceptable.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1316 adopted 8/25/09, appropriate as written, and with update to legal reference.*

## **Community Relations**

### **Conduct on School Property**

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation. If the abuser continues to harass or threaten, then the police may be summoned.

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting.

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1321 adopted 6/24/08, appropriate as modified.*

## **Community Relations**

### **Public Performances by Students**

**Music Activities** – The following policy, regarding the participation of the various Enfield school performing groups in school and community activities has been prepared in an effort to coordinate such activities, and to insure that such participation is in keeping with the well-being of the students and the school.

#### **I. Approved List of Activities**

- A. School-sponsored events and activities
- B. State-sponsored music events
- C. Other District approved events
- ~~C. Veterans' Day Parade~~
- ~~D. Memorial Day Parade~~

#### **II. Other Requests for Participation of Enfield School Music Groups**

##### **A. Criteria**

The following criteria, adapted from those prepared by the Committee on National Contests and Activities of the National Association of Secondary School Principals, shall be applied to any request for participation of an Enfield school music group in a community-sponsored activity.

1. The activity should, as its primary aim, benefit high school youth in educational, civic, social and ethical development.
2. The activity should make it possible for individual students to work out contributions, solutions and creations by their own efforts.
3. The activity should be educationally sound, worthy and stimulating to the student.
4. The activity should be well planned.
5. The activity must emphasize either the development of intellectual competency, good citizenship or high moral standards.
6. The activity must be of such a nature as not to be considered commercial, controversial and sectarian, or concerned with propaganda or advertising.
7. The activity must not place undue burdens on students, teachers or the school.
8. The activity should not duplicate one already sponsored by another organization.
9. The activity should be of benefit to the community as a whole, rather than an individual organization or group.



## **Community Relations**

### **Public Performances by Students**

#### **II. Other Requests for Participation of Enfield School Music Groups (continued)**

##### **B. Procedures**

1. All requests, for participation of an Enfield school-performing group in a non-school activity, are to be channeled through the Office of the Superintendent of Schools.
2. A request form, available through the Superintendent's Office, is to be completed by the sponsoring organization.
3. The request will be evaluated on the basis of the criteria cited by the National Association of Secondary School Principals, and the availability of the performing group.

##### **C. Specific Regulations**

1. ~~No~~ Requests for participation of an Enfield school-performing group during the summer vacation months ~~will~~ may be considered.
2. All requests must be submitted at least three weeks in advance of the date of the activity or event.
3. The sponsoring organization will be responsible for providing any necessary transportation for the school-performing group.

Reference: National Association of Secondary School Principals

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Public Videotaping of Educational Activity**

The Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

#### **Definitions**

**Visual Recording:** Registering visual images on film, tape, digitally or by other mechanical or electronic means, including communication devices; i.e., smart phones and tablets.

**Audio Recording:** Registering sounds on tape, digitally or by other mechanical or electronic means, including communication devices; i.e., smart phones and tablets.

**Outside Entity:** Any individual, group, organization or corporation other than the administration, officers, staff or students of the District or individuals authorized to act on behalf of the District.

#### **Recording by Outside Entities**

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or his/her designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

#### **Recording by District Personnel**

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in school buildings and on District transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by and on behalf of District personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

## Community Relations

### Public Videotaping of Educational Activity (continued)

## Recording by Students

The District prohibits the use of video or audio recording equipment on District property or at District activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the Building Principal.

## Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

- (cf. 1112 – News/Media Relationships)
- (cf. 1112.6 – Video Taping of Staff/Students)
- (cf. 5125 – Student Records; Confidentiality)
- (cf. 5131.11 – Video Cameras on School Buses)
- (cf. 5131.111 – Video Surveillance)
- (cf. 9320 – Board Meetings)
- (cf. 9322 – Public and Executive Sessions)
- (cf. 9326 – Taping of Meetings)

Legal Reference: The Individuals with Disabilities Education Act, 20 U.S.C. §§1400-1487,  
34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34  
C.F.R. Part 99

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1322 adopted 8/25/09, appropriate as written.*

## **Community Relations**

### **Contests for Students**

The Enfield Public Schools shall participate only in contests that have educational value to the participating student(s). The Enfield Board of Education prohibits participation in contests that conflict with curriculum or interfere with academic scheduling. The Enfield Public Schools reserve the right to refuse participation in any contest, including those contests contained in category I below, when such participation is deemed not to be in the best interests of the Enfield Public Schools.

#### **I. Approved Lists of Contests**

- A. **National:** Only those contests approved by the National Association of Secondary School Principals that appear in its publication, *Contests and Activities*.
- B. **State and Local:** Only those contests approved by the Connecticut Association of Schools that appear in its publication, *Student Activities: Board of Control Approvals*.

#### **II. Other Contests**

- A. The criteria for contest approval as published in the National Association of Secondary School Principals listings of approved contests and activities will apply.
- B. The Superintendent's Administrative Council will act on all such requests for contest participation by Enfield Public School students.

#### **III. Procedures**

- A. All requests for contest participation will be channeled through the Principal of each school involved.
- B. Requests for participation in local contests not specifically approved by the National Association of Secondary School Principals or The Connecticut Association of Schools will be forwarded to the Superintendent of Schools.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1324 adopted 6/24/08, appropriate as modified.*

## **Community Relations**

### **Soliciting Funds from Students**

Because of the time taken from the regular teaching program and the work placed upon the classroom teacher collecting and counting money, it ~~will~~ ~~may~~ not be possible to have any money collections for any charitable or fund raising drives of outside agencies in the Enfield Public Schools.

PTA and PTO organizations may conduct fund raising activities in the schools provided that the activities in no way interfere with the educational program of the schools and are approved by the school Principal.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Advertising, Promotion and Commercial Activities**

The Board of Education believes that properly regulated opportunities for advertising and promotion can be a positive partnership between the school system and the community. The Board also recognizes its responsibility to protect its students from exploitation by private interests and to uphold the values of the school system and the community.

The Superintendent or his/her designee must approve advertising in District facilities or on District property. Any approval must state precisely where the advertising is to be located and for the period of time. Advertising shall not be allowed outside the approved location or time span. Advertising, for the purposes of this policy, is defined as allowing for profit-making companies or organizations to utilize school property or facilities to promote their products or services in exchange for money, service, material or other compensation.

### **Restrictions on Advertising**

The following restrictions will apply to all advertising:

Advertising shall not:

1. Violate or contradict the standards, values or educational goals of the District or community;
2. Promote hostility, disorder or violence;
3. Attack or defame ethnic, racial or religious groups;
4. Discriminate, demean or harass any person or group based on gender or sexual orientation;
5. Inhibit the functioning of the District;
6. Override the school or District identity;
7. Involve any political promotion or endorsement;
8. Be obscene or violate prevailing community standards;
9. Promote any religious organization; or
10. Use any District or school logo without prior approval.

### **Funds Management and Allocation**

The Board of Education retains the rights to allocate advertising revenue to support District programs unless required to deposit revenue in the General Fund. The Board or its designee shall have the right to enter into partnerships with school related clubs and organizations for the purposes of selling advertising. In these cases, the Board retains the right to allocate a portion of the funds raised to the club or organizational partner. The proposal and approval process in these cases must follow the process described in this policy and any corresponding regulations.

## **Community Relations**

### **Advertising, Promotion and Commercial Activities**

#### **Funds Management and Allocation (continued)**

Advertising revenues must be accounted for and reported to the Board of Education. All District programs must report advertising revenue and its utilization to the Superintendent. The Superintendent shall submit an annual report to the Board of Education regarding the intake and expenditures of all District and school advertising revenue.

#### **Approval**

All proposals for advertising shall be submitted in writing to the Superintendent of Schools. Advertising proposals must be approved by the Superintendent or his/her designee in writing prior to being displayed on school property or facilities. The Superintendent retains the option of referring any proposal for advertising to the Board for its approval. Any arrangement that requires the District to enter into a formal contract must be approved by the Board.

Advertising in school-based publications or activity "programs," including but not limited to, newspapers, yearbooks, play programs, concert programs, must be approved, in writing, in advance by the school Principal or his/her designee. This advertising is also required to meet the standards described in this policy. The Principal may refer advertising to the Superintendent for approval.

#### **Disclaimer**

The approval and sale of advertising by the District does not constitute endorsement of any product, company or organization.

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

Legal Reference:      Connecticut General Statutes  
                             7-194 Powers.  
                             10-9 Bequests for educational purposes.  
                             10-21a Accredited courses offered by employers.  
                             10-21b Programs offered jointly by boards of education and business  
                             firms; neighborhood assistance.  
                             Title IX of the Educational Amendments of 1972.

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Solicitations by Staff Members**

The Board of Education, recognizing its responsibility in the matter of solicitations, shall strive to safeguard from exploitation the students, parents, staff members, school system and community.

Therefore, no staff member shall use professional relationships with students for private advantage; nor shall any staff member use his/her position to influence parents or students of the school system to purchase instructional supplies, equipment or books, or sell to any student or parent any instructional supplies, equipment or books except those expressly approved for classroom or school-related use by the office of the Superintendent.

No staff member shall furnish lists of students or parents names, addresses and telephone numbers, or any other information, to anyone for solicitations unless prior approval is granted by the Office of the Superintendent.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)



*Existing policy, number 1330 adopted 7/8/08, appropriate as modified and with addition of legal reference.*

## **Community Relations**

### **Use of School and Town Facilities**

#### **A. Policy Statement**

Subject to Section 54-1 et seq. of the Town Code, the Town Council and the Board of Education may permit the use of any facility for non-profit, educational or community purposes.

#### **B. Definitions**

1. **Administrator** for the school means a Principal or his or her designee; for the Town this means the Director of the Facility, or his or her designee.
2. **Associated Costs** means, but is not limited to, fees for the services of any custodial personnel, field monitoring or setup personnel, utilities, supplies, security personnel or other personnel deemed by the responsible Administrator to be necessary in connection with the use of facilities. Such costs shall be at the rates set forth in the fee schedule.
3. **Business Day** means normal hours of operation of the facility.
4. **Community Purpose** means that which may serve or benefit the Town's residents in some manner.
5. **Facility** means, but is not limited to, any building, meeting room, conference room, athletic field, cafeteria, gymnasium, pool, park, playground, recreational area, owned or maintained by the Town of Enfield or the Enfield Board of Education.
6. **Non-profit** means an organization recognized as such by the State of Connecticut or U.S. Internal Revenue Code.
7. **Resident** means an individual whose domicile is the Town of Enfield and shall include other legal entities located within the Town.
8. **School Year** means that period of time beginning on the first day that school is in session and ending on the last day that school is in session and includes school year vacations.

## **Community Relations**

### **Use of School and Town Facilities (continued)**

#### **C. Establishment of Rules and Procedures**

The use of any Facility for nonprofit, educational or community purposes shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Town Manager or Superintendent of Schools or their designee(s) consider(s) expedient. This policy is read in conjunction with section 54-1 et seq. of the Town Code. If there is any conflict between this policy and the Town Code, the Code provisions will prevail. This policy shall not apply to the use of school buildings and/or portions therein, during the business day of the school.

Consistent with this policy, the Town Manager and Superintendent of Schools shall promulgate administrative regulations and associated forms for the use of buildings and facilities. Since the primary purpose of public school facilities is for public educational activities, including athletic events, such activities will have priority over all other requested uses of school facilities.

#### **D. Application Procedures**

An application for use of a school facility shall be submitted to the school Administrator during the school year. In the absence of the school Administrator, and during summer vacation, the application shall be submitted to the Facilities Director.

An application for use of a Town facility shall be submitted to the Town Administrator for the Town facility. The Town Manager shall determine the appropriate Administrator for Town Facilities.

The application shall specify the facility requested. All school or Town equipment shall not be used without the express written permission of the Administrator.

The school Administrator shall forward to the Facilities Director each application for the use of school buildings and/or portions therein, with a recommendation, as to approval or denial, and the amount of fees to be collected. Approval of the use of the school facility may be revoked at any time by the Superintendent of Schools or his or her designee.

The school Administrator shall forward to the Facilities Director each application for the use of school grounds, including athletic fields, with a recommendation, as to approval or denial, and the amount of fees to be collected. The Facilities Director shall review the application and forward approved requests to the Director of Public Works for final approval and scheduling. Approval of the use of the school grounds may be revoked at any time by the Town Manager or his or her designee.

## **Community Relations**

### **Use of School and Town Facilities**

#### **D. Application Procedures (continued)**

The Town Administrator shall forward to the Director of Public Works each application with a recommendation as to approval or denial. The Director of Public Works shall make a final determination whether to approve the application. For those applications approved, the Director of Public Works shall determine scheduling and the amount of fees to be collected. Approval of the use of a Town facility may be revoked at any time by the Town Manager or his or her designee.

#### **E. Eligible Organizations and Priority of Use**

Administrators responsible for reviewing and recommending requests for use of facilities will use the following guidelines regarding priority use.

##### **Order of Priority**

##### **1. School Facilities**

- a. School events, including educational and athletic
- b. School-sponsored events
- c. Items listed under sections 2. a., d., e. and f. below

##### **2. Town Facilities**

- a. Town Council, boards, commissions, agencies or departmental activities
- b. School events, including educational, and athletic, and PTO-sponsored
- c. School-sponsored events
- d. Activities of non-profit organizations operating within the Town, other than school related organizations covered by category #2 b. and c. above.
- e. For-profit groups or organizations operating within Town.
- f. All other groups.

In the event of the cancellation of any Town or school sponsored event or activity as set forth above, due to weather or any other unforeseen circumstance, the event or activity may be rescheduled to a convenient date that may require the "bumping" of an outside organization's reservation. The outside organization shall be provided with an alternate date.

## **Community Relations**

### **Use of School and Town Facilities (continued)**

#### **F. Restrictions on Use of Facilities**

In addition to the restrictions set forth in section 54-1 et seq. of the Town Code, the restrictions below shall apply to the use of facilities. Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use Town or school facilities by the organization and/or individuals involved.

1. Facilities will be rented to organizations only when a majority of its members are Town of Enfield residents. The organization shall be responsible for any damage to equipment or buildings that occur during its use of the facility.
2. Users of facilities must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the facility. Supervisors must have cell phones with them during the event.
3. No illegal activities are permitted.
4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances is not permitted in or on school facilities.
5. Use of tobacco is not permitted within Town buildings. Unauthorized controlled substances are not permitted on Town property. Alcoholic beverages shall not be consumed on Town property or brought into a Town building, without proper permits in place.
6. Refreshments may not be prepared, served or consumed without the proper approvals. If such approval is granted, refreshments may be prepared, served and consumed only in areas designated.
7. Advertising, decorations or materials must be approved by the Administrator.
8. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
9. Activities that are disruptive of the regular ongoing school or Town business are not permitted.
10. Nothing shall be sold, given, exhibited, or displayed without approval by the Administrator.
11. Any area deemed "off limits" shall not be used.
12. Responsible Administrators must make arrangements to hire uniformed police at all school dances and for any event or combination of events for which traffic and parking problems may be expected. Such determination is the prerogative of the responsible Administrator upon review of the rental application. Multiple events requiring uniformed officers shall pro-rate the cost for the uniformed officer(s) to the applicant involved on a basis to be determined by the Public Works Director for Town sites and the Facility Director for school sites.

## Community Relations

### Use of School and Town Facilities (continued)

#### G. Fees and Other Costs

Users of facilities shall be responsible for the fees and costs set out in a fee schedule as established jointly by the Town Manager and Superintendent of Schools. Rental fees and/or associated costs otherwise applicable may be waived by the Town Manager or Superintendent of Schools if such waiver is deemed by the Town Manager or Superintendent of Schools to be in the best interest of the Town or the school, respectively. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	None
2. Activities that further the educational objectives of the public schools. (e.g. PTO, Booster Clubs, Safe Graduation Committees and similar organizations).	Associated costs
3. Town department or agency activities.	None
4a. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by section E.1. and 2. above.	Associated costs
4b. Activities of non-profit organizations covered under section E. engaged in fund raising activities.	Rental fee and associated costs
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs

#### H. Insurance and Liability

The facility user assumes all responsibility and liability for any injury to persons, and for damage to and loss of school or Town property in connection with the use of the facility. The user holds the Town and school employees and the Town Council and Board of Education harmless for any such losses or damages. Responsibility and indemnification are detailed in the rental agreement.

## Community Relations

### Use of School and Town Facilities

#### H. Insurance and Liability (continued)

Users must provide a certificate of insurance with their application. The minimum limits of liability are as follows:

General Liability -	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

Automobile Liability -	\$1,000,000 Combined Single Limit
------------------------	-----------------------------------

Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of \$100,000/500,000/100,000.

Individual users are required to provide a copy of their homeowner's or apartment dweller's insurance policy declarations page. Minimum personal liability coverage of \$300,000 is required.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Equal Access Act, 20 U.S.C. ss 4071-4074

*Good News Club v. Milford Central School*, Sup. Ct., 6-11-01

Sec. 54-1 et seq., Enfield Town Code

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

**ENFIELD PUBLIC SCHOOLS**  
**Permit for Use of School Facility**

The \_\_\_\_\_  
(Name of Organization) (Person Responsible)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Upon payment of charges listed below will be permitted to use:

School \_\_\_\_\_ Room \_\_\_\_\_

on \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_  
(Day/Month/Year)

Special Requirements: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Rental: \_\_\_\_\_ No. of Police Required: \_\_\_\_\_

Custodian Fee: \_\_\_\_\_

Cafeteria Fee: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Total Fees: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Is insurance certificate required: ☐ Yes ☐ No \_\_\_\_\_  
(Principal's Signature)

It is agreed that the renting organization will comply with all requirements stated in Enfield Board of Education Policy No. 1330, "Use of School Buildings" including the following:

1. The organization renting facilities is responsible for any damage to equipment or buildings.
2. Under no condition will any organization or group alter or change the electrical circuits or panel boxes in the schools rented.
3. Decorations will not be pinned on stage drapes and curtains, nor will paintings of scenery or background be permitted on the stage, nor will moving of pianos or other furniture by applicant, be permitted unless special permission is granted.
4. Under no condition will alcoholic beverages of any kind be allowed on school property.
5. Smoking is not permitted.
6. Only those lavatories designated by the custodian shall be used by groups using school facilities.
7. Any individual or group granted use of school facilities must file an insurance certificate in the amount required by Board of Education Policy 1330.
8. User is responsible for checking with local fire marshal to ensure the activity complies with fire regulations.

(Please sign and return one  
copy with check for fees)

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Organization

Report Completed By: \_\_\_\_\_ (Position/Title)

**Comments (Be Specific)**

- |  |  |
|--|--|
| <input type="checkbox"/> Floors                            |  |
| <input type="checkbox"/> Walls                             |  |
| <input type="checkbox"/> Padded Walls                      |  |
| <input type="checkbox"/> Bleachers                         |  |
| <input type="checkbox"/> Basketball<br>(Backboard/Rim/Net) |  |
| <input type="checkbox"/> Other Equipment (List)            |  |
| <input type="checkbox"/> Lights                            |  |
| <input type="checkbox"/> Ceiling                           |  |
| <input type="checkbox"/> Floor Mats                        |  |
| <input type="checkbox"/> Doors and/or Knobs                |  |
| <input type="checkbox"/> Windows                           |  |
| <input type="checkbox"/> P.E. Office                       |  |
| <input type="checkbox"/> Storage Room                      |  |
| <input type="checkbox"/> Auditorium                        |  |
| <input type="checkbox"/> Seats/Chairs                      |  |
| <input type="checkbox"/> AV Equipment                      |  |
| <input type="checkbox"/> Lockers                           |  |
| <input type="checkbox"/> Bathrooms                         |  |
| <input type="checkbox"/> Classrooms                        |  |
| <input type="checkbox"/> Pool                              |  |
| <input type="checkbox"/> Other (List Below)                |  |
| <input type="checkbox"/>                                   |  |
| <input type="checkbox"/>                                   |  |
| <input type="checkbox"/>                                   |  |
| <input type="checkbox"/>                                   |  |
| <input type="checkbox"/>                                   |  |



*Existing policy, number 1330.1 adopted 8/25/09, appropriate as written.*

## **Community Relations**

### **Use of School Equipment**

School equipment is purchased with tax monies for the educational benefit of Enfield students. This equipment may be used in parent-teacher group programs, for approved programs presented to community groups and for town governmental functions. In all such instances, the equipment shall be under the supervision of a qualified member of the school staff.

The following conditions shall be satisfied prior to granting of permission:

1. All requests shall be in writing on the forms provided.
2. The equipment will be used only for the purpose or function for which it was manufactured.
3. The equipment will be used only by a competent and responsible person who is skilled in the operation of the equipment.
4. The projected use of the equipment will not interfere with the operation of the schools.
5. The use will not contribute to the personal gain of the borrower.
6. Any consumable items will be replaced at the borrower's expense.

In addition, the value of the equipment, the possibility of wear and tear or damage, the degree of danger of use, and the administrative burden of the district and any other factors deemed appropriate shall be taken into account when requests are considered.

The decision of the Administrator or his/her designee shall be final on all such requests.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1330.2 adopted 8/25/09, appropriate as written, and with addition of legal reference.*

## **Community Relations**

### **School Grounds and Parking Lots**

The provisions of Policy #1330 shall apply to the school grounds and parking lots, and application for use of such grounds and parking areas shall be according to the same procedures outlined in Policy #1330.

Any use of school grounds and parking lots not in keeping with the provisions of Policy #1330 is unauthorized.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Equal Access Act, 20 U.S.C. ss 4071-4074

*Good News Club v. Milford Central School*, Sup.Ct., 6-11-01

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1330.3 adopted 8/25/09, appropriate as written.*

## **Community Relations**

### **Community Use of Swimming Pools**

Non-school organizations may request use of swimming pools for recreational or instructional swim periods. In the event of a conflict for the use of the facility, the following priorities will apply:

1. The Enfield Public Schools
2. The Enfield Parks and Playgrounds Recreational Department
3. Community Groups

Such requests will be honored providing they have the approval of the school's Principal and can generally be scheduled during the hours of 6:00 PM - 10:00 PM on school days and 9:00 AM to 5:00 PM on Saturdays and Sundays.

It is required that organizations comply with the following guidelines:

### **Instructional & Recreational Programs**

For 1 to 25 students – 1 Certified Instructor\*

For 26 to 50 students – 2 Certified Instructors\*

For 51 to 75 students – 3 Certified Instructors\*

**\*“Certified Instructor”** is one who has a current Red Cross, Boy Scouts, Girl Scouts, YMCA or YWCA Instructor's Certificate. Proof of certification must be submitted to the Principal.

- A. If the group includes all girls or women, at least one certified instructor must be a woman.
- B. If the group includes mixed boys and girls, it is necessary that there be one certified man instructor and one certified woman instructor or one woman instructor and male lifeguard or one man instructor and one female lifeguard who must also be certified.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Smoke Free Environment**

#### **Students**

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

#### **Definitions**

**Electronic nicotine delivery system** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

**Vapor product** means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

## Community Relations

### Smoke Free Environment (continued)

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

### Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

(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.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.

PL 107-110, Section 4303, "Non-smoking Policy for Children's Services."

20 U.S.C. 7181-7184 The Pro Children Act of 2001.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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. 4112.6/4212.6 - Certified/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:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 1411 adopted 8/25/09, appropriate as written.*

## **Community Relations**

### **Relations with the Enfield Police Department**

The Enfield Board of Education and the Enfield Police Department are engaged in a cooperative relationship that extends across a wide range of mutual interests to serve students, district employees, and the public. The police wish to provide an effective and appropriate police response to protect the safety of all persons engaged in the everyday business of the school district and safeguard the school buildings and property.

Whenever possible in cases involving students, administrators or their designees are expected to be present to witness all police activity. Designees will be judiciously assigned by administrators to accommodate the best interests and comfort of the students.

Finally, the relationship extends the Board of Education's cooperation with the efforts of the Enfield Police Department's Community Policing program.

#### **A. Police response to calls originating in the schools**

All calls to police should be made with the approval of the building administrator. Normally such approval will be prior to any call. If an emergency call must be made, the Principal should be notified immediately afterward.

1. **Emergency calls** - Should a case arise when school officials determine they do not have the capacity or expertise to manage a situation safely, they may decide to call the Enfield Police for assistance.
2. **Non-emergency calls directly involving the presence of suspects** - Police may be summoned by school personnel to situations wherein criminal offense may have been committed on school grounds; for example, smoking in a public building, disorderly conduct, assault, or discovery of drugs or alcohol. In cases where an identified suspect is involved, the police action is subject to the formal instructions contained in the Enfield Police Department General Orders, particularly Chapter 44 regarding Juvenile Operations insofar as they accurately reflect applicable statutes.

In cases involving the apprehension, questioning, and arrest of adults, the administrator(s) or designee(s) are responsible to assure that police actions occur with as much order and decorum as possible to avoid a disturbance affecting students and staff who are otherwise not directly involved.

3. **Non-emergency calls not involving the presence of suspects** - In other situations, police may be summoned to investigate a condition in which no identifiable suspect is immediately and directly involved; for example, an instance of vandalism or burglary. The building administrators will cooperate with the police in making the complaint and filing the appropriate reports.

## Community Relations

### Relations with the Enfield Police Department (continued)

#### B. Police questioning of students in school

Individual students or employees of the Enfield School system may from time to time become proper subjects of police interrogation as complainants, victims, witnesses, or suspects in matters not directly connected to their status in the school system. Normally, such interrogations should occur off school grounds outside of school hours. When, in an unusual situation an interrogation at school facilities during regular school hours cannot be avoided, police will contact the building administrator to explain the situation, including reasons why the student or school employee must be interviewed in the school. If the administrator concurs, he or she will make arrangements for as inconspicuous an interview as possible. If the administrator does not concur, the interview will not take place.

#### C. Community Policing

Community Policing is an activity of the Enfield Police Department dedicated to promoting the positive aspects of law enforcement in a free society and educating citizens about the functions of the police within the community. The Enfield Board of Education believes that schools are appropriate sites to promote understanding, trust, and cooperation among citizens and police. To achieve these goals, police officers selected and trained by Police Department officials and approved by the building administrators will make frequent visits to all town schools during regular school hours. The visits may be random or scheduled. Officers will be highly visible to the students and staff. These officers are not to be assigned to patrol school buildings and grounds without the expressed approval of the Board of Education. Their function in community policing is to interact socially and informally with students, administrators, faculty, and staff.

At the same time the Board recognizes that police officers are sworn to uphold the law, and thus compelled to react officially to any criminal activities they witness or are called upon to investigate while they are on school premises even in community policing or unofficial capacities.

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  
*New Jersey vs. T.L.O. U.S. 325 (1985)*  
 Enfield Police Department General Orders

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
 Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **Community Relations**

### **Fire Department**

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

1. Establish and maintain relationships with the local Fire Marshal and Fire Departments.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise planned activities.
4. Involve the fire department in crisis response drills and other related activities designed to practice and test the effectiveness of district and school response plans.

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 and crisis response drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.

(cf. 6114 - Emergencies and Disaster Preparedness)

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Fiscal Authority**

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop the kind of understanding of the needs of the schools and the students which will work for the betterment of education in our community.

The Board of Education accepts the legal requirement that it meets and negotiates with the fiscal authority, and further, it will do everything in its power to cooperate with the fiscal authority toward the development of a sound fiscal base for the operation of the schools.

Legal Reference:      Connecticut General Statutes

10-153d. Meeting between board of education and fiscal authority required. Duty to negotiate.

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **State/Federal Government**

#### **Legislation**

The Board of Education, both directly and through its State Association, shall carry on an aggressive program to secure approval of laws and regulations which the Board feels to be in the best interest of the school system through the state legislature. This policy shall include the pursuit of adequate and equitable sources of revenue to support the local free public schools.

#### **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.

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **Relations with Parochial and Private Schools**

In recognition of the educational, cultural, and economic values which parochial and private schools provide to the parents, citizens, and taxpayers of the community, the Board of Education shall make available, within the limits of applicable federal and state restrictions, the full range of public school services to resident students of the community who attend parochial or private schools.

Legal Reference:      Connecticut General Statutes

10-15b Access of parent or guardian to student's records

10-76d-18 Regulations concerning children requiring special education

19a-581 through 585 46b-56(e)

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

Policy adopted:

**ENFIELD PUBLIC SCHOOLS**  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Community Relations**

### **School Business Partnerships**

The Board of Education will, whenever possible, cooperate with employers in offering high school courses, or with the approval of the State Board of Education, offer vocational training courses to such employer's employees. Such courses will be given on the premises of the employers for the benefit of any employee who (1) wishes to obtain a high school diploma or (2) wishes to improve his/her employment status.

No expense for such service may accrue to the Board of Education or to the State Board of Education.

Legal Reference:      Connecticut General Statutes

10-21 Vocational guidance.

10-21a Accredited courses offered by employers.

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

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy #5118.1, adopted 9/22/09, appropriate as written  
and with addition of legal reference.*

## **Community Relations**

### **Collaborative Special Programs**

The Superintendent of Schools is encouraged to cooperate with neighboring school systems in developing collaborative programs. Students may be admitted to special programs at the discretion of the Superintendent of Schools, provided that the following criteria are met:

1. Adequate space is available.
2. Related services, if necessary, are to be fully borne by the sending school district.
3. Tuition for this program will not be less than the student cost normally incurred for said program.

**Legal Reference:** Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## Community Relations

### Possession of Deadly Weapons or Firearms

#### I. Definitions

- A. **Deadly Weapon** means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.” Conn. Gen. Stat. §53a-3 (6).
- B. **Firearm** means “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged,” Conn. Gen. Stat. §53a-3 (19).
- C. **Peace Officer** means “ a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 2 of public act 13-170 who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Conn. Gen. Stat. §53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. **School-Sponsored Activity** “means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.” Conn. Gen. Stat. §10-233a(h).



## **Community Relations**

### **Possession of Deadly Weapons or Firearms (continued)**

#### **II. Prohibition of Deadly Weapons and Firearms**

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-2 17b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

#### **III. Peace Officer Exception**

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

#### **IV. Other Exceptions**

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.
- C. A motor vehicle inspector while engaged in the performance of such motor vehicle inspector's official duties may carry weapons on school grounds, effective October 1, 2016.

#### **V. Consequences**

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

## **Community Relations**

### **Possession of Deadly Weapons or Firearms**

#### **V. Consequences (continued)**

- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

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.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84 and PA 16-55)

Policy adopted:

ENFIELD PUBLIC SCHOOLS  
Enfield, Connecticut

(Reviewed and approved by Policy Review Committee)

DRAFT

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
FEBRUARY 13, 2018**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on February 13, 2018.

1. **CALL TO ORDER:** The meeting was called to order at 7:00 PM by Walter Kruzel.
2. **INVOCATION OR MOMENT OF SILENCE:** Tina LeBlanc
3. **PLEDGE OF ALLEGIANCE:** Tina LeBlanc
4. **FIRE EVACUATION ANNOUNCEMENT:** Walter Kruzel announced the fire evacuation announcement.
5. **ROLL CALL:**

**MEMBERS PRESENT:** Rich Regnier, Ashley Depeau, Chris Rutledge, Charlotte Riley, Tina LeBlanc, Sarah Hernandez, Tim Neville, Scott Ryder and Walter Kruzel

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Mr. Christopher J. Drezek, Superintendent; Mr. Andrew B. Longey, Assistant Superintendent; EHS Student Representatives, Sarah Passmore and Jacquelyn Daigneau

6. **BOARD GUEST(S)**

a. **EHS Community Action Learning Students**

Mr. Allegro thanked the Board for inviting him and some of his Community Action Learning students to attend tonight's Board meeting. This is the pilot year for this course and the first semester students did a tremendous job. The students organized themselves with a president, treasurer and secretary. They made proposal and pitched them. We voted on the most powerful presentation as our project. They decided to raise money for toys for students at CCMC. They raised over \$2,000 dollars in 18 days and collected over \$400 dollars of toys.

Mr. Allegro thanked the Enfield Patch for running their story. He also thanked the administration at Central Office and Mr. Senez for their continued support. We wrote this course over the summer. We won the Red, White and Blue award for our civic engagement last year and are considered as a model high school. This just shows our commitment to offer new courses. These students had a wonderful opportunity and they did extremely well.

Mr. Neville is extremely proud of them. He wished them continued good luck taking risks. You are doing this for our community. This makes it worthwhile being a member on this Board hearing about the important things our students are doing. Thank you.

Mrs. Riley asked how many students are taking this course. Mr. Allegro stated there are 18 students.

Mrs. Riley added that your students are phenomenal. It is hard work putting something together for fundraising. You did this during the pilot year. Please keep up the good work. She is so proud of all of you.

Mrs. Hernandez is thrilled about this program and the work that you did. What an opportunity we are giving to our students. We do not want just your grades to define you. You are gaining soft and hard skills. These courses will help to define you. You are getting such an exceptional experience. This makes you all very interesting. She is proud that you are taking risks. Please keep doing this amazing work. You have all made us very proud.

Mrs. LeBlanc thanked both Mr. Allegro and Mr. Senez for this course. We are happy to see programs like these being offered. This is something we were looking for when we combined the high schools. This course helps to develop well rounded students. This is what employers and colleges are looking for. You are touching the lives of others which made an enormous difference for the children at CCMC. Thank you for your time and effort. Thank you for coming tonight.

Mrs. Depeau also thanked them for taking a leap of faith and inspiring others. She asked the students to share one of the lessons they have learned from this course.

The students responded by stating it has helped them with social anxiety and has helped them grow as a person; working with our classmates to accomplish a goal and helping others is great, we did this all together.

Mr. Allegro added this has been done by the students 100%. All the accolades are for the students. He is there to support the students with their project.

Mr. Ryder stated this was last semester's project. He can't wait to see what the next project will be.

Mr. Allegro stated we will have a new set of students next semester. The students are currently learning organizational skills. The students have learned about Robert's Rules of Order. Every semester is a brand-new project. They will research their ideas that will benefit the lives of others. This is what we are all about. You can take this course multiple times. Each time the course will be different.

Mr. Neville stated you have set the bar very high with this group. He can't wait to see what the next semesters group does.

Chairman Kruzel thanked Mr. Allegro and the students. You are all rock stars. Thank you for raising the money and keep up the good work.

Mr. Allegro thanked the Board for inviting them.

**b. EFEE**

Mrs. Windsor Post was glad to see what the Enfield High students are doing for our community. EFEE might be able to help you out.

Mrs. Elizabeth Windsor Post, (EFEE) Enfield Foundation for Excellence in Education President gave an overview about their program in our community. She discussed the Invention Convention, scholarships, fundraising and community involvement, grants and fall/spring grant cycles, what's new and helping our community.

Mrs. Windsor Post stated we are meeting at the County Diner on March 1<sup>st</sup> and look forward to you joining them at 6:30 – 8:30 PM for a meet and greet. EFEE is looking for members to join us, donate to our cause, partner with local businesses and participate in our community outreach and fundraising programs. We need people to join EFEE. Enfield knows how important education is. Thank you.

Mr. Rutledge thanked her for EFEE's community involvement. You can go to their website at [www.efeeofenfield.org](http://www.efeeofenfield.org) to make a donation. Is the Country Diner a fundraising event? Mrs. Windsor Post stated it is a meet and greet but she will never turn down any donations.

Mr. Rutledge urged her to continue the good work you are doing for our community.

Mr. Neville stated it is extremely important that you come before the Board annually. He has not heard anything about your fundraising efforts. We need to get the word out about what you are doing.

Mrs. Windsor Post stated we have a new liaison Scott Ryder who will help us greatly getting the word out. He is the reason she is here tonight.

Mr. Neville asked if you have a fundraising goal? Mrs. Windsor Post stated the more we can raise, the more we can help. We need people to join our organization. Mr. Neville is willing to help in any way they need him.

Mrs. LeBlanc stated you are looking for people to join EFEE. Mrs. Windsor Post stated everyone has strengths. Some people are great with fund raising efforts. We are looking for people to add depth to our group.

Mrs. LeBlanc asked when does EFEE meet? Mrs. Windsor Post stated we meet the 2<sup>nd</sup> Monday of the month. We hold special meetings for grants.

Mrs. LeBlanc thanked her for the hard work. It makes us all proud to see what you and our students are doing for our community.

Mrs. Riley asked her to e-mail them when you will meet to review the grant proposals. She asked if EFEE will still hold their Teacher Appreciation event? Mrs. Windsor Post will e-mail them. We will hold our Teacher Appreciation event again.

Mr. Neville would like her to add all of them to your e-mail list. Mrs. Windsor Post will add them all to her lists.

Chairman Kruzel thanked her and we will assist you in any way we can.

## **7. SUPERINTENDENT'S REPORT**

- a. Student Representatives – as presented
- b. President's Day & Staff PD – as presented
- c. Heritage Fair – as presented
- d. Snow Days – as presented

Mr. Drezek reviewed the snow days used to date. Our last day of school is June 22<sup>nd</sup> except for the JFK students. Seniors will graduate on June 21<sup>st</sup>. In the past, we have waived the 181<sup>st</sup> day for the seniors. The decision for seniors is not needed tonight.

Mr. Drezek also reviewed the JFK boiler issue and JFK students will need to make up the snow day used for the boiler repair. The Board can waive the 181<sup>st</sup> day for the JFK students.

Mr. Drezek feels waiving the 181<sup>st</sup> day for the JFK students would be prudent. This way all students will have the same last day of school regardless if we have any additional snow days. It would be appropriate to give the JFK students, staff and families a heads-up regarding this. The Board can vote on the JFK waiving of the 181<sup>st</sup> day tonight.

Mr. Neville stated if we vote on JFK, we will need to suspend the rules and add this item to the

agenda.

Chairman Kruzel stated this should be done under new business. Mr. Drezek stated that is correct.

Mr. Neville added that Board members are all nodding their heads in agreement. There is a consensus to vote on this tonight.

Mr. Drezek addressed Mr. Rutledge's e-mail regarding the decision-making process for snow days. He reviewed the process for making any weather-related decisions. We consult with a group starting at 3:45 AM or the previous evening depending on the predicted forecast. We also use a local meteorologist. His predictions are very accurate on timing and road conditions. We also use emergency management information. There are 13 area superintendents he is in contact with. He also talks to Mark Gahr from DPW and Jessie McCrewell from Smyth Bus. Safety is our foremost concern. We need to think about the students that are walking to/from school and to/from bus stops.

e. February Events – as presented

Mr. Drezek stated we were notified from the state that Enfield was awarded a state reimbursement grant for \$313 in cooperation with the Town.

Mr. Drezek distributed the 2018 Legislative Priorities. If this is something the Board would like to discuss, we can at a future meeting. Mr. Rader can address the Board with their CABE legislative team. He recommends doing this since they lobby for local Boards of education.

Chairman Kruzel received a consensus from the Board and would like Mr. Drezek to arrange for them to meet with the Board.

Mr. Neville would like the Board to come up with a list for them to look at. Chairman Kruzel stated we will come up with a list for the CABE legislative team.

Chairman Kruzel thanked staff for applying for the reimbursement grant.

Mr. Drezek will check on some dates with CABE.

## **8. AUDIENCES**

Chairman Kruzel reminded audience members to refrain from any personalities. You will be allowed 3 minutes to address the Board.

Bob Tkacz, Woodgate – Mr. Tkacz is impressed with the members of the School Board and Superintendent Mr. Drezek. Mr. Neville should be in the hall of fame for Board members. He thanked Mr. Kruzel for helping him when he was recovering from an automobile accident. He addressed the declining population and enrollments in our schools. We are closing businesses and prisons in Enfield. He addressed facility concerns at our schools. He addressed budget concerns. We need to separate the needs from the wants and stop spending money. We are going to make Enfield great again.

## **9. BOARD MEMBER COMMENTS**

Mrs. LeBlanc congratulated the EHS Wrestling Team. We will be adding another banner at Enfield High. She also congratulated the dance team.

Mrs. LeBlanc stated Enfield High will hold their program of studies night on February 22<sup>nd</sup>. This event is very important for all high school students not just incoming students.

Mrs. LeBlanc stated JFK held a PTO meeting last week. They are actively selling their spirit wear.

Mrs. Hernandez stated we are seeing how our students are literally changing the world. She is so proud of what our students are accomplishing.

Mrs. Hernandez stated the Head Start students are moving and grooving. There are a few that are sick with the flu, but the nurse is on top of it. On March 15<sup>th</sup> they will hold a STEAM Literature fair at the Enfield Head Start. Our students are learning about self-regulation and development skills. The staff give our students such respect. She is very impressed with the staff at Head Start and the family involvement. The next Head Start Policy Committee meeting will be held on March 22<sup>nd</sup>.

Mr. Neville stated is very important to get behind our legislative priorities and support it. It would be nice if they attend a meeting.

Mr. Neville stated we postponed the last Curriculum meeting. It is important to showcase all the good things that are going on in our schools. He applauded the superintendent for bringing these things to the public.

Mr. Neville would like to bring our Talented and Gifted program to an upcoming meeting to educate the new Board members about this program we have at JFK. He would like to add them to a future meeting as Board guests. He is going to discuss this with Ms. Middleton also.

Mr. Drezek stated the Talented and Gifted program is 100% funded by the Simcovitz Estate. The Board does not fund this program. Mr. Zawodniak can attend a future meeting to showcase the student's projects in the spring. They have an event at JFK where the student's showcase their work.

Mr. Ryder added the JFK spirit wear is also being worn by the students at the intermediate schools. This way the incoming grade 5 students can be part of this.

Mr. Ryder stated PLA will hold the Enfield Town-wide Tag Sale. This can be found on Facebook. It will be held on May 19<sup>th</sup> and is held rain or shine. It costs \$25 to get on the map. All proceeds go directly to the Enfield Food Shelf.

Mr. Regnier stated the Hazardville Memorial PTO meeting was cancelled due to the weather last week.

Mr. Regnier noticed a typo on the CABA Legislative Priorities. This will need to be corrected.

Mr. Regnier stated he loves the Enfield Public School system, being part of the Board and community. He hates politics. Our elected officials are saying one thing and are doing the complete opposite. He hates hearing they are fighting for us and then they say to cut the education budget. Budget season is coming up. He urged everyone to look at who is voting for the budget. Our superintendent has fought for the necessities we need with the budget we presented to the Town manager. Our teachers have done so much for us. He thanks the members of the Town Council that have fought for us yet again when the Governor tried to make cuts to Enfield. Ask your local representatives what they think about the budget. We asked the state about our ECS funding and are still waiting to receive the formula. We have done our due diligence and are working together with the town. The state needs to stop undercutting us by taking money from Enfield.

Mrs. Depeau did not attend Enfield Street's PTO meeting yesterday. She will find out what she missed. She thanked our guests tonight. She is so pleased to hear about the students in this

new pilot class and how this class is helping them build skills they didn't have. She hopes everyone hears what we are offering our students. They all make her very proud.

Mr. Rutledge thanked Mr. Drezek for addressing the school closing decisions. He had received several calls from parents about this.

Mr. Rutledge thanked Principal Clark at Enfield High for the tour and information about the programs we are offering our students. Our students have many opportunities before them. It is an amazing school. He wished he went to high school here. We have many opportunities for the students.

Mr. Rutledge wished everyone a Happy Valentine's day. He said hello to his godmother who is watching us tonight with his wife.

Mrs. Riley thanked the E-TV staff. She just saw some of our names with e-mail addresses flash on the TV screen. It is a work in progress.

Mrs. Riley stated the First Readers Trivia Night will be held on Saturday, February 24<sup>th</sup>. It is an adult's only event. The doors open at 6:30 PM and the event starts at 7:00 PM. Bring your own snacks and beverages. Greg Stokes will be the emcee for the event. Spots are filling up fast. Thank you for purchasing tickets or donating prizes.

Mrs. Riley stated she attended the Barnard PTO meeting before tonight's meeting. They will hold a Vendor Fair on March 24<sup>th</sup> from 10-4 PM. They are looking for craft vendors for this event especially ones for children's crafts.

Mrs. Riley added that ERfC will hold a fundraiser event on February 19<sup>th</sup> at Red Robin from 5-8 PM.

Mrs. Riley thanked members from the Town council that have been working with us on the budget. It looks like the \$2.3 million cut from ECS funding from last year might not have a direct impact on us. She thanks the Town council for working with us. She hopes to continue having more productive meetings with the Town council members.

Mrs. Riley thanked Mr. Drezek for being proactive with our budget and handling our budget appropriately.

Mrs. Riley stated it looks like we will receive a \$2 million dollar cut from the state for next year's ECS budget. She asked if Mr. Drezek has taken this into consideration with our budget for next year. Mr. Drezek stated we do not include ECS funding in our budget projections. This funding goes directly to the town.

Mrs. Riley agrees with what Mr. Regnier stated. Our teachers are doing a great job.

Chairman Kruzel agreed that Mr. Regnier is right on the money. As a point of information, he sends Governor Malloy an invitation to attend each Board meeting. He would like him to come and tell us why he is cutting Enfield.

Chairman Kruzel attended the EHS athletic signing ceremony that was held during Eagle hour. It is amazing what they are doing at Enfield High. Every room is being used. He agrees with Mr. Rutledge and would love to go back to high school again.

Chairman Kruzel attended the 4 Chaplains mass at St. Patrick's last weekend. It was the 75<sup>th</sup> anniversary of the USS Dorchester and the 4 Chaplains that went down with the ship. The service was great.



Chairman Kruzel stated BUZZ Robotics will hold a pasta supper on March 1<sup>st</sup> at 5:00 PM at the St. Bernard's parish hall.

Chairman Kruzel thanked Donna Ellis from Red Robbin. She is the marketing person from Red Robin and great for our school system and town. She will help the schools and any organization hold fundraiser events at Red Robbin.

## **10. UNFINISHED BUSINESS**

### **a. BOE Policy #9327.1 Board Member Use of Internet Social Networks – First Reading (tabled on 01-23-18)**

Mr. Regnier moved, seconded by Mr. Neville to remove this item from being tabled - BOE Policy #9327.1 Board Member Use of Internet Social Networks.

A vote by **show-of-hands 9-0-0** passed unanimously.

Mr. Regnier moved, seconded by Mr. Neville that the Enfield Board of Education approves BOE Policy #9327.1 Board Member Use of Internet Social Networks as a First Reading.

#### **Discussion:**

Mr. Regnier stated this policy came from CABE. The Policy committee has reviewed this policy for a first reading.

Mrs. Hernandez is thrilled with this policy. She asked about #9 on page 3 and this being construed as being objective. She would like clarification and does not want to police staff members. She will report anything that affects students or staff. She does not want to report everything she sees.

Mr. Longey stated this is for Board members only. It is to hold you as a Board member accountable if you see something on social media.

Mr. Regnier stated none of us are using the schools' Facebook account. This pertains to personal Facebook accounts. You cannot make remarks about the school or Board on social media.

Mr. Neville stated we cannot conduct Board business on social media. You cannot make any remarks on social media regarding school, Board or student issues. It does not matter if it is your own personal account or someone's account. Contributing to social media discussions can get you into trouble.

Mr. Regnier stated you can use your own personal accounts but you need to be extremely careful what you say or post on social media.

Mr. Ryder asked about #10 on page 3. What is the district's retention policy?

Mr. Neville believes it is the state's retention policy.

Mr. Drezek stated the state dictates the retention policy.

Chairman Kruzel stated we need to change the word "district" to "state". The changes will be made, and we will approve them at the next meeting for a second reading.

Mrs. Depeau asked for clarification regarding #8 on page 3 and conducting yourself online in a manner that reflects well on the district. What if they are posting information that does not

have anything to do with the schools or Board business.

Mrs. LeBlanc stated anytime she posts something, she is always referred to as a Board member. This applies to anything she posts whether it is about her family or something in her life. As long as she is an elected Board of Education member, that is how she is identified.

Mrs. Depeau stated she wanted to clarify this not only for herself but for the public.

Mrs. LeBlanc added that she is always careful when posting.

Chairman Kruzel further added being a Board member is a hat you cannot take off.

Mrs. Riley stated if you look on page 2 under Social Networking Websites and Code of Ethics, it is explained there about proper decorum for Board members.

Mr. Neville is looking at page 3, #1 and #8 conducting yourself in a manner that reflects well on the Board. He agrees that you can never take your hat off as a Board member and the public views you as a Board member. People perceive us always as a Board member and not as a citizen.

Mr. Neville added there was a case years ago where all e-mails were used. It is very hard to separate e-mails. Every e-mail is FOI related since we are all elected officials.

Mrs. Depeau stated that is a good point to make. Anything that is sent to us is also FOI related. The public will need to think of this when they are sending us e-mails and posts also.

Mr. Rutledge stated this is necessary to say. We are public officials and need to be mindful on social media platforms. We are members of the Board of Education and are public officials and are viewed as such even when we are at a grocery store. Sometimes it might be better if we weren't on social media platforms. Letting the public know we will be held accountable for what is on social media is important.

Mrs. LeBlanc stated we are representing children and families. How are we to project this if we are posting questionable material on social media. We need to watch what we are posting or commenting on.

Mr. Neville stated that he has also been tempted to post comments. We need to choose when it is appropriate to use social media. He prefers to call people. We need standards. The laws have not kept up with technology.

Mr. Ryder added the Policy Committee was asked for a policy on social media. We can make changes to this policy if needed.

A vote by **roll-call 9-0-0** passed unanimously.

Mr. Regnier would like this policy to be placed on the website for a second reading.

## **11. NEW BUSINESS**

### **a. Approve FY2018-19 School Calendar**

Mrs. LeBlanc moved, seconded by Mrs. Depeau that the Enfield Board of Education approves the FY2018-19 School Calendar.

### **Discussion:**

Mr. Rutledge asked if the Board approves this, will we need to make any changes to the 181<sup>st</sup> day. Mr. Drezek stated this is next year's calendar. Chairman Kruzel added that we approve the calendar for the following year in February.

Mrs. Riley asked if we keep Veteran's day as a school day in the future, it has been suggested that if school is in session on this day, that we use it to teach the students about veterans. Mr. Drezek stated if the Board chose to have school on Veteran's Day, state law dictates that we have Veteran related programs for the students on that day.

Chairman Kruzel stated the day before Thanksgiving is a half-a-day. The past two years, the day before Thanksgiving have been no school days. Mr. Drezek added we did that for the move at Enfield high.

Chairman Kruzel just wanted to clarify that for families planning vacations.

A vote by roll-call 9-0-0 passed unanimously.

**Suspend the Rules to Add an Item to the Agenda:**

Mr. Neville moved, seconded by Mrs. Riley that the Enfield Board of Education adds Item #11b. Waive the 181<sup>st</sup> day of school at JFK to the agenda.

A vote by roll-call 9-0-0 passed unanimously.

**b. Waive the 181<sup>st</sup> Day of School at JFK**

Mr. Neville moved, seconded by Mrs. Riley that the Enfield Board of Education Waives the 181<sup>st</sup> day of school at JFK.

**Discussion:**

Chairman Kruzel would like this information placed on the JFK website.

A vote by roll-call 9-0-0 passed unanimously.

Chairman Kruzel stated all schools will now end on the same day.

Mrs. Depeau would like this information posted on the Enfield Public Schools website also.

Mr. Drezek will discuss this with JFK Principal Mr. Sargalski. He will put something together for the parents.

**12. BOARD COMMITTEE REPORTS**

**a. Curriculum Committee**

Mr. Neville reported the Curriculum Committee will meet on February 21, 2018.

**b. Finance, Budget Committee**

Mrs. Riley reported the Finance, Budget Committee met on February 12, 2018 and we will be approving financial reports later on the agenda.

**c. Policy Committee**

Mr. Regnier reported the Policy Committee met on February 6, 2018 and finalized reviewing the

1000 series. The 1000 series have been sent to CABE and will be placed on a future agenda for a first reading. Our next meeting will be held on March 6<sup>th</sup> and we will start reviewing the 2000 series.

d. Leadership Committee

Chairman Kruzel reported the Board Leadership Committee met on February 1, 2018.

e. Joint Facilities Committee

Chairman Kruzel reported the Joint Facilities Committee will meet on February 15<sup>th</sup> and will continue discussing JFK and Barnard.

Mr. Rutledge asked when and where the Joint Facilities Committee will meet. Chairman Kruzel stated we will meet at the Enfield Town Hall in the Enfield Room at 6:00 PM.

f. EHS Building Committee

Chairman Kruzel reported the EHS Building Committee will meet on February 22, 2018.

g. Any Other Committees

Mr. Neville reported the Enfield Suicide Prevention Committee will meet on February 14<sup>th</sup> at 3:00 PM at the JFK library.

**13. APPROVAL OF MINUTES**

Mr. Rutledge moved, seconded by Mrs. Depeau that the Regular Meeting Minutes of January 23, 2018 be approved. A vote by show-of-hands 7-0-2 passed unanimously with Mrs. LeBlanc and Mrs. Hernandez abstaining.

**14. APPROVAL OF ACCOUNTS PAYROLL**

**For the Months of January 2018**

Mrs. Riley moved seconded by Mr. Rutledge that the Enfield Board of Education accepts the superintendent's certification for:

- The month of January 2018, total expenditures amount to \$6,006,279.26, broken down between payroll totaling \$3,842,073.74 and other accounts totaling \$2,164,205.52. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by show-of-hands 9-0-0 passed unanimously.

**Line Item Transfers** - None

**15. CORRESPONDENCE AND COMMUNICATIONS** - None

**16. EXECUTIVE SESSION**

Mr. Neville moved, seconded by Mr. Rutledge that the Enfield Board of Education enters Executive Session for Matter(s) Related to Personnel.

A vote by show-of-hands 9-0-0 passed unanimously.

The Board remained in Council Chambers for the Executive Session. Both Mr. Drezek and Mr. Longey joined the Board in Executive Session.

No Board action occurred while in Executive Session.

**17. ADJOURNMENT**

Mr. Neville moved, seconded by Mrs. Riley to adjourn the Regular Meeting of February 13, 2018.

All ayes, motion passed unanimously.

Meeting stood adjourned at 9:10 PM.

Tina LeBlanc  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary