

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	November 6, 2018
TIME:	6:45 P.M.
PLACE:	Lillis Administration Building - Rm. 2

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. Call to Order

2. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion and Possible Action

A. Policies for Review:

- 1. 1150/1160 Communications with the Public
- 2. 1212 School Volunteers
- 3. 1250 Visits to the Schools
- 4. 1251 Loitering or Causing Disturbance
- 5. 1312 Public Complaints
- 6. 1313 Gifts to School Personnel
- 7. 1321 Public Performances by Students
- 8. 1322 Contests for Students
- 9. 1323 Gifts to Students
- 10. 1324 Fund-Raising by Students
- 11. 1325 Advertising and Promotion
- 12. 1326 Solicitations by Staff Members

4. Item of Information

- A. Possible Budget Drivers

5. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

RECEIVED
TOWN CLERK
2018 NOV -2 A 8:53

NEW MILFORD, CT

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6. Adjourn

Sub-Committee Members: J.T. Schemm, Chairperson

Joseph Failla

Wendy Faulenbach

Tammy McInerney

Alternates: Brian McCauley

Bill Dahl

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): This topic is addressed in the 9000 series too. A committee member wondered whether a crosslink should be referenced and if one could be added? **There is no reason why a cross-reference couldn't be added. "By-Law #9020 – Public Statements" could be cross-referenced if the Board wishes, though the language of that bylaw does address a slightly different topic.**

**1150
1160**

Community Relations

Communications with the Public

Responsibilities of Board Members and School Personnel

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

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

Staff Participation In Community Activities

All staff members are encouraged to support and to volunteer their services to various community organizations in New Milford.

(cf. 1150 - Public Press, Radio & Television)

(cf. 4118.2 - Professional Responsibilities)

(cf. 4118.21 - Academic Freedom)

Policy adopted:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): Discussion took place as to whether there was a statutory definition of “continuous” relating to how often volunteers needed to be fingerprinted and fill out the attached forms. Members felt the policy language was inconsistent in this area. **State law does not require that school volunteers undergo fingerprinting although a board of education has the discretion to impose such a requirement if it so chooses. As written, the policy does not require fingerprinting for volunteers, but this could be added if the Board wishes. The only reference to continuous employment in relevant statutes is in State law CGS §10-221d which defines “continuous” employment for substitute teachers for purposes of fingerprinting/ background checks as at least one school day a year.**

1212(a)

Community Relations

School Volunteers

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

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a “sex offender,” as defined by Connecticut General Statutes §54-250, “Registration of Sexual Offenders” shall be used.

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who has a criminal record of any felony conviction may serve as a volunteer. Criminal background checks shall be required of all prospective volunteers. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list.

Community Relations

School Volunteers

Securing and Screening Volunteers (continued)

3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon; the volunteer may proceed to the assigned activity.
A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.
7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Legal Reference: Connecticut General Statutes
 10-4g Programs to encourage participation in the educational process
 10-28b School Volunteers
 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

Policy adopted:	May 7, 2001	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	June 9, 2009	New Milford, Connecticut
Policy reviewed:	October 15, 2013	

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Information Form

Name: _____
Last First Middle Telephone

Address: _____
Street City Zip Code

Personal physician: _____ Phone _____

Emergency adult contact: _____ Phone _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a sex offender? _____

Have you ever been convicted of a felony? _____

If you answered YES, list all offenses

Offense(s): _____

Date(s): _____

Place(s): _____

If requested, are you willing to consent to a criminal background investigation? _____

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

Volunteer Information Form and Waiver of Liability

Waiver of Liability (continued)

By my signature below:

1. I acknowledge that the School District does not provide insurance coverage for me for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. I agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of my supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.
3. I authorize the New Milford Public Schools to make an independent review of only criminal or police records for the purpose of approving my request to volunteer to work with students in the district. I understand that there will be no cost for the background review and that the personal information required to conduct the background review (social security number and birth date) as well as the results of the review will not be retained by the school district.

Date: _____ Signature of Volunteer: _____
Printed Name of Volunteer _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
 - supervising students during a regularly scheduled activity
 - assisting with academic programs
 - assisting at the resource center or main office
- other _____

Name of supervising staff member: _____
"Sex offender list" checked by _____ on _____ (mandatory).

The date on which the criminal background check was received and reviewed. _____

Reviewed by: _____
Signature Date

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): Members asked me to check with you to see if there was any reason that the itemized list could not be reshuffled. They preferred numbers 4 and 5 closer to the top. They also wanted to change the last sentence to read: "Since we strive to maintain continuity in instruction, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher." Is there any issue with that? **No issues with either moving numbers 4 and 5 closer to the top or at the top, or changing the last sentence on the first page. The applicable statutes here leave significant room for Board discretion.**

1250(a)

Community Relations

Visits to the Schools

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

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

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

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

1. Encourage parents, guardians and other family members of students to visit our schools.
2. Provide for appropriate hospitality for visitors.
3. Require all visitors to register in the office of the Principal upon their arrival at the school.
4. Ensure student safety.
5. Ensure that the orderly process of school activities is not disrupted.
6. Channel expressions of approval as well as constructive criticism to the school administration and to the Board of Education.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

Community Relations

Visits to the Schools (continued)

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

Visitor Registration

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

Visitors not associated with the schools may not initiate, direct, conduct, control or regularly attend the meetings of student groups.

(cf. 9010 - Responsibilities and Limits of Authority)

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain educational personnel

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

Policy adopted:
Policy revised:

May 7, 2001
April 8, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): Members suggested the language in this policy could be rolled into 1250 and this policy then deleted. **The language in Policy 1251 could replace the first paragraph in the “Visitor Registration” section of Policy 1250 with Policy 1251 then deleted.**

1251

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: May 7, 2001
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): Members would like the sentence above the bulleted list to say complaints as follows and drop “involving instruction, or learning materials”. **This policy specifies the channeling of complaints involving “instruction, or learning materials” only. Other matters – for example Board policy, budgetary matters, transportation issues, etc. would be processed according to applicable Board policy.**

1312

Community Relations

Public Complaints

General Complaint Procedures

Complaints and grievances shall be handled and resolved as close to their origin as possible.

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, complaints shall be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. In addition, the Board may review and hear complaints only if 1) a specific Board policy or statute provides for such review, and 2) in the Board’s judgment, Board review is warranted and permitted by law and policy.

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

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

(cf. 5145.2 Freedom of Speech/Expression)
(cf. 6161 Textbook Selection and Adoption)

Legal Reference: Connecticut General Statutes

10-238 Petition for hearing by board of education.

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): A member noted that there is a piece to the common core on professional responsibility and wondered if there are any ethical guidelines there that should be added here. **The Code of Professional Responsibility for Teachers directs teachers to decline any gratuity or gift that would impair a teacher's professional conduct. The Code is found in Connecticut regulations and is referenced in the policy.**

1313(a)

Community Relations

Gifts to School Personnel

Gifts from Suppliers and/or Contractors

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

Although it is customary for some suppliers to give gifts to customers' employees at different times which are not of more than nominal value, and are not intended to influence in any manner the school district's procurement practices, the Board of Education requests, in view of the possible adverse publicity that might arise from such practice on the part of the suppliers, that suppliers or potential suppliers do not include the name of any individual connected with the school district on their gift lists.

Gifts to Board Members and Employees

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, or accept or receive any gift under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Gifts between Students and Teachers

The New Milford Board of Education does not encourage gifts between students and teachers. Certified staff is expected to decline any gratuity, gift or favor that would impair or influence professional decisions or actions.

(cf. 3313 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Community Relations

Gifts to School Personnel

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest.

10-145d-400a Code of Professional Responsibility for Teachers

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION

COMMENTARY RE FOLLOW UP TO OCT 2, 2018 MEETING (Summary of Legal response provided in red): A member noted that the policy refers to groups performing, “as authorized by the Superintendent’s regulations,” but he does not see any regulations attached to the policy. He suggested that phrase be removed and “consistent with Board guidelines and related regulations” be inserted instead, since the policies are more Board purview. **Legal suggests deleting “as authorized by the Superintendent’s regulations” and instead inserting “consistent with all applicable Board policies and related administrative regulations.”**

1321

Community Relations

Public Performances by Students

The Board of Education recognizes the educational value from student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education when they don’t interfere unduly with other educational activities or programs. Such participation shall be fully supported by the teachers and no student shall suffer any penalty for his/her participation in such activities.

School groups may, as authorized by Superintendent's regulations, participate in local public events.

Policy adopted:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Contests for Students

Contests and competitions for the students may be considered for approval by the Superintendent on recommendation of the building administration. The following criteria are to be considered in determining whether or not approval may be given:

1. The contest is educationally sound and worthy.
2. The contest is stimulating to the student and school and desirable for both.
3. The contest must not place an undue burden on the students, families, teachers, and the school.
4. The contest is not commercial or sectarian.
5. The contest will not take students from school unnecessarily.
6. Participation from state and national principal groups are considered.
7. For secondary school contests, from the list of approved contests published by the Connecticut Association of Schools.

Policy adopted:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Gifts to Students

The Superintendent must approve gifts to students of trophies, prizes or awards from persons or organizations not connected with the schools intended to be presented on school grounds or at any school sponsored activity. While the Board welcomes and encourages public support of excellence in the schools, all trophies, prizes and awards must conform to the policy of the Board of Education and the corresponding administrative regulations providing for awards.

(cf. 5126 - Awards for Achievement)

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Fund-Raising by Students

Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.

Fund-raising shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

Each Principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fund-raising activities being conducted in the schools.

Fund-Raising In and For The Schools

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.
- The mechanics and procedures of fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.

Community Relations

Fund-Raising In and For The Schools

- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.
- Students in grades K-5 shall not be asked to solicit outside of their home.

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Advertising and Promotion

The Board of Education has a responsibility to protect students from possible exploitation by private interests through exposure to advertising within the school environment. Because marketing and promotional materials are a pervasive element in our culture, it is unfeasible to strictly prohibit the indirect or incidental advertisement of products and services to students and parents. Any advertising by the school, staff or affiliated organizations must be done in a thoughtful, careful and tasteful manner consistent with the educational goals of the district and in the best interests of the students. The Superintendent of Schools must approve any advertising by private interests in school district facilities or on school district property. The approval of such advertising does not imply that the Board endorses the product, services or item being advertised. In addition, approval must be consistent with the educational interests of the students as well as the requirements of other Board policies. Any approval will state precisely where such advertising may be placed. Advertising by private interests will not be allowed outside the specific area approved by the Board of Education.

The Superintendent of Schools shall develop and implement regulations regarding the appropriate use of advertising and promotion within the schools.

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy revised: November 10, 2009
Policy reviewed: October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

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:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut