

NEW MILFORD BOARD OF EDUCATION

**New Milford Public Schools
50 East Street
New Milford, Connecticut 06776**

**POLICY SUB-COMMITTEE
MEETING NOTICE**

DATE: December 4, 2018
TIME: 6:45 P.M.
PLACE: Lillis Administration Building - Rm. 2

RECEIVED
TOWN CLERK
2018 NOV 30 P 12:11
CT
NEW MILFORD, CT

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. 1322 Contests for Students
- 2. 1323 Gifts to Students
- 3. 1324 Fund-Raising by Students
- 4. 1325 Advertising and Promotion
- 5. 1326 Solicitations by Staff Members
- 6. 1330 Use of School Facilities
- 7. 1331 Smoking
- 8. 1350 Senior Citizens' Benefits
- 9. 1411 Relations with Police Authorities
- 10. 1412 Fire Department
- 11. 1430/1440 State and Federal Aid
- 12. 1620/1640 Relations with Private Schools, Colleges and Universities
- 13. 1700 Possession of Firearms on School Property Prohibited

4. Public Comment

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5. Adjourn

**Sub-Committee Members: J.T. Schemm, Chairperson
Joseph Failla
Wendy Faulenbach
Tammy McInerney**

**Alternates: Brian McCauley
Bill Dahl**

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

FOR DISCUSSION

1324(a)

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

FOR DISCUSSION

1330(a)

Community Relations

Use of School Facilities

As the schools of the community have been built with public funds and are supported by the citizens of the community, it is the desire of the Board of Education to make school facilities available to community organizations when consistent with the provisions of the General Statutes of the State of Connecticut, ordinances of the Town of New Milford, Internal Revenue Code Requirements for facilities whose construction was funded by tax exempt bonds and good management.

It is the policy of the Board to facilitate and encourage the use of school facilities by the public and to manage the use of school facilities to assure that the use of school facilities does not interfere with or otherwise disrupt the proper operation of the schools.

“School facilities” shall be defined as all school property, including land, buildings, equipment, and systems of and surrounding a facility operated by the Board of Education. The use of school facilities is under the control and supervision of the Facilities Manager who shall be responsible to assure the use of school facilities shall be limited to those activities that do not infringe upon or in anyway interfere with the operation of the schools and the best interests of the Board of Education. Exceptions to the standards and regulations of this policy and appeals may be directed to the Superintendent of Schools and the Board of Education as appropriate.

1. The Board of Education may permit the use of school facilities for the following purposes:
 - a. instructions in any branch of education or the arts;
 - b. holding social, civic, and recreational meetings and entertainment;
 - c. meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for clearly designated educational, civic, or charitable purpose;
 - d. commercially sponsored meetings and entertainment purposed where admission fees are charged, provided that the sponsoring organization shall pay a fee to the Board of Education which fully covers utility costs and building depreciation as well as the usual custodial charges; and
 - e. religious services during non-school hours.

Community Relations

Use of School Facilities (continued)

2. An organization may request use of a particular facility for a period of time not to exceed six (6) months. When more than one organization requests the use of a particular facility at the same time, the Superintendent of Schools shall discuss the matter with the organizations involved in the conflict and attempt to work out a mutually satisfactory compromise. If a compromise cannot be arranged, priority shall be given to:
 - a. the organization that will make best use of the facility in terms of the number of people to be served, and/or the lack of an equivalent program in the community;
 - b. the organizations currently using the facility; and
 - c. the organization wishing to expand existing activities conducted in that facility.
3. Use of school buildings may be denied by the Board of Education to the extent permitted by law. The Superintendent of Schools or his/her designee will represent the Board in granting provisional permission for use of school facilities.
4. Organizations that use school facilities for
 - a. commercial purposes,
 - b. fund-raising activities other than those sponsored by local nonprofit organizations,
 - c. classroom instruction for which tuition is charged, other than those sponsored by municipal, state or local agencies, or
 - d. political/advocacy groups or religious services, including groups engaged in fundraising to support political candidates or issues or religious organizations, will be required to recompense the Town at an established rate to be set annually by the Board of Education which covers expenses incurred for lighting, heating, and general building maintenance. Prepayment of fees will be required. The PTO and other parent and student groups who use school facilities to raise funds for school-related purposes will be exempt from this requirement.

Community Relations

Use of School Facilities (continued)

5. When use of a school facility requires overtime pay to a custodian, kitchen worker or other school employee, the organization using the facility will be required to reimburse the school system for the overtime payment, plus any applicable employee benefits. The employee will enter the time worked on his time card and the central office in turn will bill the users for the overtime payment.
6. The administration has the responsibility to determine that an area is being used efficiently. If participation approaches minimal numbers, the approval may be withdrawn by the Superintendent or his/her designee.
7. Approval of the Application for Building Use may be withdrawn for non-compliance with any of the following rules or for failure to make payment.
 - a. Smoking is not permitted anywhere within the school building. In the event that smoking on stage is part of a program, the applicants will be required to obtain the written permission of the Town Fire Marshall. All organizations using this facility for a public function will announce that, in accordance with Section 31-22 of the NFPA 101 Code, there will be no smoking permitted. Further, notification will be given regarding the location of all emergency fire exits.
 - b. All exit lights must be lit during a program. No exit may be blocked.
 - c. Any organization may be required to obtain the services of police officers or firemen if such is considered necessary for the protection of school property and/or for traffic safety. All organizations requesting use of facilities for activities where attendance estimates exceed one hundred (100) people are required to obtain the services of a police officer or fireman to supervise traffic and enforce parking regulations.
 - d. It is expected that the facilities will be left clean and neat after use. All organizations will be held responsible for the proper care and use of facilities and will be charged for any damage to buildings or equipment as a result of their usage.
 - e. No school owned equipment may be installed or operated by the using agency but must be operated and under the control of school appointed personnel. Since the use of the High School Auditorium may require technical knowledge, it is necessary that an "Application for Use of High School Auditorium" form be prepared in quadruplicate. While any of the technical facilities that are part of the

Community Relations

Use of School Facilities (continued)

auditorium and stage are available to an approved organization for use, only authorized school personnel will be permitted to operate such facilities.

- f. If the program is primarily intended for children under the age of 18 years, the school administration will require the sponsoring agency to provide adult supervision. The names of supervisors must be submitted in advance. The number of supervisors will be determined by the school administration.
- g. No nails, screws or other fastening devices may be applied to any part of the school building. This applies to stage floors in particular.
- h. Any group or organization using the school facilities shall be responsible for injury, damage of any kind and theft. Said groups or organizations agree to indemnify and save the Board of Education and the Town of New Milford harmless from any damage, loss, or expense or liability of any kind resulting from or arising out of said use.
- i. Organizations wishing to use school facilities must first present in writing proof of proper insurance which will cover any liability that might be claimed against the Board for any occurrence resulting from said use with a save harmless clause protecting the Board, along with coverage for any damage or theft.
- j. Fixed kitchen equipment may not be used without an employee of the school lunch program in attendance.
- k. Requests for use of a particular facility on a regular basis may not be submitted prior to January 1 for a summer activity or prior to June 1 for a fall, winter and/or spring activity.
- l. The person responsible for the organization shall inspect the areas of planned use before and after their use in the company of the assigned custodian. The custodian will note any problems seen on the pre and post use inspection. Users will be responsible for conditions noted after use which were not present on the pre use inspection.

Community Relations

Use of School Facilities (continued)

- m. The use of shower or locker facilities at the middle school and high school will be permitted if the group requesting use can vacate these spaces no later than 10 p.m. If the spaces are not vacated by that time the groups involved will receive additional charges for overtime use.
- n. Any group using the facilities past 11 p.m. will be billed for overtime custodial charges.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Smoking

The Board of Education is convinced, on the basis of substantial scientific and medical evidence, that smoking poses a serious hazard to the health of smokers and non-smokers alike. In addition, the Board believes that a school system, as an institution committed to the positive growth and development of young people that it serves.

For the purpose of this policy, the term "smoking" includes the use of vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor.

Students

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

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

It is the policy of the Board of Education, consistent with Connecticut General Statutes, to prohibit smoking within school buildings at all times, and to prohibit smoking on school grounds while school is in session or student activities are conducted. 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.

Legal Reference: Connecticut General Statutes
 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
 21a-242 Schedules of controlled substances.
 53-198 No smoking on buses
 14-275c-2 Regulations of Department of Transportation
 Public Act 14-76, "An Act Concerning the Governor's Recommendations
 Regarding Electronic Nicotine Delivery Systems and Youth Smoking
 Prevention."

Policy adopted:	May 7, 2001	NEW MILFORD PUBLIC SCHOOLS
Policy revised:	December 10, 2002	New Milford, Connecticut
Policy revised:	June 9, 2009	
Policy reviewed:	October 15, 2013	
Policy revised:	October 14, 2014	

Community Relations

Senior Citizens' Benefits

The Board of Education recognizes the contribution senior citizens have made to the support of education and wishes to encourage their continued support and participation in school sponsored events.

To this end, the Board of Education offers to any senior citizen 60 years of age or older a 50% discount on the admission to any school sponsored activity such as athletic functions or musical events.

A free season ticket to school events shall be available to senior citizens who are town residents and 65 years of age or over. The senior citizen pass shall be valid only for the person to whom issued and shall entitle the authorized person free admission to school sponsored activities such as athletic functions and musical events. The senior citizen pass will be available at the central administration office.

The Board of Education also encourages booster organizations and parent groups which sponsor school events to offer discounts to senior citizens whenever possible.

Policy adopted:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Relations With Police Authorities

It is the policy of the Board to cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time, the school system has the responsibility for the welfare of the students while they are in the care of the schools. To carry out this responsibility, school officials should observe the following:

A student is not immunized from the law because of his status as a student, nor is the school building a sanctuary from the law or the proper actions of law enforcement personnel. Whenever the police is in "hot pursuit" of a person suspected of criminal activity based upon probable cause to believe that a crime has been committed or when they have a search warrant or an arrest warrant, they shall be admitted in the exercise of their designated authority.

In other situations, however, the interest of the individual, the students at large, and the school community may best be served by entrusting primary responsibility for the maintenance or order to school personnel. The Principal shall have the authority, except as noted above, to exclude the police from the school when police intervention is considered unwarranted.

Questioning Of Students By Police

The questioning of students by the police will be conducted with strict regard for the constitutional rights of the student to remain silent. Notice of these rights should be given to students by the police as standing procedure.

Incident On School Grounds - Questioning Complainant And Witnesses

The school administration retains the right to question student witnesses when conducting any investigation into misconduct, and need not obtain parental consent. However, a Principal or his/her designee may request an investigation by the police of an incident which occurred on school grounds or otherwise affects the operations of the schools. In such an instance, when the police are interviewing or are taking statements from a student complainant and/or witness who is not a suspect, it is for the police to notify the parent or guardian and invite the parent or guardian to be present, if the police so choose. If the parent or guardian is unable to be present, the Principal or his/her delegate will be present. In addition, even if a parent or guardian is present, the school administration may be permitted to be present.

Community Relations

Relations with Police Authorities (continued)

Questioning Suspect

The school administration retains the right to question student witnesses when conducting any investigation into misconduct, and need not obtain parental consent. When the identification of the student(s) involved has been made and the police wish to question them, the Principal shall notify the parent(s) or guardian(s) and request that they be present during the questioning.

1. If the investigation deals with matters of public safety which require speedy investigation, and the parents cannot be reached, or cannot be present, then the Principal or his/her delegate must be present during the questioning. In addition, even if a parent or guardian is present, the school administration may still be permitted to be present.
2. If the investigation deals with incidents other than those involving public safety, the questioning of the students will be delayed until the parent is present.

Incident In The Community

Police questioning of students concerning incidents which occur in the community will normally not be done on school grounds except that in matters dealing with public safety and the community interest, the procedures in #1 above will be followed.

Removal Of Student By Police

Whenever the police remove a student from school premises, the Principal shall contact the student's parents and inform them that the student has been removed from school premises and is in the custody of the police.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules.
 53a-185 Loitering in or about school grounds: Class C Misdemeanor
 54-76j Disposition upon adjudication as youthful offender.

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

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

Community Relations

Fire Department

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

1. Establish and maintain relationships with the local Fire Marshal 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.

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

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

(cf. 6114 Emergencies and Disaster Preparedness)

Policy adopted:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

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:
Policy reviewed:

May 7, 2001
October 15, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Relations With Private Schools, Colleges and Universities

The District will cooperate with private schools, colleges and universities concerning student records and references in accordance with the law. Except as authorized by law, the written consent of the parent or the eligible student is required before confidential student information may be disclosed. The written consent must specify permission for disclosure, the purpose of the disclosure and the person to whom the records are to be disclosed.

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

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

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Community Relations

Possession of Firearms on School Property Prohibited

The New Milford Board of Education prohibits all persons who are in possession of a firearm from entering school property, except those persons specifically authorized to do so by state or federal law and in accordance with the provisions of this policy. This prohibition includes individuals who are otherwise in lawful possession of an unloaded firearm and traversing school property for the purpose of gaining access to lands open to hunting or other lawful purposes. The prohibition does not apply to police officers on duty, qualified school resource officers who are authorized by the Board to carry a weapon in furtherance of their duties or state motor vehicle inspectors while engaged in performance of their official duties.

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

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

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder.

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty.

53a-3 Definitions.

53a-217b Possession of a weapon on school grounds. Class D felony.

Public Act 16-55: An Act Concerning Recommendations by the Department of Motor Vehicles Regarding Hazardous Materials, Car Dealers, Electronic Registration, Student Transportation Vehicle Operators, Diversion Programs, Motor Vehicle Inspectors and Minor Revisions to the Motor Vehicle Statutes

Policy adopted: May 7, 2001
Policy revised: May 13, 2014
Policy revised: October 18, 2016

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut