

SIMSBURY BOARD OF EDUCATION  
REGULAR MEETING  
February 8, 2022  
BOE Conference Room

6:30 p.m.  
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC AUDIENCE
- IV. COMMITTEE REPORTS/BOE COMMUNICATIONS
- V. RECOMMENDED ACTIONS
  - A. Approval of Minutes of January 25, 2022 Meeting EXHIBIT I
  - B. Personnel EXHIBIT II
  - C. Adoption of Six Year Capital Improvement Plan EXHIBIT III
- VI. INFORMATION AND REPORTS
  - A. 2022-23 Budget EXHIBIT IV
    - Superintendent's Budget
    - Non-Public School Budget
  - D. Quarterly Budget Report EXHIBIT V
  - E. Policy Second Reading EXHIBIT VI
- VII. PUBLIC AUDIENCE
- VIII. EXECUTIVE SESSION

It is anticipated the Board of Education will enter Executive Session to discuss a collective bargaining matter.
- IX. FUTURE BUSINESS
  - A. Next Board Meeting, **Wednesday**, February 23, 2022,  
Central School

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**TOWN OF SIMSBURY  
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

January 25, 2022

Ms. Susan Salina called the meeting to order at 6:30 p.m. in the Squadron Line School Library Media Center.

Roll Call:

**Members present:** Mmes. Susan Salina, Tara Willerup, Jen Batchelar and Sharon Thomas. Messrs. Todd Burrick and Brian Watson.

**Members absent:** Mrs. Lydia Tedone and Mr. Jeff Tindall.

**Also present:** Superintendent Matt Curtis, Assistant Superintendent Sue Homrok-Lemke, Assistant Superintendent Neil Sullivan, Director of Finance Amy Meriwether, BOE Student Representative Alex Picoult and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

**Lori Boyko**, 15 Oak Hurst Road, referred to Dwight Eisenhower's farewell speech and his statements on the importance of balance. She stated that when you insist on students wearing masks they lose things. Ms. Boyko stated that the research she has done indicates masks are less than 10% helpful in the transmission of COVID. She noted the tradeoff for wearing masks is causing anxiety and delays in children.

COMMITTEE REPORTS/BOE COMMUNICATIONS

Mr. Picoult reported on activities at the high school including sports, the winter musical and mid-term exams. He noted activities at the elementary schools and stated that staff from HJMS will be visiting each of the elementary schools to talk with 6<sup>th</sup> graders about course selection at the middle school.

Ms. Lemke reported that the SAT is going digital next year and staff at SHS is participating in training on February 8. Mr. Curtis noted the budget binders have been distributed to board members. He stated he is encouraged by the COVID data trends which are heading downward. Mr. Curtis pointed out Governor Lamont's executive powers end mid-February and we will monitor the dialog with the legislature as to whether some of these mandates will become local decisions.

RECOMMENDED ACTIONS

A. Approval of Minutes of January 11, 2022 Meeting

Ms. Willerup: MOVE to approve the minutes of the January 11, 2022 meeting.

Mr. Watson: Seconded. So moved.

INFORMATION AND REPORTS

A. Squadron Line School Report

Principal Meg Evans opened the presentation, "How Squadron Line SHINES

Public Audience

Communications

Approval of  
Minutes of  
January 11,  
2022 Meeting

Squadron Line  
School Report

Especially During a Pandemic". She discussed the goals of Squadron Line based on the Vision of a Graduate and BOE goals. This year's goals are (1) back to basics with instruction and monitoring student growth, and (2) school culture and emotional support.

Assistant Principal Nysheria Sims-Oliver noted that Squadron Line turns 50 this year. She presented video of students and staff celebrating this event. Ms. Sims-Oliver spoke about the Squadron Line Storybook Pumpkin Stroll that takes place each October. Ms. Evans noted the schools Veterans Day celebration and car parade, as well as PJ day in December in support of children with cancer.

Ms. Sims-Oliver stated that Squadron Line is holding a book swap for students this month. More than 3500 books have been collected from families and students will be permitted to choose 3 books to take home. Ms. Evans addressed social and emotional learning at Squadron Line and the work of teachers to take the temperature of students' emotions and impact during the day. She presented video of feedback around social and emotional learning from staff and students. Ms. Evans thanked the board for their support.

#### B. 2022-23 Budget

#### 2022-23 Budget

Mr. Sullivan provided historical data on enrollment and staffing. He noted that there has been a reduction of almost 47 positions since the highest period of enrollment in 2008-09. Mr. Sullivan addressed elementary classroom teacher staffing. He pointed out that projected staffing for next year is similar to staffing in 2012-13 when the number of elementary students was similar.

Mr. Sullivan discussed elementary staffing in more detail. He stated projections for 2022-23 allow for flat classroom staffing, particularly due to the addition of several sections late last summer. There is a need to monitor some larger classes at Squadron Line, Latimer Lane and Tootin' Hills. Mr. Sullivan noted that the Kindergarten enrollment numbers are starting at a reasonable level, and are not as big as last year. He stated that the intervention and support structures have been rebuilt and math tutors were added. The 2022-23 personnel requests are focused on Special Education needs in the areas of mental health and leadership structure.

Mr. Sullivan reviewed the elementary staffing requests in the 2022-23 budget. The addition of 2 social workers will create a dedicated social worker at each elementary school to address emerging mental health issues exacerbated by the pandemic. A change in the special education leadership structure with the addition of 1 leadership position will create 3 department supervisor positions that are more building based with one at Squadron Line, one at Tariffville and Latimer Lane, and one at Central and Tootin' Hills. This change includes the reallocation of 2 current leadership positions. Mr. Sullivan stated the addition of 1 special education teacher is enrollment driven and needed to address large caseloads. This position will be located .5 at Squadron Line and .5 at Latimer Lane. He stated the addition of 1 Speech & Language Pathologist is needed to address large caseloads in PreK and the lower grades. The district is currently using some contracted services to meet those needs. Mr. Sullivan reviewed the funding sources for each of these positions. Four of these positions will be funded through grants, with the Speech & Language Pathologist funded through the operating budget.

Mr. Burrick requested a list of the current positions by school, as well as the proposed changes based on these budget requests. Ms. Thomas asked if there is specific number that is appropriate for number of caseloads. Ms. Lemke responded that it depends on the intensity of the case, but currently a caseworker manages a number in the twenties.

Mr. Sullivan addressed staffing at HJMS. He stated that staffing has decreased as enrollment has decreased. There will be a change in the team structure due to the smaller 6<sup>th</sup> grade moving into 7<sup>th</sup> grade. 7<sup>th</sup> grade will have 2.6 teams and 8<sup>th</sup> grade will have 3.0 teams. Mr. Sullivan addressed staffing at SHS. He noted that there has been a significant decrease in staffing as enrollment numbers have declined. Mr. Sullivan stated that the district takes a hard look at every retirement to find efficiencies.

Mr. Sullivan reviewed the secondary staffing requests in the 2022-23 budget. No additional staff is being requested at HJMS. The school will continue to maintain the PE/Health everyday experience that was implemented in 2020-21. Class sizes should improve with the re-balancing of the teams. The school administration is committed to offering full after-school programming next year. Mr. Sullivan stated that SHS has requested 1 FTE for capstone support. The exact needs for this proposed position will be known after course selection. The request for an additional School Psychologist at SHS is to address the issue of increased evaluations and testing at both SHS and HJMS. Mr. Sullivan noted that there will be staffing challenges in World Language and Black & Latino Studies at SHS, but this will not have a large budget impact.

Mr. Sullivan addressed additional considerations for district staffing. He discussed the substitute shortage and the need to increase the use of building substitutes and raise rates by 10% in order to be competitive. He noted that principals have asked for additional summer secretarial support for special projects. We will continue to examine retirements and resignations of paraeducators as an offset to the special education certified staffing requests. Mr. Sullivan stated that a pay increase for non-union paraeducators is necessary as we push up against the minimum wage. Nutrition Services and SEED will also need to address this through their budgets as well. Mr. Sullivan stated he is analyzing custodial and nurse overtime which has been affected by the inability to get custodial substitutes right now, and the prior need for COVID contact tracing. Mr. Sullivan reviewed the overall personnel budget themes.

Ms. Batchelar asked why, with the increased elementary enrollment of 90 students, do teachers not need to be added to the budget. Mr. Sullivan responded that due to the addition of positions last summer, class size can be accommodated next year without adding staff. Mr. Curtis noted that there will be a reduction in the number of Kindergarten students next year.

Ms. Batchelar asked why additional capstone support is necessary when many students can qualify for their capstone through existing learning clusters. Mr. Sullivan responded that once course enrollment at SHS is complete, a determination can be made as to whether this position is necessary. Ms. Batchelar questioned the additional support for World Language. Ms. Lemke explained that the district would like to replace the online Chinese courses with in-person instruction. She stated we are speaking with neighboring districts about sharing this role and also speaking with

the American School for the Deaf about our Sign Language course.

Mr. Burrick questioned how, if we are using \$800,000 in grant funding, can these new positions be funded over the long term. Ms. Meriwether responded that the plan to fund the cliff over 3 years will be reviewed during the budget workshop.

### C. Policy First Reading

Mr. Sullivan reviewed the proposed additions to the Community 1000 Series. The subject of how we use technology for district communications will be brought forward as a new policy later this year after further review by the Director of Instructional Technology.

### PUBLIC AUDIENCE

**Lori Boyko**, 15 Oak Hurst Road, asked for confirmation that the board policies address other types of electronic delivery systems in addition to tobacco. She noted that the funding used for additional administrators may be better used to fund the needs of the school system that are outlined in the budget proposal.

### EXECUTIVE SESSION

Mr. Burrick: MOVE to enter Executive Session and include the Superintendent at 8:05 p.m.

Ms. Batchelar: Seconded. So moved.

### ADJOURNMENT

Mr. Burrick: MOVE to adjourn the meeting at 8:46 p.m.

Ms. Willerup: Seconded. So moved.

\_\_\_\_\_  
Jennifer Batchelar  
Secretary

\_\_\_\_\_  
Katie Wilde  
Recording Secretary

Policy First  
Reading

Public Audience

Executive  
Session

Adjournment

MEMORANDUM TO: Members of the Board of Education  
 FROM: Matthew T. Curtis  
 DATE: February 15, 2022  
 RE: Personnel Recommendations

### **I. Resignation**

#### **Lesley Turner**

Assignment Grade 4, Tootin' Hills  
 Simsbury Exp 17.5 years  
 Effective February 18, 2022

#### **BOARD MOTION:**

"MOVE that the Board of Education accept the resignation of Lesley Turner effective February 18, 2022."

### **II. Retirement**

#### **Jan Hanlon**

Assignment School Psychologist  
 Simsbury Exp 17.5 years  
 Effective June 30, 2022

#### **BOARD MOTION:**

"MOVE that the Board of Education accept the retirement of Jan Hanlon effective June 30, 2022."

### **III. Appointment**

#### **Marisa Nelson**

Education BSW, Salve Regina University  
 MSW, Fordham University  
 Experience 7.5 years  
 Salary Schedule 6<sup>th</sup> year, Step 8  
 Assignment Social Worker  
 Effective February 14, 2022

MTC:cdf

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew Curtis  
Superintendent of Schools

DATE: February 8, 2022

RE: Approval of 6 Year Capital Improvement Plan

Attached you will find the administration's recommended Six Year Capital Improvement Plan (2023-2028) based our discussions with the board which began in October.

Specifically, the following projects in the first year of the plan would be potentially funded in the upcoming budget year 2022-23:

- |  |             |
|--|-------------|
| • CN & TV - Partial Roof Replacements          | \$1,370,000 |
| • District Climate Control Improvements        | \$1,650,000 |
| • Central Electrical Improvements              | \$250,000   |
| • TH & SQ - Plumbing Improvements              | \$2,025,000 |
| • District Network Infrastructure Improvements | 400,000     |

One of the three roof sections at Central school is 25 years old and at the end of its life expectancy. Two of the four roof sections at Tariffville school are 25 years old and at the end of their life expectancies.

\$1.2M from the American Rescue Plan Act (ARPA) coupled with \$450K from the capital improvement budget can address indoor air quality issues district-wide, such as the remaining SHS 3<sup>rd</sup> floor classrooms that lack air conditioning.

The Facilities Master Plan identifies several areas where Mechanical, Electrical, and Plumbing (MEP) components in use today were part of a school's original construction. In some cases, these components are decades beyond their life expectancies. Some electrical panels at Central, and some plumbing components at Tootin' Hills and Squadron Line should be replaced.

Historically the town has provided \$400K for network infrastructure improvements every other year. This year that fund should be applied to (1) updating our Aruba wireless networking system which was originally installed in 2010, (2) replacing networking equipment such as switches and battery backups, and (3) improvements to the server room's electrical and cooling systems.

Additional meetings with Town of Simsbury staff will be needed to attempt to make all projects fit under the BOF debt guideline.

## **EXHIBIT III**

With the Town Charter requirement of February 15 as the Board of Education submission deadline of our Six Year Capital Improvement Plan to the Town Manager and Board of Selectman, the administration requests action on the following motion:

“MOVE that the Board of Education Six Year Capital Improvement Plan for the period 2023-2028 be adopted.”



MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: February 8, 2022

RE: Superintendent's 2022-23 Budget

Tonight I will present the proposed 2022-23 Superintendent's Budget. The presentation will address the budget context, balancing fiscal reality and a vision for continuous improvement, financial drivers of the 2022-23 budget, and the funding necessary to address the needs of the school system.

At the meeting you will receive information for your Budget Development Binders relative to the 2022-23 non-public school budget, as well as this evening's budget presentation.

Adoption of the 2022-23 public school and non-public school budget will be brought forward to the board at the February 23, 2022 meeting.

MTC:kdw

TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

RE: Financial Report/Quarterly Budget Analysis

DATE: February 8, 2022

Below is the second quarter budget analysis of the Simsbury Public Schools for the fiscal year 2021-22.

## Revenues

Below is a summary of the District's State grant awards:

- **Open Choice Academic and Social Support** – Funding is used to promote academic and social success for students participating in the Hartford Region Choice program. Simsbury was awarded \$196,900 in the current fiscal year, an increase of \$10,275 compared to the prior fiscal year.
- **Open Choice Attendance & Early Learning** - Funding is used to support salaries and benefits for 7 FTE certified staff, tutors, magnet school tuitions, additional Choice student supports, equipment and preschool development. Simsbury's current year entitlement, based on the district's 10/1/21 enrollment, will be \$1,463,000, a decrease of \$49,000 compared to the prior fiscal year's original entitlement received.
- **Special Education Placements & Excess Cost** – Funding is provided to reimburse the District for special education costs in excess of 4.5 times the cost of educating a regular education student. In January, Simsbury received its current year preliminary award of \$1,827,564, a decrease of \$46,963.
- **Adult Education** – Funding to support Connecticut mandated adult education programs administered by the District. In January, Simsbury received its current year preliminary award of \$15,365, an increase of \$791.
- **Talent Development (TEAM)** – Funding provides partial reimbursement for TEAM mentor stipends. The current year award is not, as yet, determined. The prior year award totaled \$4,302.
- **Private School Health Services** – Funding to support private school health services provided by the District's health services staff as required by Connecticut statute. In January, Simsbury received its current year final award of \$20,940, an increase of \$2,231.

Below is a summary of the District's Federal grant awards:

- **Title I – Improving Basic Programs** – Funding is used to pay for tutor costs as well as instructional materials and equipment. Simsbury received its final award of \$118,334 in the current fiscal year, a decrease of \$10,833 compared to the prior fiscal year.
- **Title II Part A – Teacher Quality** – Funding is used to recruit and retain highly qualified teachers and provide professional development teachers and principals. Simsbury received its final award of \$56,603 in the current fiscal year, a decrease of \$6,951 compared to the prior fiscal year.
- **Title III Part A – English Language Acquisition** - Funding is used to assist students whose native language is other than English in order to obtain English proficiency and literacy. Simsbury received its final award of \$9,461 in the current fiscal year, an increase of \$1,066 compared to the prior fiscal year.
- **Title IV, Part A – Student Support & Academic Enrichment** – Funding is used to (1) provide all students with access to a well-rounded education, (2) improve school conditions for student learning and (3) improve the use of technology in order to improve the academic achievement and digital literacy of all students. Simsbury received its final award of \$10,000 in the current fiscal year. No change from prior year funding.
- **IDEA – Part B and Pre-School** - Funding is used to support the education of identified students; salaries for teaching and support staff, professional development, outside consulting, tutoring services, instructional supplies and equipment, and technology licensing. Simsbury has received a final award of \$1,078,691 in the current fiscal year, an increase of \$33,035 compared to the prior fiscal year.

- **Carl Perkins** – Funding is used to develop the academic, career and technical skills of secondary students who elect to enroll in career and technical education programs. Specific expenditures supported by the grant include substitute coverage for professional development, student transportation and equipment. Simsbury was awarded \$30,441 in the current fiscal year, an increase of \$1,255 compared to the prior fiscal year.
- **American Rescue Plan (ARP) IDEA** – Funding will be used for mental health and behavioral support services, literacy trainings, testing and assessment materials, professional development and additional assistive technology. Simsbury has received a final award of \$245,128 and the grant period is from July 1, 2021 through June 30, 2023.
- **American Rescue Plan (ARP) ESSER** – Funding will be used for elementary and secondary staff costs and material relating to 2021 – 2023 regular school years and 2021 – 2023 summer intervention programs, professional development costs associated with social emotional learning and Equity Council recommendations, and technology equipment and software enhancements. Simsbury has received an award of \$967,121 and the grant period is from March 13, 2020 – September 30, 2024.
- **Emergency Connectivity Funding** – Funding will be used for (820) Chromebooks and (12) Hot Spot connections. The District received an award of \$262,667 through the District's E-rate On-Line program.
- **Medicaid School Based Child Health Program** – Section 51 of PA17-2 mandates the district's participation in the Medicaid School Based Child Health Program. Net reimbursements are approximately \$20,000 annually.

## Expenditures

<b><u>General Fund</u></b>	<b><u>2021-22 Revised Budget</u></b>	<b><u>2021-22 YTD Expenditures</u></b>	<b><u>2020-21 YTD Expenditures</u></b>	<b><u>2021-22 % Spent</u></b>	<b><u>2020-21 % Spent</u></b>
General Control	2,140,669.00	1,151,222.61	1,215,928.04	53.78%	54.76%
Instruction	45,567,691.00	20,485,936.31	19,831,229.76	44.96%	44.49%
Health Services	720,313.00	345,165.37	335,362.21	47.92%	46.08%
Pupil Transportation	2,789,676.00	1,195,635.60	1,230,004.98	42.86%	47.81%
Operation of Plant	4,957,857.00	2,446,446.65	2,486,528.69	49.34%	51.50%
Maint of Plant/Equipment	1,236,649.00	876,549.48	906,340.44	70.88%	71.00%
Insurance/Pension	14,245,726.00	7,694,234.77	7,695,290.52	54.01%	56.60%
Food Services	8,896.00	8,896.00	8,895.00	100.00%	100.00%
Student Body Activities	675,906.00	228,291.12	196,563.57	33.78%	28.57%
Community Services	32,563.00	7,330.81	1,083.95	22.51%	3.33%
Equipment-New/Replace	88,984.00	88,984.00	147,680.00	100.00%	100.00%
Out of District Tuition	1,417,000.00	1,055,785.40	1,077,466.46	74.51%	76.04%
<b>Total Public Budget</b>	<b>73,881,930</b>	<b>35,584,478</b>	<b>35,132,374</b>	<b>48.16%</b>	<b>99.67%</b>
Total Non-Public Budget	564,650	288,671	312,131	51.12%	56.55%
<b>Total General Fund</b>	<b>74,446,580</b>	<b>35,873,149</b>	<b>35,444,504</b>	<b>48.19%</b>	<b>52.88%</b>

General Control – Decrease in spending is mainly from timing of vendor payments. In particular, the rate of spending on advertising to fill positions was higher in the prior year than the current year, there were COVID expenditures in the prior year that were non-recurring in the current year and audit and legal expenditures were higher at this time last year compared to the current year.

Health Services – Increase in spending is due to increased overtime and need for substitute nurses to address the impact of COVID as school was open in person from the start of the school year unlike that of the prior year where learning was hybrid.

Transportation – Decreased expenditures are a result of “regular” transportation payments in the current year compared to the prior year. In the prior year the bus contract with Salter’s was renegotiated due to COVID to help support their operations in the summer months.

Operation of Plant – Decreased expenditures are related to the increased COVID expenditures, including, custodial staff time at the start of the school year in the prior year to open schools accommodating both a hybrid and in person learning model.

Student Body Activities – Increase in spending is related to athletics trainer services that were provided in the current year that did not start in the prior year until later in the school year due to COVID.

Community Services – Increase in spending relates to custodial staff time in the current year that didn’t happen in the prior year due to COVID and there being no use of School buildings for extra activities.

Out of District Tuition – Decrease in spending relates to the timing of payments to vendors.

#### **Enrollment Comparison 2021-22 to 2020-21**

<b>Grade</b>	<b>Actual 10/1/2021</b>	<b>Actual 10/1/2020</b>	<b>Difference</b>
K-6	2084	2018	66
7-8	643	633	10
9-12	1302	1309	-7
<b>Total</b>	<b>4029</b>	<b>3960</b>	<b>69</b>

#### **Staffing Comparison (FTE)**

	<b>2021-22</b>	<b>2020-21</b>
Certified Teaching Staff	377.49	377.67
Certified Administrators	19.00	18.00
Custodial/Maintenance	38.00	41.00
Nurses	10.67	10.67
Clerical/Paraprofessionals	144.48	150.89
Unaffiliated	43.56	45.56
Tutors	17.93	11.11
<b>Total</b>	<b>651.13</b>	<b>654.90</b>

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: February 8, 2022

RE: Policy Second Reading

As part of the Policy Committee's 10-year cycle to review full sections of the Policy Book, the Policy Committee this year reviewed the 1000 Community Series. No revisions to the existing 1000 Series are necessary at this time. The committee reviewed policies recommended by the CT Association of Boards of Education (CABE) for possible inclusion in our policy book. Policies related to our communication via automated calls and text messages are being reviewed further by our Technology Department and will be brought forward at a later time. At this time, the policies below are recommended for inclusion in our policy book.

- 1000 Community Series
  - 1100.7 Parent Portal Acceptable Use and Safety Policy
  - 1111 News Media Relationship
  - 1112 Distribution of Materials by Students
  - 1213 Conduct on School Property

A copy of the recommended policies has been provided to you this evening for your review. Following any discussion, these policies will be brought forward for adoption at the February 23<sup>rd</sup> Board of Education meeting.

MTC:kdw

**SIMSBURY BOARD OF EDUCATION**  
**POLICY SERIES 1000, COMMUNITY RELATIONS**  
*DRAFT*

**1000 CONCEPT AND ROLES IN COMMUNITY RELATIONS**

The Board of Education recognizes that the community shapes 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 but 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 and consider 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.
6. To invite community participation in school activities.

Adopted February 9, 2010

**1100 COMMUNICATIONS WITH THE PUBLIC**

General. The Board of Education believes it is important to inform the public about school curriculum, programs, and activities so citizens can participate in these programs. Concurrently, the school staff, administration, and Board of Education should be aware of the community's goals and concerns for its children so they may be given consideration in curriculum, program, and activity revisions.

To this end, the Board supports and encourages various means such

as publications, press releases, open houses, and other public events to disseminate school district information and to hear from the community.

Administration of the Community Relations Program. The community relations program shall be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools shall work with members of the Board of Education to conduct an active and comprehensive informational program throughout the school district.

Staff members shall be kept informed of community relations efforts, and their support and participation in such efforts shall be sought.

News of Board of Education Meetings and Activities. The Board of Education believes in the widest possible dissemination of news concerning the school and shall cooperate fully with the press, radio, and television to assure that news coverage is complete, balanced, and accurate. Board minutes policy are referenced in Bylaw 409.

Legal Reference:     Connecticut General Statutes  
                          10-13 Making of reproductions  
                          1-14 "Certified copy" defined. Evidence  
                          1-16 Reproductions  
                          1-17 Reproductions to serve purposes of originals  
                          1-18 Disposition of original documents  
                          1-200-1-241 Freedom of Information Act  
                          10-220 Duties of boards of education.

Adopted February 9, 2010

#### 1100.1 Parent Involvement

The Board of Education recognizes parents are important participants in the education of children. Parent involvement in a child's education is a major factor in improving school effectiveness, the quality of education, and a child's academic success. Therefore, the Simsbury Public School System will promote an environment in which parents are valued as primary influences in their children's lives and are essential partners in the education of their children.

Teachers, parents and administrators need to work together to ensure the success of all students. Communication is a key component in this collaboration. Thus, the Board of Education commits to the establishment of effective two-way communication between all parents/families and schools, respecting the diversity and differing needs of families.

Conditions in the home significantly influence a child's achievement in school. Parents and family members, as their primary teachers, play a vital role in the intellectual, social and emotional growth of their children. Thus, the Board of

Education is committed to support parent involvement programs, which include parent education, providing materials and activities that will assist parents/families in supporting classroom learning and their children's achievement. Assistance will be provided for parents in understanding the State's academic standards, assessments and how to monitor a child's progress.

Families need to be included in the workings of schools in many different ways, to make them feel an essential part of the educational process. Thus, the Board of Education will commit to seeing that the schools develop new and more meaningful ways for parents to be actively involved in their children's education.

Improved student achievement must be the shared responsibility and ultimate goal of parents, teachers, the school system as a whole and the community at large. The School System will follow a course of action that will make parent involvement an ongoing process that is viewed as a valuable resource in all children's education.

The District shall ensure that information communicated to parents is in an understandable format and is adaptable if needed. Parents will be consulted in order to achieve this goal.

\*Parent is defined as parent/legal guardian and/or other family members assuming responsibility for the student.

Legal Reference: Connecticut General Statutes  
10-221 Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290

#### 1100.11 Title I Parental Involvement

The Simsbury Board of Education endorses the parent involvement goals of Title I and encourages the regular participation of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the term "parent" also includes guardians and other family members involved in supervising the child's schooling.

The Superintendent or his/her designee will develop jointly with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation



and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals.

In addition to the required annual meeting, at least two additional meetings shall be held (at various times in the day or the evening) for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Timely information about programs provided under Title I;
2. A description and explanation of the curriculum in use in the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards. The School-Parent Compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I

program to meet the State's academic achievement standards;

3. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
4. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, Sec. 1118

Adopted June 14, 2016

#### 1100.2 Media Access to Students

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

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

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly and 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 students policy at the time of the student's registration and each fall in the student/parent handbook.

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)

1100.3 Photographing/Videotaping of Staff  
Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal.

Revised June 14, 2016

1100.4 Recognition of Students, Citizens, Staff Members, and Members of the Board of Education  
The Board of Education is committed to recognizing and honoring citizens, students, staff, and groups whose distinguished or exceptional achievements have benefited or which benefit the school system. Persons so honored shall include retiring staff and Board members. The Board may act through recognition at Board of Education meetings, letters of recognition, or other appropriate methods.

Adopted February 9, 2010

1100.5 Photographing/Videotaping of Students  
In relation to the district publications or website, when any student filmed or videotaped can be identified or is a primary subject of the filming or videotaping, the district will obtain prior written consent/release/waiver from the student's lawful custodian. (Reference Appendix A, Appendix B, and Appendix C.)

The district understands and encourages parents to take pictures of important events and programs their children participate in while enrolled in the Simsbury Public Schools. Parents must understand, however, that photographing or videotaping school activities is only permitted at the discretion of the administration. Generally, recording a school event is permissible. If recording or picture taking is

prohibited at a specific event, the administration will make an announcement indicating picture taking and/or recording is not permitted.

If pictures are taken, parents should refrain from rebroadcasting images to a general audience or public posting to the Internet, as the administration and many parents have concerns about dissemination of children's pictures via electronic media, particularly public disclosure on the Internet. If parents have any questions concerning this issue, they should contact the Assistant Superintendent for Administration.

Adopted June 14, 2016

1100.6

Visitors to School Buildings

The Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings if they have legitimate business in the schools, such as scheduled meetings, attendance at pre-planned school events, or other invitations from school staff. 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, complying with background checks that utilize available public databases, 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 schools 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.

Educational Observations – In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors, including parents, who wish to observe specific classroom practice to receive approval from the school Principal or his/her designee before being permitted to conduct such observations. The Board of Education reserves the right to limit visits in accordance with administrative regulations.

Revised March 23, 2021

1100.7

Parent Portal Acceptable Use and Safety Policy

The Simsbury Public Schools uses PowerSchool for student information management. This program has

developed a parent portal tool to allow parents/guardians to view the records of their child(ren) via the Internet. Simsbury Public Schools will provide parents/guardians of currently enrolled students the privilege of free access to the parent portal. Only parents or guardians of students enrolled in the district will be allowed access to the parent portal. The district reserves the right to deny or cease access to the parent portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

### **Purpose**

The district has opened the parent portal to enhance communication between the district and parents/guardians. Users of the parent portal will have access to the following information about their children:

1. Attendance
2. Student schedule
3. Grade book and assignments

The district reserves the right to add or remove any of the above functions from the parent portal at any time.

### **Use of the Parent Portal**

Access to the parent portal on the district's system is a privilege, not a right. Users of the parent portal are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data, the school, or the District network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use the parent portal for any illegal activity, including violation of data privacy laws.
5. Users who identify a security problem with the parent portal must notify the District's Technology Department/Central Office Administration immediately without demonstrating the problem to someone else.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically login to the parent portal.
8. Users identified as a security risk to the parent portal

or district's network will be denied access to the parent portal.

Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.

----- Legal Reference: Connecticut General Statutes -----

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

11-8a Retention, destruction and transfer of documents

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

46b-56 (e) Access to Records of Minors. Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Statutes

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

Dept. of Education 34 C.F.R. 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.

Adopted February 23, 2022

**1111 NEWS MEDIA RELATIONSHIP**

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.

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, 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

Adopted February 23, 2022

#### 1112 DISTRIBUTION OF MATERIALS BY STUDENTS

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

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

1. The materials relate to the school, community, local recreational or civic activities.

2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.

3. The materials do not promote any political party or candidate.

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

#### **Use of Students**

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

The Superintendent or his/her designee shall interpret this policy strictly. In case of differences regarding the decision, the decision of the Superintendent will be final in order that the best interests of the students will be served.

#### **Budget/Referendum Materials**

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

#### **Advertising in the Schools**

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the Superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

#### **Dissemination of Religious Materials**

Materials that have a religious content may be made available to students during non-instructional time. The district shall impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the district.

(cf. 3152 Spending Public Funds for Advocacy)

Legal Reference: Connecticut General Statutes

9-369b Explanatory text relating to local questions.



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## 1200 PARTICIPATION BY THE PUBLIC

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### 1200.1 Community Organizations

The Board of Education encourages the creation of parent organizations such as PTA, PTO units and student, teacher, and parent councils as appropriate means of achieving effective and maximum parental involvement with the school system.

The Board encourages the Superintendent of Schools, other administrators, teachers, and other staff members to work closely with the officers and directors of parent organizations.

### 1200.2 Advertising and Promotion

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

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

1212 VOLUNTEER POLICY

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 encourages a volunteer program in the District and in its schools with suitable regulations and safeguards.

Volunteers must work under the supervision of Simsbury Public Schools staff. Volunteers may assist with tasks, including: chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments.

Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies. This includes, but is not limited to: use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

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 a "sex offender" as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in the Simsbury Public Schools.

Given the legal requirements, no employee of the Simsbury Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her delegate based on the specific situation.

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

Legal Reference:

Connecticut General Statutes § 10-4g

Connecticut General Statutes § 10-235

Connecticut General Statutes § 54-254

Public Act 97-920

Adopted: March 26, 2013  
Effective: August 28, 2013

## REGULATION OF SCHOOL VOLUNTEERS

### I. Sign In Procedure

All school volunteers must report to the school office upon arrival to sign in. All volunteers must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers should indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which should be displayed during each visit.

### II. Screening Procedure

The following procedure has been established for screening volunteers beginning August 28, 2013. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the study body with the expressed knowledge, consent and direction of a Simsbury Schools employee.

This procedure will identify those situations in which an individual 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 within 10 days of application to volunteer. All results must be received by the Human Resources Office before the volunteer may commence his or her services. No person who is a "sex offender" as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders may volunteer in the Simsbury Public Schools.

### Definitions

I. The District has identified two classifications of volunteers: Group I and Group II.

#### Group I

Volunteers will be classified in Group I when they engage in activities in the presence of a Simsbury Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who engage in the activities listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present;
- accompanying a class on a field trip during the school day with a teacher;
- helping in the school office during regular school hours
- assisting in the cafeteria or library during regular school hours
- extra curricular events, i.e., dances, fairs, open house, etc.

#### Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Simsbury Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such

volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in the activities listed below:

- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning an overnight field trip;
- working in direct contact with students without the direct presence of a Simsbury Public Schools employee
- coaching

A list of all approved Group II volunteers will be maintained by the Superintendent or Designee. Only volunteers on the approved list may be utilized by the district.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent or designee shall not allow the individual to volunteer in the Simsbury Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Simsbury Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including but not limited to information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

II. The District will indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is acting within the scope of his or her responsibilities in an activity approved by the Board of Education and is under the direction of a certified staff member. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.

Legal Reference:

Connecticut General Statutes § 10-4g

1213 CONDUCT ON SCHOOL PROPERTY

The Board of Education (Board) expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. Volatile, hostile or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Curse and use obscenities;
3. Disrupt or threaten to disrupt school or office operations;
4. Damage or threaten to damage another's property;
5. Damage or deface district property;
6. Violate any Connecticut law or town/city ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the

district's educational program or any other activity occurring on school property;

10. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;

11. Operate a motor vehicle in a risky manner or in violation of an authorized district employee's directive; or

12. Violate other district policies or regulations or an authorized District employee's directive.

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.

Adopted February 23, 2022

## 1250 OTHER SCHOOL-CONNECTED ORGANIZATIONS

### 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
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;
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, 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.

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.



Adopted February 9, 2010

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1300 POLITICAL ACTIVITIES OF SCHOOL EMPLOYEES

The Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the District, and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or questions of public property. When acting pursuant to their official duties, teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

**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

Adopted February 9, 2010

1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND  
THE SCHOOLS

1400.1 Law Enforcement Agencies

1. The Board of Education recognizes that district-wide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property.
2. Schools are responsible for students during school hours which includes protecting each student's Constitutional rights. When police are investigating possible criminal acts which have occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school, provided every reasonable effort is made to observe the following procedures:
  - a. Students will be questioned as confidentially and inconspicuously as possible.
  - b. An attempt will be made to notify the student's parents/guardians so that they may be present during the questioning. The school principal, or his/her designee, will be present.

The Board of Education supports the best possible relationship with the Simsbury Police Department consistent with district responsibilities to protect the legal rights of staff and students.

3. Simsbury Police Department's School Resource Officers participate/conduct programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials.
4. School Resource Officers may assist if a crime has been committed on district property in investigating related matters concerning staff and students upon request initiated by either district administrators or by law enforcement officials.
5. The superintendent or designee is directed to establish lines of communication with Simsbury Police Department to effect necessary cooperation toward ensuring the security of the school facilities, the safety of the students

and staff, and for student education about law enforcement agencies.

#### 1400.2 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 and crisis response drills
2. Fire prevention education
3. First aid, especially in fire related incidents
4. Conforming to state and local fire codes

Adopted February 9, 2010

**2009-2010 / Grades K-6****PERMISSION FORM FOR PUBLISHING STUDENT WORK\*, NAME AND PHOTO**

Name of Student \_\_\_\_\_ School \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

I understand that my child's class work, name and/or photo may be considered for posting to his/her teacher's classroom page on the Simsbury Public Schools website. I further understand that said child's work, name and/or photo will be posted to a password protected area that is accessible only to the parents/guardians and students of this year's class.

I understand that I maintain the right to contact my child's classroom teacher to request removal of said child's published work, name and/or photo from the teacher's website at any time.

I understand that my child's work, name and/or photo may be considered for publication in print (e.g., *The Communicator*), which may or may not be made available online in a non-password-protected area.

*\*Please note: Student work is defined as class work including any audio and/or video file produced by the student as well as content posted on online discussion forums (e.g., blogs, wikis).*

Check Yes or No for the different permissions being requested below and then sign and date.

I grant permission to publish my child's name (first name and last initial), Yes No  
student work, and photo to a password protected section of a classroom page.

I grant permission to publish my child's name and photo Yes No  
in a district publication or to the district website  
(not password protected) for recognition of an accomplishment.

\_\_\_\_\_  
Parent/Guardian signature\_\_\_\_\_  
Date\_\_\_\_\_  
Student name/signature\_\_\_\_\_  
Date

**2009-2010 / Grades 7-8****PERMISSION FORM FOR PUBLISHING STUDENT WORK\*, NAME AND PHOTO**

Name of Student \_\_\_\_\_ Team \_\_\_\_\_

During the school year, Simsbury Public Schools may produce, reproduce, broadcast, or publish student names, photos and/or student work, including but not limited to:

- Written publications (e.g., *The Communicator*)
- District website
- Teacher websites

All printed and online documents are required to conform to school board policies.

If the parent/guardian of a student objects to the use of a student's name, work, or image in published content, all reasonable effort will be made to remove the material.

If parent/guardian or student wishes to rescind this permission, he or she may do so at any time with written notice.

*\*Please note: Student work is defined as class work including any audio and/or video file produced by the student as well as content posted on online discussion forums (e.g., blogs, wikis).*

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Please sign and date below.

**I grant permission to use the above student's name, photo and/or student work in the manners described above.**

\_\_\_\_\_  
Student's signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent or guardian's signature (if student is under 18)\_\_\_\_\_  
Date

**2009-2010 / Grades 9-12**  
**PERMISSION FORM FOR PUBLISHING**  
**STUDENT WORK\*, NAME AND PHOTO**

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Name of Student \_\_\_\_\_

During the school year, Simsbury Public Schools may produce, reproduce, broadcast, or publish student names, photos and/or student work, including but not limited to:

- Written publications (e.g., *The Forum*, *The Communicator*)
- District website
- Teacher websites

All printed and online documents are required to conform to school board policies.

If the parent/guardian of a student objects to the use of a student's name, work, or image in published content, all reasonable effort will be made to remove the material.

If parent/guardian or student wishes to rescind this permission, he or she may do so at any time with written notice.

*\*Please note: Student work is defined as class work including any audio and/or video file produced by the student as well as content posted on online discussion forums (e.g., blogs, wikis).*

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Please sign and date below.

**I grant permission to use the above student's name, photo and/or student work in the manners described above.**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or guardian's signature (if student is under 18)

\_\_\_\_\_  
Date