

POLICY BOOK

Community Relations Series 1000

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

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 Director of Personnel.

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, 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.

Adopted June 14, 2016

1200 PARTICIPATION BY THE PUBLIC

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.

Adopted February 9, 2010

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

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.

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

Adopted February 9, 2010

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).*

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

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).*

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