

# APPENDIX II

## POLICIES LISTED IN NUMERIC ORDER

## **Community Relations**

### **Media Access to Students**

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

The school administrator shall be authorized to grant permission and set parameters for media access to students. The media may interview and photograph students involved in instructional programs and school activities including 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.

Parents or guardians who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents or guardians who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents or guardians will be advised of the district's media access to students policy each fall in the student/parent handbook.

(cf. 5125 – Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-213 Access to public records. Exempt records.

10-209 Records not to be public.

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec. 1232g (1988).

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy proposed:

3/03

Policy adopted:

4/03

## Community Relations

### Videotaping of Staff/Students/Board of Education

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's parent or guardian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's parent or guardian. 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 principal.

(cf. – 1112 News Media Relationships)

Policy proposed:

3/03

Policy adopted:

4/03

## Community Relations

### Videotaping of Staff/Students/Board of Education

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive rights for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. Signed consent forms must be obtained from the Building Principal and participating employees before videotaping or filming is begun. A signed consent/release/waiver must be obtained from the parent or guardian of each disabled or exceptional student who is identifiable as such and from the parent or guardian of all students who are identified or made a primary subject on camera.
3. The consent/release/waiver form is available from the Principal's office. After a form is signed, it should be sent to the Principal and a copy given to any of the participants if requested.
4. Film or videotape of a district employee shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his/her designee.
6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent/release/waiver and the approval of the Superintendent of Schools and the Board of Education.
7. This policy does not apply to local news media representatives in performance of their routine duties as reporters. The policy also does not apply to employees or students who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.

(cf. 1112 News Media Relationships)

(cf. 5125 Student Records)

Regulation proposed:

3/03

Regulation adopted:

4/03

## Students

### Vandalism

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces, or otherwise damages, in any way, any property, real or personal, belonging to the school system shall be held monetarily liable for such actions up to the maximum amount allowed under state law.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability, which exists in law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the pupil and not returned upon demand of the school system. The student may also be liable to disciplinary action.

(cf.-6161.2 Guidelines for Care of Instructional Materials)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules. (re sanctions that may be imposed by a Board against students who damage or fail to return books, library materials, or other related educational materials.)

52-572 Parental liability for torts of minors. Damage defined.

Policy proposed:

11/96

Policy adopted:

12/96

Policy reaffirmed:

6/03



**5141.4(a)**  
**Regulation**

**Students**

**Reporting of Child Abuse/Neglect**

**a. What Must be Reported**

A report must be made when any mandated reporter of the Board of Education, in his/her professional capacity, has reasonable cause to suspect or to believe that a child under the age of eighteen:

1. Is in danger of being abused;
2. Has had non-accidental physical injuries or physical injuries which are at variance with the history given for them, inflicted by a person responsible for the child's health, welfare or care, or by a person given access to such child by a responsible person;
3. Has been neglected; or
4. Has been placed in imminent risk of serious harm.

**b. Reporting Procedures for Statutory Mandated Reporters**

The following procedures apply only to statutory mandated reporters, as defined above.

1. When an employee of the Board of Education suspects or believes that a child has been abused, neglected, or has been placed in imminent risk of serious harm, the following steps shall be taken:

- (a) The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, and in no case later than twelve (12) hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.
- (b) The employee shall also immediately make an oral report to the Superintendent or the Superintendent's designee.
- (c) If a report prepared in accordance with Section (a) above concerns suspected abuse or neglect by a school employee, the Superintendent or his/her designee, shall immediately notify the child's parent or guardian that such a report has been made.

**5141.4(b)**

## **Regulations**

### **Students**

#### **Reporting of Child Abuse/Neglect (continued)**

- (d) Within 48 hours of making an oral report, the employee shall submit a written report to the Commissioner of Children and Families, or his/her representative, containing all of the required information.
- (e) The employee shall immediately submit a written report to the Superintendent or the Superintendent's designee.
- (f) If a report prepared in accordance with Section (c) above concerns suspected abuse or neglect by a school employee who possesses a certificate, permit or authorization issued by the State Board of Education, the Superintendent shall submit a copy of the written report to the Commissioner of Education, or his/her representative.

## **C. Reporting Procedures for Employees Other Than Statutory Mandated Reporters**

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

1. When an employee who is not a statutory mandated reporter suspects or believes that a child has been abused, neglected, or placed in imminent danger of serious harm, the following steps shall be taken:
  - (a) The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, and in no case later than 12 hours after having such a suspicion or belief, make an oral report by telephone or in person to the Principal to be followed by an immediate written report to the Superintendent, or his/her designee.
  - (b) The Superintendent, or his/her designee, shall immediately, upon suspecting or believing that a child has been abused, neglected, or placed in imminent risk of serious harm, and in no case later than 12 hours after having such a suspicion or belief, make an oral report by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.
  - (c) In cases involving suspected abuse or neglect by a school employee, the Superintendent, or his/her designee, shall immediately notify the child's parent or guardian that such a report has been made.

**5141.4(c)**

**Regulations**

**Students**

**Reporting of Child Abuse/Neglect (continued)**

- (d) Within 48 hours of making an oral report, the Superintendent, or his/her designee, shall submit a copy of the written report to the Commissioner of Children and Families, or his/her representative, containing all of the required information.
- (e) If a report, prepared in accordance with section (c) above, concerns suspected abuse or neglect by a school employee possessing a State Board of Education issued certificate, permit or authorization, the Superintendent shall submit a written report to the Commissioner of Education, or his/her representative.

**d. Contents of Reports**

Any report made pursuant to this policy shall contain the following information, if known:

1. The names and addresses of the child and his/her parents or other persons responsible for his/her care;
2. The age of the child;
3. The gender of the child;
4. The nature and the extent of the child's injury or injuries, maltreatment or neglect occurred;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings;
7. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
9. Whatever action, if any, was taken to treat, provide shelter or otherwise assist, the child.

## Students

### Reporting of Child Abuse/Neglect (continued)

#### c. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. To the extent feasible, this investigation shall be coordinated with the Commissioner of Children and Families or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or other persons responsible for the care of the child, to interview the child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators or the alleged abusers.

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

1. **Evidence of Abuse by Certain School Employees.** After an investigation has been completed, if the Commissioner of Children and Families, based upon the results of such investigation, has reasonable cause to believe that a child has been abused by an employee in a position requiring a certificate, permit or authorization issued by the State Board of Education, the Commissioner shall notify the Superintendent of such finds and shall provide records, whether or not created by the Department of Children and Families, concerning such investigation to the Superintendent, who shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits. Within 72 hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or his/her representative, of the reasons

for the conditions of suspension. The Superintendent shall disclose records received from the Department of Children and Families to the Commissioner of Education and the Board of Education, or its attorney, for the purposes of review of employment status, certification, permit or authorization. Any decision of the Superintendent concerning such suspension shall remain in effect until the Board of Education acts, pursuant to the provisions of Connecticut General Statutes.

Regardless of the outcome of any investigation by DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused by a certified, permit or authorized school staff member.

**5141.4(e)**

## **Regulations**

### **Students**

#### **Reporting of Child Abuse/Neglect (continued)**

If a contract or employment of a school employee holding a certificate, permit or authorization issued by the State Board of Education is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his/her representative, within 72 hours of such termination.

- 2. Evidence of Abuse by Other School Staff.** If the investigation by the Superintendent and/or Commissioner of Children and Families did produce evidence that a child has been abused by a non-certified school staff member the Superintendent and/or the Board, as appropriate, may take disciplinary action up to and including termination of employment.

- f. **Delegation of Authority by Superintendent.** The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

## Students

### Reporting of Child Abuse and Neglect

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. When any member of the certified staff, paraprofessional, social worker, and/or school nurse suspects child abuse, neglect or that a child has been placed in imminent risk of serious harm, he/she shall within twelve (12) hours make an oral report by telephone or in person to the Commissioner of Children and Families, or a law enforcement agency, followed within 48 hours with a written report. The building Principal shall be notified immediately after the oral report has been made and the Principal in turn will notify the Superintendent of Schools and the child's parents. The written report prepared and submitted by the mandated reporter shall also be submitted to the Principal.

Any school personnel who has reasonable cause to suspect that a district employee is abusing a student shall orally report that suspicion within twelve (12) hours by telephone or in person to the Commissioner of Children and Families followed within 48 hours with a written report. The School Superintendent or principal may be notified immediately after the oral report has been made. The Commissioner of Children and Families or his/her designee, is required to notify the head of a school, except when that person is the alleged perpetrator. The Superintendent or supervising agent must: 1) immediately notify parent(s) of the alleged abuse and that a report has been made; and 2) immediately notify the police department of the alleged abuse.

In addition, the Superintendent or supervising agent, must submit a written report of suspected child abuse by a certified school employee to the Commissioner of Education or his/her representative. The Superintendent shall suspend a certified staff employee when the investigation produces evidence that the employee abused a child. Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons and conditions of the suspension. If the contract of employment of a certified school employee is terminated as a result of an investigation which reveals that child abuse has occurred, the Superintendent shall notify the Commissioner of Education within 72 hours of such termination.

Legal Reference: Connecticut General Statutes



17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (As amended by PA 96-246, PA 00-220, PA 02-106 and PA 03-168)

PA 96-246 An Act Concerning the Reporting, Investigation and Prosecution of Child Abuse and the Termination of Parental Rights

10-151 Teacher Tenure Act

Policy proposed:

10/96

Policy adopted:

11/96

Revision proposed:

6/03

Revision adopted:

8/03

## Students

### Relations with Noncustodial Parents

The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order to the superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the noncustodial parent, upon written request and in accordance with Board of Education records policies 5124 and 5125 (a-c) may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to confer with the student's teacher(s).

In addition, upon written request to the child's school principal, the school will subsequently and routinely mail to the parent making the request copies of all school information which is normally sent home with the child. This will include mailings of copies of report cards and class and school newsletters during the school year in which the request is made. Noncustodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal documents which restrict the rights of the noncustodial parent must be provided by the custodial parent. Unless otherwise indicated by a verified note from the parent or by a legal document provided by a parent, only the custodial parent has the right to remove the student from school property. If school personnel anticipate possible student abduction, law enforcement personnel are to be notified immediately, and the student will remain on school property pending the arrival of law enforcement officials.

(cf. 5113.2-Attendance and Excuses)

(cf. 5118-Nonresident students)

(cf. 5124-Reporting to Parents)

(cf. 5125/5125.1-Student Records/Confidentiality)

(cf. 5145.8 Emancipating of Minors)

(cf. 5142.2-Student Dismissal Precautions)

**5142.1(b)**

## **Students**

### **Relations with Noncustodial Parents** (continued)

Legal Reference: Connecticut General Statutes

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

46b-56 Access of records of minor children by noncustodial parent

Federal Family Educational Rights and Privacy Act of 1974

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 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.

Policy proposed:

6/03

Policy adopted:

8/03



## Students

### Sex Offender Notification

The Board of Education recognizes its responsibility for the health and safety of the students enrolled within the district and for those youngsters receiving services or participating in programs or events on school district property. Therefore, the Board will take appropriate precautionary measures in situations where the administration has been advised by law enforcement officials that a convicted sex offender resides within the community.

PA 98-111 "An Act Concerning the Registration of Sexual Offenders" requires the offenders themselves to register and directs the releasing agencies to attempt to register the offenders and, if they cannot, to send information about them to the Department of Public Safety (DPS), which must establish and maintain an offender registry.

Registration information remains a public record accessible during normal business hours. DPS is required to place the registration information on the Internet and to publicize its availability generally. Police agencies are authorized to notify organizations and individuals about the presence of a registered offender when necessary to protect the public. State and municipal employees are protected from liability for releasing offender registration information.

The school district, upon learning that a convicted sex offender resides in the community, will work closely with the local law enforcement agency to determine the appropriate response.

In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well being of its students.

Whenever information is received from local law enforcement officials pursuant to PA 98-111 (CGS 52-102r) that a registered convicted sex offender is residing within the school district, such information may be disseminated after consideration of various factors to the following entities:

- (a) building principal;

- (b) teaching staff;
- (c) custodians;
- (d) supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- (e) bus drivers.

The Superintendent may also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a legitimate need to be notified of such information in order to protect the health, safety or welfare of school district students.

**5143(b)**

## **Students**

### **Sex Offender Notification**

(cf. 1110.1-Parent involvement)

(cf. 1212-School volunteers)

(cf. 1250-Visits to Schools)

(cf. 1251-Loitering of Causing Disturbance)

(cf. 1411- Relations with Law Enforcement Agencies)

(cf. 3516-Safety)

(cf. 3517-Security of Buildings and Grounds)

(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes

Public Act No. 98-111 An Act Concerning the Registration of Sexual Offenders.

United States Code, Title 42

14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender  
Registration Program Act.

Policy proposed:

10/00

Policy adopted:

11/00

Policy reaffirmed:

8/03



## Students

### Search and Seizure

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students and their property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that the school Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

### Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Legal Reference: Connecticut General Statutes  
10-221 Boards of Education to prescribe rules

PA 94-115 An Act Concerning School Searches

Policy proposed:

2/97

Policy adopted:

3/97

Revision proposed:

6/03

Revision adopted:

8/03

## Instruction

### Field Trips

#### General

The surrounding communities and the state should be used as a teaching resource. Guidelines for planning of field trips, which are part of and directly related to classroom learning activities, shall be:

1. Field trips during the school day must be approved by the building Principal.
2. Field trips which involve overnight accommodations for students must be approved by the School Superintendent.
3. All trips should be within budgetary allotments for such purpose. Any trips for which there is no budgetary appropriation must have advance approval of the Board.
4. Students may be asked to pay all or part of the expenses of field trips.
5. Bus transportation will be provided.
6. Parents or other adults may serve as chaperones.
7. Each trip should be evaluated by students, teachers, and the administration.
8. No child shall be excluded from a field trip because of inability to pay.

Policy proposed:

2/97

Policy adopted:

3/97

Policy reaffirmed:

9/03

## Instruction

### Use of Commercially Produced Video Recordings and DVDs in the Classroom

Since class time for teaching and learning is limited, and since active rather than passive modes of instruction are more beneficial to students, videos (including feature length movies and filmstrips) are to be used both appropriately and sparingly. The following guidelines have been established to govern the use of videos in the Barkhamsted School District.

1. Videos must meet the goals and content standards of the curriculum and match the age and maturity of the student.
2. A video is never to replace direct skills development with students as called for in various subject areas.
3. The video content must always be of recognized merit and **relate directly to the curriculum.**
4. When the video represents a written work, students generally must read the printed version of the material before viewing the video.
5. Teachers **must** preview all videos before showing them to their students. They must visually or verbally note specific learning outcomes expected from the viewing to their students.
6. Students must respond critically to the presentation after viewing.
7. Video viewing time, on the average, is not to exceed the following limits:

A. Elementary – no more than **three (3) hours** per month, including both classroom and special subject experiences.

8. Only full-length feature movie videos which directly support the school curriculum may be used in the classroom in keeping with the following requirements:

A. Generally, only G-rated movie videos may be used at the elementary level. Selected PG videos may be used with grades 4, 5 and 6 with the written approval of the principal.

B. These rating requirements also apply when staff members are considering a field trip to the movies for classes or extra-curricular activities.

Regulations proposed:

6/11

Regulations approved:

8/11

## **Instruction**

### **Use of Commercially Produced Video Recordings and DVDs**

Videotapes and DVDs will be selected and assigned to give support directly to instructional learning objectives contained within the Board approved curriculum.

Videotapes and DVDs, when used, shall be selected for their direct relevance to the instructional program. General selection criteria should include quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation and significance of the writer, director, and/or performer.

Videotapes and DVDs shall not be used for recreation or entertainment, or for other than planned instructional purposes.

Legal Reference: Publication 94-553; The Copyright Act of 1976, 17 U.S.C 101 et seq. and 1980 amendments.

Policy proposed:

8/03

Policy adopted:

9/03



