

PLYMOUTH PUBLIC SCHOOLS

COMMUNITY RELATIONS

SERIES 1000

	Number	Policy or Regulation
0. Concept and Roles in Community Relations.....	1000	P
1. Communications with the Public		
A. Media of Communication		
(1) Parent Involvement.....	1110.1	P
(2) School-Sponsored Publications, Radio and Television		
(a) School Directory	1111.1	P
(3) News Media Relationships (Public Press, Radio, & TV).....	1112	P/R
(4) School News Releases		
(a) News Conference/Interviews	1112.3	P/R
(b) District-Sponsored Media	1114	P
(5) Public Participation at Board of Education Meetings.....	1120	P
(6) Distribution of Materials by Students	1140	P/R
B. Responsibilities of School Personnel	1150	P
C. Responsibilities of the Board of Education	1160	P
D. Recognition of Citizens, Staff Members, Members of Board of Education, Students	1170	P
2. Participation by the Public		
A. School-Community Associations	1210	P
(1) School Volunteers	1212	P/R
B. Citizens' Advisory Committees.....	1220	P/R
C. Visits to the Schools.....	1250	P
(1) Loitering or Causing Disturbances.....	1251	P
3. Public Activities Involving Staff, Students or School Facilities		
A. Relations between Public and School Personnel		
(1) Staff Participation in Community Activities.....	1311	P
(a) Political Activities of School Employees	1311.1	P
(2) Public Complaints	1312	P/R
(3) Gifts to School Personnel	1313	P/R
B. Relations between Public and Students		
(1) Contests for Students.....	1322	R
(2) Soliciting Funds from and by Students	1324	P
(3) Soliciting Funds from and by School Personnel.....	1324.1	P
(4) Advertising and Promotion	1325	P
C. Use of School Facilities	1330	P/R
(1) Smoke Free Environment.....	1331	P/R
D. Access to School Procedures and Materials.....	1340	P
E. Senior Citizens' Benefits	1350	P

PLYMOUTH PUBLIC SCHOOLS

COMMUNITY RELATIONS

SERIES 1000

	Number	Policy or Regulation
4. Relations between other Governmental Agencies and the Schools		
A. Local Units		
(1) Law Enforcement Agencies	1411	P/R
(2) Fire Department.....	1412	P
B. State Government.....	1430	P
C. Federal Government.....	1440	P
5. Relations between Area, State, Regional and National Associations and the Schools.....	1500	P
6. Relations between Non-Public and other Educational Organizations and the Schools.....	1600	P
A. Parochial Schools.....	1610	P
B. School/Business Partnerships	1660	P
7. Otherwise Lawful Possession of Firearms on School Property	1700	P

Community Relations

Concept and Roles in Community Relations

The Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines 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. Rather, they are 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 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.

Community Relations

Communications with the Public

Parent Involvement

Considerable evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism. Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children. Further, the Board of Education believes that the administration must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system.

Each option should:

1. Encourage strong home-based partnerships;
2. Provide for consistent and effective communication between the parents, guardians, and care-givers, and school officials;
- 3 Offer parents, guardians, and care-givers ways to assist and encourage their children to do their best;
4. Offer ways parents, guardians, and care-givers can support classroom learning activities; and
5. Provide opportunities for parents, guardians, and care-givers to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents and care-givers opportunities for involvement in the educational process, activities and the scheduling of those activities must take into account the needs of working parents, guardians, and care-givers. Some mechanisms that have been shown to be successful in fostering home-school connections are parent newsletters, open houses, parenting education workshops, parent-teacher organizations, parent forums, and parent participation on school governing councils, parent participation on district and/or building committees and task forces, and classroom volunteerism.

Legal Reference: Connecticut General Statutes
10-221 Boards of Education to prescribe rules, policies, and procedures as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

School Directory of Personnel

Each school may develop a personnel directory subject to the following conditions:

1. The school directory of employed personnel will be distributed only to those governmental agencies and other school-related parties that have been authorized by the Superintendent.
2. Under no circumstances will the school personnel directory be distributed for political or commercial use.

(cf. 1340 - Access to School Procedures and Materials)

(cf. 4112.6 - Personnel Records)

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

(cf. 9330 - Board/School System Records)

Legal Reference: Connecticut General Statutes

1-19 Access to public records. Exempt records [subsection b(11)]

Community Relations

News Media Relationships

Because schools are public institutions serving the educational needs of the community, it is important that information be disseminated concerning programs, activities, and significant school events. To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with news media:

1. The Board of Education Chairperson shall be the official spokesman for the Board. The Superintendent of Schools may report on actions of the Board.
2. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his/her office.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of Principals.

Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company, subject to the following guidelines:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools, if requested by the Superintendent, prior to said meeting of the Board.
2. Any photographer, broadcaster, or news journalist authorized by an employer or student news medium to photograph, broadcast, or record for broadcast, proceedings at a public meeting of the Board of Education, and any personnel associated with said photographer, broadcaster, or news journalist, shall photograph, broadcast, or record for broadcast proceedings of said meeting as inconspicuously as possible and in such a manner which doesn't disturb proceedings.
3. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.

Legal Reference: Connecticut General Statutes
1-226 Recording, broadcasting, or photographing meetings.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

News Media Relations

Recognizing that an open relationship should exist between school administrators who are charged with the responsibility of conducting public business, and the news media who has the responsibility of reporting the actions of government to citizens, the Superintendent of Schools is authorized to provide to the members of the press information which is a matter of record and public information.

Members of the press, television and radio stations will be directed by the Superintendent of Schools to the administrator directly responsible for the information they seek.

Information released to the media shall be that which is public information as covered by statute. It is recognized that there is information of a confidential nature which shall not be released, such as information concerning personnel, grievances, negotiations, court actions and special placement of students. Information provided to the media should be factual and should not involve speculation or assumptions.

Administrators may release any information which has been previously generated. This does not include, however, generating new information at the request of a member of the press. All communications by school officials to the press shall be "on the record." Press releases are to indicate the administrator's name and title.

The Principal has the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process.

Community Relations

Access to Information

The Board of Education acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Board of Education, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Plymouth Board of Education has adopted the following procedures to assist in determining access to information.

The Superintendent is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Access to Information

Procedures for Accessing Information

The Board's policy pertaining to the access of information shall be administered according to the following guidelines.

1. The Board grants discretion, within all applicable statutes, to the Superintendent for implementation of this policy.
2. Any information covered by Section 1-210 that is readily available in the format in which it is requested will be supplied by the Superintendent or his/her designee for inspection and/or copying by the person or group making the request. A reasonable fee may be charged for the cost of reproducing requested information.
3. A document or record which is limited in its availability to the administration will not be released.
4. Requests for studies or analyses of information which will result in staff members assuming responsibilities or performing tasks that are not ordinarily part of their day-to-day duties, will only be undertaken with Board of Education endorsement.

Such requests shall contain the following information: the name of the person, agency, group, or organization requesting the information; the exact nature of information requested.

5. The Board, in consultation with the Superintendent, will examine the request to determine the appropriate action to be taken. A positive endorsement to fulfill requests must receive a majority vote from the Board at either a regular or special meeting.
6. According to statute, the following records may not be disclosed:
 - a. Preliminary drafts or notes
 - b. Personnel or medical files
 - c. Information to be used in a prospective law enforcement action if prejudicial to such action
 - d. Records pertaining to such action
 - e. Test questions, scoring keys, and examinations
 - f. The contents of real estate appraisals, engineering or feasibility studies made relative to the acquisition of property
 - g. Records, reports, and statements of strategy, or negotiations with respect to collective bargaining
 - h. Student records covered by privacy law
 - i. And any other records, documents, or materials deemed confidential by the courts or FOI Commission.

Community Relations

Access to Information

Procedures for Accessing Information (continued)

7. Appeal process:

Any individual or organization denied access to information by the Superintendent or his/her designee may appeal this denial to the Board of Education. A request for reconsideration shall be directed in writing to the Superintendent who will bring the item before the Board as a whole. The petitioning organization or individual may present relevant information to the Board.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Community Relations

District-Sponsored Social Media

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the District or comments on District operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official District social media platforms.

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official District social media platform. Teachers and coaches shall obtain approval from the Principal before creating an official classroom or team social media platform.

Guidelines for Content

The Superintendent or designee shall ensure that official District social media platforms provide current information regarding District programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official District social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platform.

The Superintendent or designee shall ensure that official District social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the District's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.

Community Relations

District-Sponsored Social Media

Guidelines for Content (continued)

3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
 - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.
 - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment.
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the District is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the District.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the District.
8. The individual(s) to contact regarding violation of District guidelines on the use of official District social media platforms.

District employees who participate in official District social media platforms shall adhere to all applicable District policies and procedures, including, but not limited to, professional standards related to interactions with students.

When appropriate, employees using official District social media platforms shall identify themselves by name and District title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the District or school.

All staff shall receive information about appropriate use of the official District social media platforms.

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9322 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda, in the Town Hall, and on the District website and directly to those citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Legal Reference: Connecticut General Statutes
 1-18a Definitions
 1-21 Meetings of government agencies to be public. Recording of votes.
 Schedule and agenda of meetings to be filed. Notice of special meetings.
 Executive sessions.
 1-21 a Recording, broadcasting or photographing meetings.
 1-21b Smoking prohibited in certain places. Signs required. Penalty.
 1-21c Mailing of notice of meetings to persons filing written request. Fees.
 1-21f Regular meetings to be held pursuant to regulation, ordinance or
 resolution.
 1-21g Executive sessions.
 1-21 h Conduct of meetings.
 1-2 ii Denial of access of public records or meetings. Notice. Appeals.
 10-238 Petition for hearing by board of education.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Distribution of Materials by Students (Use of 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 that 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 of decision, the decision of the Superintendent will be final and may be made when, in their judgment, the best interests of the students will be served. In case of differences of opinion between them the decisions of the Superintendent will be final.

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 that may advocate a position on the budget or on a referendum question.

Legal Reference: Connecticut General Statutes
 9-369b Explanatory text relating to local questions.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Use of Students

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 first to the building Principal for approval and then to the office of the Superintendent to determine whether the requests comply with overall school purpose and policy.

(cf. 1324 - Soliciting Funds from and by Students)

(cf. 1325 - Advertising and Promotion)

Community Relations

Communications with the Public

Responsibilities of School Personnel

Representatives of the school system should be instructed to place a positive and factual light on all school system matters.

These persons should also be aware that they are representatives of the school system by virtue of their employment, and, as such, influence the public image of the school system.

Community Relations

Responsibilities of the Board of Education

New avenues should constantly be sought to improve relations and communications with all segments of the community and to expand contacts with audiences not presently reached such as the business community and senior citizens.

In Board of Education matters requiring public reactions, an effort will be made to solicit information as deemed appropriate from administrators, faculty, staff, and students.

Community Relations

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 meetings, letters of recognition, or other appropriate methods.

Community Relations

School-Community Associations

The Board of Education recognizes school-community groups as integral parts of the school community that can promote better educational programs.

Among the many services that such associations can offer, the Board of Education especially endorses any assistance that they can give in developing and maintaining a voluntary aid program in the schools.

The Board of Education encourages active support of and cooperation with school-community associations by teachers and other employee organizations.

Community Relations

School Volunteers

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

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools. Model programs; school-based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for sexual purpose.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

School Volunteers

Securing and Screening Volunteers

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

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who is a known “registered sex offender,” may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. People who wish to volunteer are subject to and have background checks that produce a criminal history record may be disallowed from volunteering and will only be allowed to volunteer after an interview with and clearance from the Superintendent or his/her designee.
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Community Relations

School Volunteers

Securing and Screening Volunteers (continued)

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. After the completion of Form 1212, which requires a valid state issued ID (driver's license, identification card, work visa or green card) and an initial check of the sex offender list, the volunteer is required to register in the school's main office at the beginning of each visit and wear a name tag while in the building. Upon leaving the building, the volunteer must sign out. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

(A criminal background check on volunteers is not required by law. If the Board policy prohibits any convicted felon from being a school volunteer, these administrative procedures should do likewise.)

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

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

Volunteer Information Form and Waiver of Liability

Waiver of Liability (continued)

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District and agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.
3. You understand that you will work under the supervision of a member of the _____ Public School professional staff and that you will abide by all the rules and regulations regarding the supervision of students.

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

For School Use Only

General description of assignment(s):

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

Name of supervising staff member: _____

"Sex offender list" checked by _____ on _____ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? *(to be answered by Principal)*

If "yes," and provided the individual authorized the check,

- the date on which the check was requested? _____
- the date on which it was received and reviewed. _____

Reviewed by: _____

Signature

Date

Community Relations

Citizens' Advisory Committees for the Board of Education

The Board of Education endorses appropriate advisory committees for various district programs.

Committees shall report their study results and recommendations in writing to the Board of Education through the Superintendent. Additionally, it may be desirable for committees to exchange views with the Board informally from time to time during their study. When a committee's final written report has been received, the Board of Education may review it with the committee recommendations rests with the Board of Education.

When it establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority. The Board shall review existing advisory committees, membership, and committee goals for the year on a regular basis.

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Community Relations

Citizens' Advisory Committees for the Board of Education

Membership

1. The Board of Education may solicit nominations from community organizations and residents and also welcome the names of volunteers. From the pool of those so nominated, the Board will appoint committee members.
2. In making nominations and in fulfilling committee positions, the following is to be considered:
 - a. Knowledge of and interest in public education.
 - b. Particular skills or talents that may be useful to a particular committee.
 - c. Previous experience or background for such work.
 - d. Participation in community activities.
 - e. Ability to encompass sentiments or ideas held by a significant portion of the community.
3. Because broad and complex questions are to be studied, the committee size should be large enough to provide for a full range of ideas and talents as well as large enough to provide for several working subcommittees. Committees should not, however, be so large as to make close, informal, and productive whole-committee work impossible. For these purposes, advisory committees will normally have between 15 and 25 members, sufficient for three subcommittees of 5 to 8 people.
4. Each committee should include members of employee groups nominated by the Superintendent to:
 - a. Serve as resource persons to the committee and assist in obtaining information about the schools from appropriate school personnel.
 - b. Arrange for clerical supplies and services.
 - c. Provide a liaison with the central administration and other committees.
5. Because advisory committees are ad hoc groups, their tenure is normally for the time necessary to complete their study, unless appointed as continuing committees. Vacancies which may occur will be filled by the Board whenever practicable.

Community Relations

Citizens' Advisory Committees for the Board of Education (continued)

Procedures

1. In order to convey to a committee the concerns of the Board of Education, a statement will be prepared outlining the reason for the formation of the committee and listing questions on which the Board would like to have advice. The questions will be suggestive rather than prescriptive, and the committee is free to deal with other questions it considers relevant to the problem. It should be understood, however, that the function of these committees is to advise the Board on matters of policy and not to deal in detail with procedures that are the proper province of the professional staff.
2. It is expected that each committee will have officers elected by the committee's members. It is suggested that these include:
 - a. A Chairperson (a non-professional), whose duties would include scheduling of meetings, appointment of sub-committees, and acting as Presiding Officer.
 - b. A Secretary (a member of the school staff), who can assist the committee in obtaining information and preparing reports and serve as a liaison with the school staff.

Community Relations

Visits to the Schools

The Board of Education encourages visits by citizens, residents, and parents to all school buildings. In order to promote a safe and productive educational environment of all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any 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 visitor's badges or other identification required for visitors to the school 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.

Board Member Visits

Although Board of Education members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board or when delegated specific tasks by Board action.

(cf. 9010 – Limits of Authority)

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds:

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Loitering or Causing Disturbance

Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. All visitors must register in the office of the Principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal.

(cf. 1250 - Visits to the Schools)

Legal Reference: Connecticut General Statutes

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

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Participation in Community Life

The Board of Education urges all staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student.

Such activity is not required for initial or continued employment or advancement.

Community Relations

Political Activities of School Employees

School employees are encouraged to assume full responsibilities as citizens of a democracy.

Performance of Civic Duties by Employees

Employees should perform their civic duties commensurate with democratic ideals. These duties may include:

1. Voting and taking an interest in current social, political, and economic issues.
2. Exercising democratic rights and responsibilities shared with other citizens. These rights and privileges may include:
 - A. Electioneering for candidates.
 - B. Accepting positions in political campaigns.
 - C. Holding an office in a political party organization.
 - D. Serving as a delegate to political party conventions.

Individual Responsibility in Participating in Political Functions

District staff members shall not use school time, school property or school resources or equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal.
 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

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Public Complaints

Board of Education members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. Parents should be made aware of the proper channels of communication and appeal. The decision of the Principal regarding a student must include notice to parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.

Challenged Material

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

(cf. 1220 - Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)
 President's Council, District 25 v. Community School Board No. 25457
 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)
 Minarcini v. Sfrongsville City School District, 541 F. 2d 577 (6th Cir.
 1976).
 Board of Education, Island Trees Union Free School District No. 26 v. Pico,
 457 U.S. 853 (1982).
 Academic Freedom Policy (adopted by Connecticut State Board of
 Education, 9/9/81).
 Connecticut General Statutes
 10-238 Petition for hearing by board of education.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
 Terryville, Connecticut

Community Relations

Public Complaints

The Superintendent, the person who made the complaint, or the employee involved may request an executive session of the Board to discuss the complaint. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues.

The Board may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution. After the Board's decision, the usual appeal route pertains.

Any parent, guardian, or other person who insults or abuses any teacher or other employee on school property or in the presence of students may be prosecuted by the district under the provisions of law.

Request for Re-Evaluation of Instructional Materials

The following procedure shall be followed whenever there is a request for the evaluation of instructional material other than textbooks:

1. The Superintendent shall establish an ad hoc review committee broadly representative of:
 - a. Teachers competent in the area of the content covered by the material.
 - b. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
 - c. A media specialist who shall serve on the review committee.
2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Materials forms are obtainable in the office of the Superintendent.
3. Initial action on a written request on the proper form shall be taken no later than fifteen school days after receipt of the request.
4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his/her decision to the person requesting the reevaluation.
5. Should the decision of the Superintendent not satisfy the person requesting the reevaluation, the Board of Education may review the Superintendent's decision.

Community Relations

Public Complaints

Request for Re-Evaluation of Instructional Materials (continued)

6. Once instructional material has been adopted and reevaluated, the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending final decision by the Board of Education.

(cf. 1220 - Citizens' Ad Hoc Advisory Committees)

(cf. 4118.21 - Academic Freedom)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 365 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25, (457 F.2d. 289 (1972) cert. denied Nov. 1972

Minarcini v. Strongsville City School District, 541 F.2d. 577 (6th Cir. 1976)

Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by board of education

Community Relations

Gifts to School Personnel

Gifts from Suppliers and/or Contractors

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

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

Gifts to Board Members

No Board member or employee shall directly or indirectly solicit any gift or accept or receive any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the Board member or employee, in the performance of his/her official duties or was intended as a reward +or any official action on his/her part.

(cf. 3313 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Legal Reference: Connecticut General Statutes

7-479 Conflicts of interest

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Gifts to School Personnel

Information on the Board of Education's policy regarding gifts between students and teachers shall be stated in student handbooks on each level.

The explanation of the Board of Education policy should indicate the following:

1. Due to financial implications, the student could be placed in an embarrassing position with his/her peers resulting either in isolation from others or to avoid this, purchasing gift that he/she cannot afford.
2. Teachers do not expect gifts. Rather, they feel rewarded when students work up to their potential.

Community Relations

Contests for Students

The evaluation, scheduling, and consent to participate in school system wide contests shall first be approved by each building Principal and final approval given to participation by the Superintendent.

1. No contest of an individual or system wide nature shall be conducted during the school year that has not had prior approval by the building Principal and the Superintendent.
2. Teachers are not to screen entries or selections for any contest unless provision was made prior to said contest.

Community Relations

Solicitation Funds from and by Students

School personnel shall educate students about services performed by humanitarian agencies and shall encourage student participation in financial support of agencies as a social and community project, but fund-raising shall not be conducted by non-school agencies or for non-school activities among the students except as provided by law and approved by the Board of Education.

(cf. 1140 - Use of Students)

(cf. 1314 - Soliciting Funds from and by School Personnel)

**PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut**

**FUND-RAISING ACTIVITY APPROVAL
GIFTS, GRANTS, AND BEQUESTS**

School _____ Date _____

Organization _____

Contact person _____

Activity _____

Date of fund-raising activity _____

School sponsored? Yes ☐ No ☐

Requires Board of Education approval ☐

Superintendent approval ☐

Gift _____

Value of gift/donation _____

Superintendent's Signature

Date

Principal's Signature

Date

Community Relations

Solicitation Funds from and by School Personnel

Fund-raising drives divert much time, energy, and attention of the staff from their educational tasks. The Board of Education, therefore, sanctions only one such drive per year per school. The Board annually will designate one fund-raising drive upon recommendation of the Superintendent of Schools.

No additional solicitations for contributions from teachers will be permitted unless prior approval has been granted by the Board of Education.

Every precaution shall be taken to ensure the voluntary nature of any authorized solicitation. No distinction between contributors and non-contributors shall be made. This shall not prohibit dissemination of authorized promotional literature, but shall prohibit use of buttons, tags, or other display devices intended to designate contributors publicly.

Any authorized solicitation should be scheduled by the building level administrator(s) and conducted in such a manner as to reduce to a minimum interruption of the regular school activities.

The participation of an employee in “flower funds,” sickness and bereavement funds, “anniversary funds,” and the like shall be a matter of individual discretion.

Community Relations

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. Schools may cooperate in furthering the work of any nonprofit community wide social service agency provided that such cooperation does not restrict or impair the educational program of the schools.
2. Schools may use films or other educational materials bearing only simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.
3. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular 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 or other best interests of the student.
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 that is used by staff for educational purposes.
 - b. Samples, calendars, supply catalogs, etc., which may be distributed to staff for examination, purchasing, or routine classroom use, with administrative approval.

Legal Reference: Connecticut General Statutes
 7-194 Powers.
 10-9 Bequests for educational purposes.
 10-21a Accredited courses offered by employers.
 10-21b Programs offered jointly by boards of education and business
 firms; neighborhood assistance.
 Federal Statutes
 Title IX of the Educational Amendments of 1972.
 Family Educational Rights and Privacy Act — 20 U.S.C. Sec. 1232g.
 Protection of Pupil Rights Act — 20 U.S.C. Sec. 1232h
 Boy Scouts of America Equal Access Act, 20 U.S.C. 7905
 34 C.F.R. 108.1 – 108.9

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Use of School Facilities

The facilities of the Plymouth Public Schools are available for use by organizations or groups within and outside of the school system. As town facilities, the community and members of the system's staff are encouraged to use them within the parameters of Board of Education policy and regulations. The Board shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature that are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law.

The primary scheduling of facilities is for school related activities and programs. Every attempt will be made to accommodate a community group if there is a conflict with a previously scheduled school function.

All outside groups who use school facilities will be charged the full rental and custodial rate, as per Appendix 1330.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girls Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Consistent with this policy the Superintendent shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

A. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use, which requires a surcharge, is defined as having one or more of the following characteristics:

1. Creates significant wear and tear.
2. Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
3. Event uses vendors' or exhibitors' booths.
4. Event at any school that requires two major facility areas (gym, cafeteria, auditorium), or ten or more classrooms.
5. Event that involves more than 500 participants or attendees.

Community Relations

Use of School Facilities

B. Classification of Groups for Payment of Fees and Rent:

(Identified groups are examples; groups not listed will be classified by the Superintendent or designee)

Category I Users: No Rent for Standard Use

1. School-Related: E.g., student organizations, PTA's, parent support groups affiliated with school teams, clubs, etc.
2. Town Groups: Town boards, commissions, and committees.
3. Youth-Serving: Plymouth based non-profit youth-serving groups, such as Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Plymouth Recreation Leagues, etc.
4. Plymouth Agencies supported by the United Way, and non-profit service Organizations that serve Plymouth, e.g., Rotary Lions, etc.

(When a Category I group makes major use of facilities for fundraising programs involving commercial, entrepreneurial, profit-making organizations or activities, the Superintendent or his designee may require basic rental fees and/or a contribution to the school's student activity fund as determined by the Superintendent – *If additional custodial services are needed, then the usual custodial charges will be assessed.*)

Category II Users: Primary Rent – Plymouth-Based Private, Non-Profit, Educational, Recreational, Cultural, Social, or Athletic Groups.

- * Category II includes private schools, private nursery schools, dance academies, private athletic groups, private drama/music groups, children's activity programs, etc.; at least 51% of whose members or participants be residents of Plymouth.

Community Relations

Use of School Facilities

C. Miscellaneous

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym floors if necessary. All groups pay the surcharge for major use. The Superintendent may waive the surcharge for Category I if event is a fund-raiser benefiting the Plymouth schools or the public, or when the event itself is a public service.

Special Conditions: Regardless of users' category, the Superintendent may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

D. Restrictions on Use of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users will be required to pay all custodial costs and applicable rental fees.
3. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
4. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
5. Obscene advertising, decorations, or materials shall not be permitted on school property.
6. Users must comply with all administrative regulations governing use of school facilities, Non-compliance may result in revocation of privileges.

Community Relations

Use of School Facilities

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities.

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School. Sup. Ct., 6-11-01.

20 U.S.C. (Boy Scouts of American Equal Access Act contained in No Child Left Behind of 2001).

Policy adopted: September 14, 2016
Revised: October 13, 2021

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Use of School Facilities

Procedures and Regulations Governing Use of School Facilities/Fields

1. **Applicant** shall file a complete application with the Business Manager in the Business Office a minimum of 30 days in advance of the event.
2. **Insurance:** All users not covered by the Plymouth Board of Education insurance policy must provide a liability insurance certificate of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate and naming the Plymouth Board of Education as a named additional insured. Insurance limits will be reviewed and updated periodically by the Business Manager.
3. **Adequate adult supervision** is required for entire length of activity. One designated adult must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom used for the full time. Students may not be allowed to walk, run, or wander through the halls unsupervised.
4. **No alcoholic beverages** or controlled substances allowed for any reason, including religious observance.
5. **No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
6. **Signs** on school property must be approved in advance by the Principal as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate for school grounds. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. **Structures on school property:** Erection of tents or any other structures on school property requires the approval of the Principal, in consultation with the Business Manager and the Superintendent. The user must obtain and pay for any zoning permit that may be required.
8. **No dogs** or other pets are permitted in school buildings or on school grounds.

Exceptions:

Service dog and animals used for Plymouth Board of Education sponsored programs.

Community Relations

Use of School Facilities

Procedures and Regulations Governing Use of School Facilities/Fields (continued)

9. **No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc. or use of lighted candles or any other inflammables are permitted in school buildings or on school grounds by users not directly affiliated with the Plymouth Public School program, except with special permission by the Business Manager, under controlled conditions including, but not limited, to at least a minimum 30 lb. multipurpose ABC fire extinguisher. An individual must be 18 years of age or older to grill.
10. **School Furniture/Equipment:**
 - a. No school owned electronic equipment (TV's, VCR's, digital cameras, tape recorders, computers, etc.) may be used by outside users of school facilities.
 - b. Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent or his designee.
 - c. Kitchen equipment may not be moved or used except by authorized school personnel.
 - d. All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
 - e. Users wishing to borrow furniture or equipment from one school, to be used in another school, must obtain the permission of the Principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.
 - f. Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ the services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

Community Relations

Use of School Facilities

Procedures and Regulations Governing Use of School Facilities (continued)

11. **School facilities** including floors, carpeting, walls, rest rooms, grounds, and fields must be stored to their original condition. Users must pay for special cleanup, repair, etc., necessitated by their use.
12. **Gym floors: For athletic events, only gym shoes or sneakers permitted.** For non-athletic events held in a gym, the Business Manager may require that the gym floor be covered at the user's expense. The Business Manager will arrange for the installation and removal of the floor covering. The fee must be paid in advance.
13. **No motorized vehicles,** bicycles, roller skates or roller blades permitted in school buildings, on the tracks, field, or lawns.
14. **General Clean Up:** School facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the Business Manager may arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at the users' expense.
15. **School Custodians:** Custodians must open and close buildings and be present for the duration of an activity. Workers' fees are to be paid by the user for all weekend and holiday work beyond normal working hours on school days. On weekends and holidays, custodians will be engaged a minimum of three hours. Cancellations require a minimum of four hours' notice or custodian fees will be assessed.
16. **Food Service:** Cafeteria personnel are required when the kitchen is used. Users must make arrangements directly with the Business Manager and pay fees accordingly.
17. **Police, Fire:** The Business Manager will arrange for necessary police/fire coverage. Users will pay these fees directly.
18. **Health District, P & Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
19. **Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and up-dated as appropriate by the Business Manager.

Community Relations

Use of School Facilities

Procedures and Regulations Governing Use of School Facilities (continued)

20. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Plymouth residents for guest parking for any private (non-commercial) event. Non-compliance with this stipulation will constitute trespassing.

21. Damages: Any organization using a school facility is liable for any incurred damages. Painting, use of nails, and placement of decorations must be approved by the supervisor of school facilities.

**EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER
REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE.**

**NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY RESULT IN LOSS OF
PRIVILEGES.**

RENTAL RATES EFFECTIVE OCTOBER 1, 2021

All groups pay custodian and kitchen workers, and surcharges where applicable.

**Usage Fees for School Facilities
Plymouth Board of Education**

Fees are per day		Major Use		
<u>Facility</u>	<u>Area</u>	<u>*Category 1</u>	<u>Category II</u>	<u>Surcharge</u>
THS	Gym	No Rent	\$275	\$100
	Café	No Rent	\$175	\$100
	Kitchen	No Rent	\$175	
	Library	No Rent	\$175	
	Classrooms	No Rent	\$ 75	
	Auditorium	No Rent	\$275	\$500
	Music Room	No Rent	\$100	
ETJMS	Gym	No Rent	\$225	\$ 50
	Café	No Rent	\$150	\$ 50
	Kitchen	No Rent	\$150	
	Library	No Rent	\$150	
	Stage	No Rent	\$150	
	Classrooms	No Rent	\$ 50	
HSFES	Gym	No Rent	\$200	\$ 50
	Café	No Rent	\$125	\$ 50
	Stage	No Rent	\$125	
	Kitchen	No Rent	\$125	
	Classrooms	No Rent	\$ 50	
	Library	No Rent	\$100	
PCS	Gym	No Rent	\$200	\$ 50
	Café	No Rent	\$125	\$ 50
	Stage	No Rent	\$125	
	Kitchen	No Rent	\$125	
	Classrooms	No Rent	\$ 50	
	Library	No Rent	\$100	
<u>All Schools</u>				
	Athletic Fields	No Rent	\$125	\$100

RENTAL RATES EFFECTIVE OCTOBER 1, 2021

All groups pay custodian and kitchen workers, and surcharges, where applicable

**Usage Fees for School Facilities
Plymouth Board of Education**

Surcharge is required if the event:

1. Creates significant wear and tear;
2. Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc;
3. Uses vendors' or exhibitors' booths;
4. Uses two major facilities (gym, cafeteria, auditorium, 11+ classrooms);
5. Involves more than 500 participants or attendees.

Other fees:

1. Fees will also be charged for piano tuning, gym floor covering, excess garbage collection and use of lighting/sound equipment. School system technicians are required to operate the equipment. Custodians, kitchen workers, and technical personnel will be paid according to current fee schedule.

**In order to procure the use of facilities or grounds, the adult leasing the facility must be a resident of the Town of Plymouth and the activity must involve at least 51% of residents of the Town of Plymouth.*

PLYMOUTH PUBLIC SCHOOLS
APPLICATION FOR THE USE OF SCHOOL FIELDS/GROUNDS

School Field Requested: (Circle)	Plymouth Center				
	Harry S. Fisher:	Baseball	Soccer	Softball	Track
	Eli Terry:	Baseball			
	Terryville High:	Baseball	Soccer	Softball	Track

Event Title: _____

Date(s) of Activity: Day & Date: _____ From _____ am/pm To _____ am/pm
(Include rain date) Setup/Tear Down: _____

Request permission to use: tents _____ grills _____ other _____

Organization Making Request: _____

***Contact Person:** _____ **Telephone #:** _____

Address: _____

Email: _____

Names and Addresses of Persons Who Will supervise the Activity:

_____ **Telephone #:** _____

_____ **Telephone#:** _____

Purpose for which field(s) is to be used: _____

If flyer or brochure is to be distributed, it must be attached for review.

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities. Please make certain all contact information is complete and accurate. If school is closed due to vacations or emergency cancellation, all events in school facilities are cancelled. In order to procure the use of facilities or grounds, the adult leasing the facility must be a resident of the Town of Plymouth and the activity must involve at least 51% of residents of the Town of Plymouth. A roster of participants with name and address also must be submitted prior to approval. We, the undersigned assume legal and financial responsibility for the above request:

Authorized Signature: _____ **Date:** _____

DO NOT COMPLETE – OFFICE USE ONLY

Authorized Signature: _____
(Business Office)

☐ **Approved** Date: _____
☐ **Not Approved** Date: _____

Remarks: _____

Fees: Building _____
 Custodian _____

Required: Police _____
 Fire _____
 *Certificate of Insurance _____
 Other _____
 Roster Attached _____
 Flyer/Brochure Attached _____

Approved copies will be sent to the following:

Building Secretary
Building Head Custodian
Director of Maintenance

***All users not covered by the Plymouth Board of Education insurance policy must provide a liability insurance certificate of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate and naming the Plymouth Board of Education as the additional insured. Insurance limits will be reviewed and updated periodically.**

PLYMOUTH PUBLIC SCHOOLS
APPLICATION FOR THE USE OF SCHOOL FIELDS/GROUNDS

School Facility Requested Plymouth Center Harry S. Fisher Eli Terry Terryville High
(Circle)

Facility of School Requested: Gym Café Kitchen* Auditorium** Library
(Circle) Classroom Other _____

*Cafeteria workers are required for all kitchen use **BOE Light & Sound Technician may be required for Auditorium Use

Date(s) of Activity:

Day: _____ Date: _____ From: _____ am/pm To: _____ am/pm

Setup Time: _____ Actual Event Time: _____

Rehearsal Day: _____ Date: _____ From: _____ am/pm To: _____ am/pm

Organization Making Request: _____

***Contact Person:** _____ **Telephone #:** _____

Address: _____

Email: _____

Names and Addresses of Persons Who Will supervise the Activity:

_____ **Telephone #:** _____

_____ **Telephone#:** _____

Purpose for which building is to be used:

If flyer/printed information will be distributed on this event, it must be attached.

Special requests: _____

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities. Please make certain all contact information is complete and accurate. If school is closed due to vacations or emergency cancellation, all events in school facilities are cancelled. In order to procure the use of facilities or grounds, the adult leasing the facility must be a resident of the Town of Plymouth and the activity must involve at least 51% of residents of the Town of Plymouth. A roster of participants with name and address also must be submitted prior to approval. We, the undersigned assume legal and financial responsibility for the above request:

Authorized Signature: _____ **Date:** _____

DO NOT COMPLETE – OFFICE USE ONLY

Authorized Signature: _____
(Business Office)

☐ **Approved** Date: _____

☐ **Not Approved** Date: _____

Remarks: _____

Fees: Building _____
Custodian _____
Cafeteria Worker _____
Lights/Sound (if required) _____

Required:	Police	
	Fire	
	*Certificate of Insurance	
	Other	
	Roster Attached	
	Flyer/Brochure Attached	

Approved copies will be sent to the following:

Building Secretary	Building Head Custodian
Director of Maintenance	Technology Director (If using THS Auditorium)
Cafeteria Director (If using kitchen)	

***All users not covered by the Plymouth Board of Education insurance policy must provide a liability insurance certificate of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate and naming the Plymouth Board of Education as the additional insured. Insurance limits will be reviewed and updated periodically.**

Community Relations

Smoke Free Environment

Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

Community Relations

Smoke Free Environment (continued)

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking of any kind is prohibited by state law.

(cf. 1120 - Board of Education Meetings)

(cf. 1330 - Use of School Facilities)

(cf. 4118.231/4218.231 - Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 - Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes
 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
 21a-242 Schedules of controlled substances.
 P.A. 14-76 An Act Concerning the Governor's Recommendations
 Regarding Electronic Nicotine Delivery Systems and Youth Smoking
 Prevention.
 P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and
 Vapor Products.
 PL 107-110, Section 4303, "Non-smoking Policy for Children's Services."
 20 U.S.C. 7181-7184 The Pro Children Act of 2001.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Smoke Free Environment

The following rules shall apply to all facilities operated by the Board of Education. As used here, “smoke” or “smoking” shall mean the lighting or carrying of a lighted cigarette, cigar, pipe or similar device, and any other items containing or reasonably resembling tobacco or tobacco products. (electronic nicotine delivery systems, liquid nicotine containers, vapor products)

1. No person shall smoke in any room of any school district facility.
2. Students are not permitted to smoke in any school district facility or on school grounds at any time, nor while under school supervision away from the school facilities, nor while on a school bus.

(cf. 1120 - Board of Education Meetings)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Drugs, Tobacco, Alcohol)

Legal Reference: Connecticut General Statutes

10-233a(h) Definitions, “School-sponsored activity”

21a-242 Schedules of controlled substances.

19a-342 Smoking prohibited in certain places.

P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

20 U.S.C. 7181-7184 The Pro Children Act of 2001, PL 107-110, 115 State 1174

Regulation approved: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Access to School Procedures and Materials

Ideas, operating procedures, records and publications developed in or for the school system may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school system and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

A reasonable charge may be made for copying available records.

(cf. 1111.1 – School Directory)

(cf. 4112.6/4212.6 – Personnel Records for Certified and Non-Certified Personnel)

(cf. 5125/5125.1 – Student Records; Confidentiality)

(cf. 9330 – Board/School System Records)

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records. Certified copies. Fees.
 1-16 Photographic reproduction of documents.
 1-206 Denial of access to public records or meetings. Notice. Appeals.
 1-210 Access to public records. Exempt records.
 1-211 Access to computer-stored records.
 1-214 Public employment contracts as public record.
 1-225 Meetings of government agencies to be public.
 10-15b Access of parent or guardian to student's records.
 10-151c Records of teacher performance and evaluation not public records.
 10-154a Professional communications between teacher or nurse and student.
 10-209 Records not to be public (medical records)
 10-221b Boards of education to establish written uniform policy re treatment of recruiters (re – directory information)
 46b-56 Superior court orders re custody and care of minor children (re: access to data of minors).

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Senior Citizens' Benefits

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

To this end, the Board of Education establishes the following policy on fees and admissions.

1. Adult Education

Any senior citizen sixty-five years of age or older will be allowed a 25% reduction on tuition fees for courses offered through any Adult Education Program(s).

2. Admission to School Events

Any senior citizen sixty-five years of age or older will be allowed to attend any school sponsored athletic or arts activity open to the public free of charge.

In order to facilitate the implementation of this policy, the school administrators are to take steps to make senior citizens aware of school events in a timely manner.

(cf. 3280 - Tuition)

Community Relations

Relations with Law Enforcement Agencies

Because of the many support services that the local law enforcement agencies provide to the schools, staff, and students, the Board of Education shall maintain close relationships with those agencies, protecting legal rights of staff and students.

The Superintendent shall establish lines of communication with the local law enforcement agencies for the security of school facilities, safety of students and staff, and for better education of students concerning law enforcement agencies.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

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

54-76j Disposition upon adjudication as youthful offender.

New Jersey vs. T.L.O., 469 U.S. 325 (1985).

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Relations with Law Enforcement Agencies

Notification of Student's Arrest

Pursuant to the requirements of PA 94-221, whenever the Superintendent receives oral or written notification from the local police department or state police that a student was arrested for a class A misdemeanor or felony, he/she shall maintain the written report in a secure location and the information in the report shall be maintained as confidential in accordance with section 46b-124. The Superintendent may disclose such information only to the Principal of the school in which the student is enrolled or the supervisory agent of any other school in which the student is enrolled.

The Principal or supervisory agent may disclose such information only to special service staff or a consultant, such as a psychiatrist, psychologist or social worker, for the purposes of assessing the risk of danger posed by the person, other student school employees or property and effectuating an appropriate modification of such person's educational plan or placement for disciplinary purposes. Such information with respect to a child under sixteen years of age shall be confidential in accordance with 46b-124 and shall only be disclosed as provided in this section and shall not be further disclosed.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules.
 53a-185 Loitering in or about school grounds: Class C Misdemeanor.
 PA 94-221 An Act Concerning School Discipline and Security.

Community Relations

Fire Department

Members of the local fire department and the town fire marshal play a vital role in the school safety program. The Superintendent of Schools and the administrative staff shall have the responsibility to:

1. Establish and maintain relationships with the local fire department and fire marshal.
2. Work with the faculty in determining the nature and timing of the department's participation in the school program.
3. Coordinate and supervise the planned activities.
4. Involve the fire department in crisis response drills and other related activities designed to practice and test the effectiveness of district and school response plans.

As necessary or appropriate administrators shall seek the advice and cooperation of the fire department and fire marshal in at least the following matters:

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

(cf. 6114.1 - Fire Drills)

(cf. 6610 - Emergencies and Disaster Preparedness)

Community Relations

State/Federal Government

The Board of Education, both directly and through its state association, shall carry on an aggressive program to secure approval from the state legislature for laws and regulations that the Board feels to be in the best interest of the school system. This policy shall include the pursuit of adequate and equitable sources of revenue to support the local free public schools.

State and Federal Aid

In order to bring the full benefit of state and federal aid programs to bear upon the needs of the school system, it is the policy of the Board to maintain a close working relationship with the state department of education and appropriate federal agencies and to cooperate with them fully in attaining improved educational services.

New programs are to be submitted to the Board for approval prior to filing an application or making a commitment to the state or federal agency involved.

Community Relations

Relations Between and Among Area, State, Regional and National Associations and the School System.

Membership in recognized associations such as the Connecticut Association of Schools will be maintained by the school system for several reasons, including:

1. Benefits to staff and the Board of Education that comes from professional meetings, conferences, clinics, workshops, and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals, and advisory services.
3. Representation in legislative and other actions affecting education generally and our school system in particular.

The Board of Education in maintaining such membership in no way abdicates its authority over the responsibility for the schools of the school system as outlined in state law and Board of Education policy.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation of Board of Education, administration, and staff in the activities of such associations to achieve the purposes listed above.

Community Relations

Relations Between Non-Public and other Educational Organizations and the Schools

The Board of Education recognizes the need and the worth of cooperative relationships with other schools, school districts, colleges and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board of Education policy.

Community Relations

Relations with Parochial and Private Schools

In recognition of the educational, cultural, and economic values which parochial and private schools provide to the parents, citizens, and taxpayers of the community, the Board of Education shall make available, within the limits of applicable federal and state restrictions, the full range of services to resident students of the community who attend parochial or private schools.

Legal Reference: Connecticut General Statutes

10-217a Health and welfare services for children in nonprofit private schools. State aid.

10-228a Free textbook loans to pupils attending non-public schools.

Everson v. Board of Education, 330 U.S.1 (1987)

10-281 Transportation for pupils in nonprofit private schools within the school district.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Cooperative Arrangements with Business and Industry

The Board of Education will wherever possible, cooperate with employers in offering accredited high school courses or, with the approval of the Connecticut State Board of Education, vocational training courses to such employees. Such courses will be given on the premises of the employers for the benefit of any employees who (1) wish to obtain a high school diploma or (2) wish to improve his/her employment status.

No expense for such service may accrue to this Board of Education or to the Connecticut State Board of Education.

Legal Reference: Connecticut General Statutes

10-21 Vocational guidance.

10-21a Accredited courses offered by employers.

10-21b Programs offered jointly by boards of education and business firms; neighborhood assistance.

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

Community Relations

Possession of Deadly Weapons or Firearms

I. Definitions

- A. Deadly Weapon** means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.” Conn. Gen. Stat. §53a-3 (6).
- B. Firearm means** “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged,” Conn. Gen. Stat. §53a-3 (19).
- C. Peace Officer** means “ a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 2 of public act 13-170 who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Conn. Gen. Stat. §53a-3 (9).
- D. Real Property** means the land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. School-Sponsored Activity** “means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.” Conn. Gen. Stat. §10-233a(h).

Community Relations

Possession of Deadly Weapons or Firearms (continued)

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-2 17b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with the Superintendent of Schools and in consultation with the Chief of Police, Town of Plymouth or a written agreement between such person's employer, the Superintendent of Schools and in consultation with the Chief of Police, Town of Plymouth.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.

Community Relations

Possession of Deadly Weapons or Firearms

V. Consequences (continued)

- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Policy adopted: September 14, 2016

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut