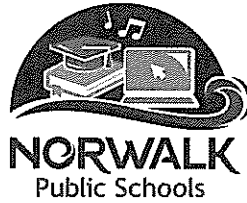


Book	Policy Manual
Section	1000 - Community Relations
Title	Concept and Roles in Community Relations
Code	1000
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

CONCEPT AND ROLES IN COMMUNITY RELATIONS

The Board of Education recognizes that the community, within the context of the law, determines the quantity and quality of educational resources available. Hence, it is imperative that input by members of the community be sought by personnel in the planning, development of policy, implementation of programs and evaluation of results.

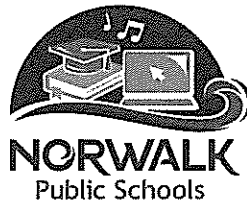
School-community relations, then are not merely report and interpreting; rather, they are the pursuit of a public enterprise in which members of the community and school personnel play their respective roles in view of the best interests of the school.



Book	Policy Manual
Section	1000 - Community Relations
Title	Goals and Objectives Planning Process
Code	1010
Status	Retired
Adopted	December 10, 1993
Last Revised	July 27, 1995
Retired	June 14, 2022

GOALS AND OBJECTIVES PLANNING PROCESS

October	Board conducts assessment of system needs and resources, including public hearing, and develops draft of objectives for the following year
November	Board review budget proposed for following year Board considers draft objectives in the light of budget
December	Board approves budget for following year
January	Board reviews Mastery Test data and reconsiders draft objectives
Feb-April	Board reviews program reports and other relevant data
May	Board reconciles budget for following year Board adjusts and confirms Goals and Objectives for following year



Book	Policy Manual
Section	1000 - Community Relations
Title	Communication via the Media
Code	1100
Status	Retired
Adopted	August 29, 1985
Last Revised	November 17, 1998
Retired	June 14, 2022

COMMUNICATION VIA THE MEDIA

The Board of Education shall communicate with the people of Norwalk concerning the objectives, achievements, needs and conditions of the public schools, by means of locally circulated newspapers, periodicals and other forms of communication. The Superintendent of Schools, or his designee, shall have authority to issues news releases via the media that have city-wide significance regarding the public schools.

Media Access to Students

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

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

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

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

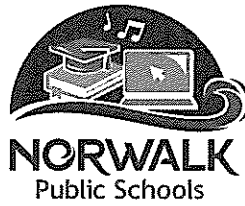
Parents/guardians who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal accordingly, at least annually in writing. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

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

The school system will provide to the parent/guardian the district's media access to students policy in the student/parent handbook.

Legal Connecticut General Statutes 1-19(b)(11) Access to public records. Exempt records.
10-209 Records not to be public.
Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec. 1232g (1998)
Education of the Handicapped Act of 1975, as amended and renamed Individuals with Disabilities Education Act.

Cross References [5125 - Student Records: Confidentiality](#)



Book	Policy Manual
Section	1000 - Community Relations
Title	Communications with the Public
Code	1110.1
Status	Retired
Adopted	September 2, 2003
Retired	June 14, 2022

COMMUNICATIONS WITH THE PUBLIC

Parent Involvement

Considerable experience and related 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.

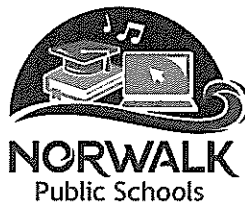
Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff 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. These steps should include the following:

- Parenting skills should be promoted and supported.
- Communication between home and school should be regular, two-way and meaningful.
- Parents should play an integral role in assisting student learning.
- Parents should be welcome in every school and their support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.
- Community resources should be made available to strengthen school programs, family practices and student learning.

The Superintendent will report annually to the Board of Education on parent involvement activities.

Legal	Connecticut General Statutes 10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290
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Book	Policy Manual
Section	1000 - Community Relations
Title	Parental Involvement For Title I Schools
Code	1110.12
Status	Retired
Adopted	January 6, 2004
Retired	June 14, 2022

PARENTAL INVOLVEMENT FOR TITLE I SCHOOLS

The Board of Education is strongly committed to the parent-school connection. It is the belief of the Board that the education of our students is a shared responsibility that involves knowledgeable stakeholders: our parents, our schools and our community. The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation all parents in all aspects of the program.

Parental Involvement

The administration will develop a district wide parent advisory council, to include representative parents of Title I students, staff, administrators and other interested parties. This council will develop jointly with, agree on and distribute to parents a written parent involvement policy.

The written parent involvement plan shall contain:

- Provision for an annual meeting for parents to explain Title I;
- Provision for at least three additional meetings, to be held at various times of the day, to include opportunities for parents to participate in making decisions about parent workshops and to participate in, as appropriate, the decisions about the education of their children;

These meetings shall be used to provide parents with:

- Opportunities to be involved in the joint development and in the decision-making about how the parent involvement plan will be designed, implemented, reviewed and improved;
- Current information, in an understandable language, about the objectives of Title I programs, and on their child's participation and progress in those programs;
- Timely information on curriculum and assessments used to measure progress, to include the proficiency levels students are expected to meet;
- Outreach to encourage participation of parents, including opportunities to participate in training that will help parents support their children's learning at home;
- Opportunities to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

The administration shall plan for the coordination and integration of parental involvement strategies with other agencies and programs, as practicable.

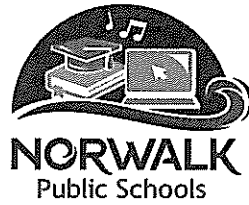
School-Parent Compact for Title I Schools

Each school in the Norwalk Public Schools shall jointly develop with parents a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for ensuring student achievement

1. Explain how it is the school's responsibility to provide high-quality curriculum and instruction, in a supportive and effective environment, that challenge students and enables them to reach the State's standards.
2. Describe how each parent will be responsible for supporting his/her child's learning, such as monitoring attendance, homework completion, and positive use of extracurricular time.
3. Address the importance of communication between teachers and parents on an ongoing basis, through, at a minimum:
 - Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the child's achievement;
 - Frequent reports to parents on their child's progress;
 - Reasonable access to staff and possibilities to observe classroom activities.
4. Provide other reasonable support for parental involvement activities as parents may request.

In carrying out the parental involvement requirements, the schools, to the extent practicable, must provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents understand.

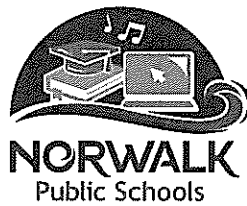
Legal	Improving America's Schools Act, P.L. No. 103-382, Sec 112 Local Education Agency Plans Improving America's Schools Act (IASA), P.L. 103-382. PL 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, Sec. 1118
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Book	Policy Manual
Section	1000 - Community Relations
Title	School Sponsored Publications
Code	1111
Status	Retired
Adopted	September 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

SCHOOL SPONSORED PUBLICATIONS

The Board of Education encourages the preparation of bulletins, newsletters and other small publications concerning the public schools and their distribution to students, parents and the public.



Book	Policy Manual
Section	1000 - Community Relations
Title	School Directories
Code	1111.1
Status	Retired
Adopted	August 29, 1985
Last Revised	June 16, 2019
Last Reviewed	July 27, 1995
Retired	June 14, 2022
Prior Revised Dates	04/08/2003;

SCHOOL DIRECTORIES

The school system or any school may develop a directory of school personnel subject to the following conditions:

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

Student Personnel Directory

Names, addresses, or telephone numbers of students enrolled in this school system may not be disclosed without the consent of each student whose name, address, or telephone number is to be disclosed who is eighteen years of age or older, and a parent or guardian of each student who is younger than eighteen years of age. The Every Student Succeeds Act and the National Defense Act of 2002 require the Norwalk Board of Education to provide upon request made by military recruiters, access to secondary students' names, address, and telephone listings. However, a parent of a secondary school student or the student himself/herself (if he/she has reached the age of majority) may object to the release of the student's name, address, and telephone listing to military recruiters without prior written parental consent. A parent or eligible student who objects to disclosure of such information with prior consent may file a notice of objection with the school district at any time. Annual notice of this right to require prior written consent must be provided.

Legal	Connecticut General Statutes 1-210 Access to public records. Exempt records [subsection (b11) re release of names or addresses of students] 10-221 b Boards of education to establish written uniform policy re treatment of recruiters National Defense Authorization Act for FY 2002 PL 106 398 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99. December 9, 2008 and December 2, 2011).
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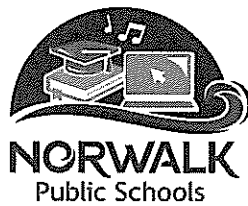
Cross References

1340 - Access to School Procedures and Materials

4112.06 / 4212.06 - Personnel Records

5125 - Student Records: Confidentiality

9330 - Board/School System Records



Book	Policy Manual
Section	1000 - Community Relations
Title	Directories - Roster of Names and Addresses and Telephone Numbers Regulation
Code	1111.1-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

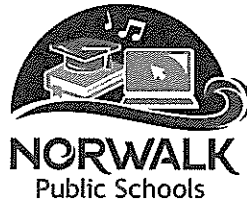
DIRECTORIES

ROSTER OF NAMES AND ADDRESSES AND TELEPHONE NUMBERS REGULATION

The policy of the Board of Education is designed to protect students, parents and board employees from harassment and undue influence by groups and agencies whose objective is private gain. It is recognized that the best interests of the school system and the community are served by mutual cooperation and understanding with groups and organizations having common goals. Therefore, rosters, except for student rosters, may be made available to the following:

1. Parent/Teacher Groups
2. Norwalk PTO Council
3. Citizens' groups studying education with the approval of the Board of Education, or the Superintendent of Schools acting as agent of the Board.
4. Such other individuals or groups who may have the express approval of the Superintendent for a recognized and valid purpose.

Legal Connecticut General Statutes 1-19(b) Access to public records. Exempt records

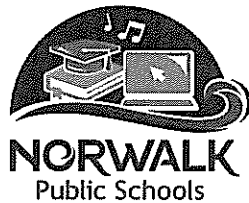


Book	Policy Manual
Section	1000 - Community Relations
Title	News Conferences and Interviews
Code	1112
Status	Retired
Adopted	July 27, 1995
Last Revised	November 17, 1998
Retired	June 14, 2022

**NEWS CONFERENCES AND INTERVIEWS
MEDIA ACCESS TO STAFF**

The following regulations pertain to access of the media to our staff:

1. Members of the media shall notify the building principal, or designee, of their intentions to photograph, film or interview staff during normal working hours.
2. The building principal, or designee, shall notify the Partnership Office.
3. Photographing or filming of staff during working hours shall be authorized to building principal, or designee.
4. Interviewing of staff during working hours by media representatives shall be authorized by the building principal, or designee, who shall determine the day, time and location for such interview.



Book	Policy Manual
Section	1000 - Community Relations
Title	Coverage of Board of Education Meetings
Code	1112.1
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

COVERAGE OF BOARD OF EDUCATION MEETINGS

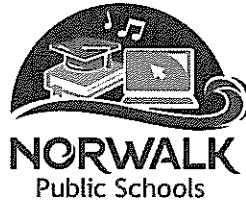
Permission for Broadcasting Meetings

The Board will permit the broadcasting of meetings as defined by Section 1-21a of the General Statutes of Connecticut subject to the following conditions:

1. Request for the broadcast must be made in writing and received at least two weeks in advance. This request shall be communicated promptly to all Board members.
2. The broadcast shall not interfere with the conduct of the meeting.
3. All expenses for said broadcast including utilities shall be borne by the applicant.

The Board shall be empowered to refuse permission by majority vote if said Board deems such refusal to be in the best interest of the Norwalk Public School System.

Legal	Connecticut General Statutes 1-21a Recording, broadcasting or photographing meetings
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Book	Policy Manual
Section	1000 - Community Relations
Title	School News Release
Code	1112.2
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

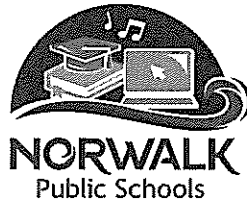
SCHOOL NEWS RELEASE

The Superintendent of Schools is responsible for all news release relative to the schools and may delegate this authority as needed.

All matters representing the official position of the Norwalk Public Schools prepared for publication by any of its employees shall be approved by the Superintendent or his/her designee prior to release to the public press.

Any news releases at the Board of Education level, or public statements, are to come from the Chairperson of the Board of Education, the Board as a whole, or by member(s) of the Board, providing the majority of the Board has gone on record as approving the release or public statement. This refers to all media. (cf. 9020 – Public Statements)

Cross References [9020 - Election of Board Members](#)



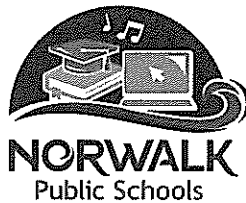
Book	Policy Manual
Section	1000 - Community Relations
Title	News Conferences and Interviews - Media Access to Staff
Code	1112.3
Status	Retired
Adopted	July 27, 1995
Last Revised	November 17, 1998
Retired	June 14, 2022

NEWS CONFERENCES AND INTERVIEWS

MEDIA ACCESS TO STAFF

The following regulations pertain to access of the media to our staff:

1. Members of the media shall notify the building principal, or designee, of their intentions to photograph, film or interview staff during normal working hours.
2. The building principal, or designee, shall notify the Partnership Office.
3. Photographing or filming of staff during working hours shall be authorized by building principal, or designee.
4. Interviewing of staff during working hours by media representatives shall be authorized by the building principal, or designee, who shall determine the day, time and location for such interview.



Book	Policy Manual
Section	1000 - Community Relations
Title	News Conferences and Interviews - Media Access to Students Regulation
Code	1112.3-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

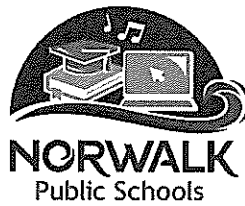
NEWS CONFERENCES AND INTERVIEWS

MEDIA ACCESS TO STUDENTS REGULATION

The following regulations pertain to access of the media to our students:

1. Release of names, addresses, and telephone numbers of students is subject to the Freedom of Information Act. For students under the age of 18, disclosure of names, addresses, and telephone numbers may occur only with the written consent of parent(s) or guardian and the approval of the administrator in charge.
2. Photographing or filming of students in special education programs may be authorized by the administrator in charge only with the written consent of parent(s) or guardian.
3. Photographing or filming of events in the schools may be authorized by the administrator in charge with the understanding that the photographing or filming does not interfere with the operation of the school as a safe and orderly environment for learning.
4. Interviewing of students by media representative in grades K to 5 shall be authorized by the administrator in charge only with the written consent of parents(s) or guardian.
5. Interviewing of students by media representatives in grades 6 to 12 shall be authorized by the administrator in charge provided that each parent or guardian shall have received a notice from the Superintendent of School, via letter or parent handbook. The administrator in charge has the authority to permit such interviewing as a reasonable activity to take place with the school environment unless the parent(s) or guardian has denied such permission to the administrator in charge in writing.
6. With regard to athletic teams and contests, the coach shall have the duties and responsibilities as listed in number 1 through 5 of the administrator in charge.

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



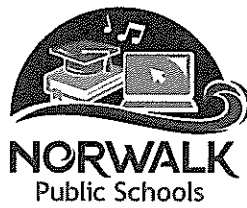
Book	Policy Manual
Section	1000 - Community Relations
Title	News Conferences and Interviews - Media Access to Staff Regulation
Code	1112.4-R
Status	Retired
Adopted	July 17, 1995
Retired	June 14, 2022

NEWS CONFERENCES AND INTERVIEWS

MEDIA ACCESS TO STAFF REGULATION

The following regulations pertain to access of the media to our staff:

1. Members of the media shall notify the Office of Public Affairs of their intentions to photograph, film or interview staff during normal working hours.
2. The Office shall forward the request to the building or central office administrator.
3. Photographing or filming of staff during working hours shall be authorized by administrator in charge.
4. Interviewing of staff during working hours by media representatives shall be authorized by the administrator in charge. The administrator shall determine the day, time and location for such interview. The administrator will arrange for such interview and notify the media.

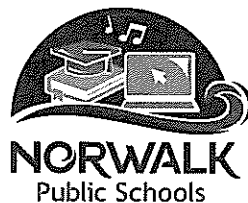


Book	Policy Manual
Section	1000 - Community Relations
Title	Public Participation at Board of Education Meetings
Code	1120
Status	Retired
Adopted	August 9, 1995
Last Revised	July 27, 1995
Retired	June 14, 2022
Prior Revised Dates	01/20/1987;

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

Participation by the general public in debate at regular meetings on matters before the Board of Education shall be permitted. Public participation shall be subject to the provisions enumerated below. On issues that appear to arouse strong public interest, the Board may schedule a special meeting limited to the subject. In order to limit or close debate on any subject, a majority vote of those board members in attendance will be required.

1. Everyone is requested to address the chair for recognition.
2. Each speaker must state his/her name and address
3. All speakers must observe rules of common etiquette. Personalities are not to be injected. Anyone violating this rule will be denied the floor, unless waived by the chairperson or a majority of the board, each speaker shall limit his/her remarks to three (3) minutes.
4. Each speaker is limited to maximum of three minutes. A speaker will not be recognized for a second time unless time remains after all have been heard. Speakers are requested to avoid repetition.
5. Each speaker must concern himself/herself with the topic under discussion. Anyone digressing from the topic will be ruled out of order.
6. A speaker in violation of these rules may be ejected from the room.
7. Following each vote on a motion, the chairperson will announce the decision of the Board.
8. It is requested that no one read lengthy statements. Whenever possible, written statements and materials should be made available in advance for distribution to board members.
9. Speakers shall state their position on the subject being discussed. Those who have questions shall, whenever possible, submit them in writing in advance of the meeting.



Book	Policy Manual
Section	1000 - Community Relations
Title	Distribution of Materials by Students
Code	1140
Status	Retired
Adopted	August 29, 1995
Last Revised	November 17, 1998
Retired	June 14, 2022

DISTRIBUTION OF MATERIALS BY STUDENTS

Printed materials may be distributed to students on school grounds and/or at school activities under certain conditions.

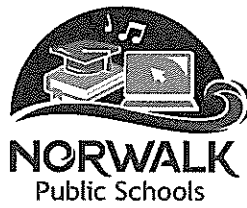
All requests from groups or individuals to have materials distributed to students district wide, with the exception of requests from school –connected organizations like parent-teacher organizations or Board appointed committees, with be referred to the office of the Superintendent, or designee, to determine whether the requests comply with overall school purposes and policy.

The Building principal, or designee, may approve such distribution providing:

1. the materials relate to 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, and;
3. the materials do not promote any political party or candidate.

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

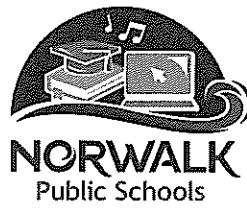
Legal	Connecticut General Statutes 9-369b Explanatory text relating to local questions.
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Book	Policy Manual
Section	1000 - Community Relations
Title	Responsibilities of School Personnel
Code	1150
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

RESPONSIBILITIES OF SCHOOL PERSONNEL

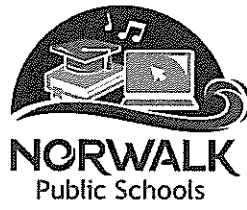
All employees of the school system should be aware that they are representatives of the school system by virtue of their employment and, as such, influence the public image of the school system.



Book	Policy Manual
Section	1000 - Community Relations
Title	Responsibilities of School Personnel Regulation
Code	1150-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

RESPONSIBILITIES OF SCHOOL PERSONNEL REGULATION

The principals reserve the right to review all correspondence between teachers and parents before it is sent home.

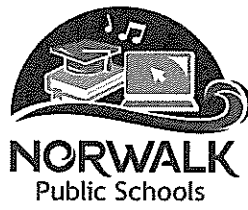


Book	Policy Manual
Section	1000 - Community Relations
Title	Responsibilities of the Board of Education
Code	1160
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

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 all audiences.

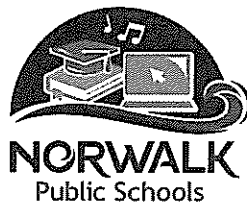
In board matters requiring public reactions, an effort should be made to include faculty, staff and students.



Book	Policy Manual
Section	1000 - Community Relations
Title	Recognition of Citizens, Students, Staff Members and Members of the Board of Education
Code	1170
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

**RECOGNITION OF CITIZENS, STUDENTS, 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 benefit the school system. Persons so honored may include retiring staff and board members who have contributed to the school system over an extended period of time. The Board may act through recognition at board meetings, letters of recognition or other appropriate methods.



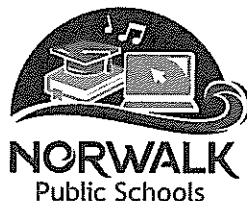
Book	Policy Manual
Section	1000 - Community Relations
Title	School-Community Groups
Code	1210
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

SCHOOL-COMMUNITY GROUPS

The Board of Education looks upon school-community groups such as the Parent Teacher Groups as integral parts of the school community which can aid substantially in promoting a finer education program.

Among the many services which such groups can offer, the Board of Education especially endorses any assistance which they can give in developing and maintaining voluntary aid programs in our schools.

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



Book	Policy Manual
Section	1000 - Community Relations
Title	School Governance Councils
Code	1211
Status	Retired
Adopted	April 19, 2016
Last Revised	February 15, 2022
Retired	June 14, 2022

SCHOOL GOVERNANCE COUNCILS

I. Purpose

Consistent with the Board of Education’s adopted theory of action and its commitment to create and maintain a system of high-performing schools, all schools in the Norwalk Public School system will maintain school-based governance councils to help guide the schools’ development. The Board believes that the success of the school and the students it serves is the shared responsibility of school staff, parents or legal guardians and community members.

II. Definition

The School Governance Council (SGC or Council) is integral to local school decision-making and shall be devoted to helping the school achieve its mission and vision. Toward this end, the SGC will advise the school administration regarding various issues, including the analysis of student achievement, development of improvement plans, allocation of resources and programmatic and operational changes which enhance the quality of the school and the achievement of its students.

III. Membership

School Governance Councils shall consist of 14 members plus up to three nonvoting members depending on the type of school involved. The following tables describe the category of membership, the number of members and how they are elected.

<i>Member</i>	<i>Number</i>	<i>Election Process</i>
Parents or guardians of students at the school who are not administrators or teachers employed by the Norwalk public schools	7	Elected by the parents or guardians of students attending the school, each household with a student attending the school will have one vote.
Teachers at the school	5	Elected by the teachers of the school.
Community leaders within the school attendance area or partner organization	2	Elected by the parent and teacher members of the Council.
School principal (nonvoting)	1	Principal

Additional members and election process in high schools:

<i>Member</i>	<i>Number</i>	<i>Election Process</i>
Students, high school council members only (nonvoting)	2	Elected by the school's student body, one from each of the junior and senior classes.

All members are equal partners in making recommendations to the school administration. All Council recommendations are made by majority vote of those voting Council members in attendance.

I. Requirements

All members shall be required to participate in initial and annual training sessions provided by the District and to remain in good standing in the groups they represent during the term of their service on the Council, e.g. teacher representatives must be teachers in active service at the school and parent representatives must be parents of children currently attending the school. School Governance Councils shall meet monthly from September through June of each year. Absence from three consecutive meetings will result in forfeiture of Council membership.

II. Election and Term of Members

Members of the Councils shall be elected as follows:

- Parents representatives shall be elected from parents or legal guardians of children enrolled in the school. The process for parent election shall be developed by the Principal in collaboration with the school's Parent-Teacher Organization or comparable parent organization, shall be based generally on the "Guidance for School Governance Councils – Membership and Election Procedures" published by the CSDE in August, 2013, and shall be subject to the approval of the Superintendent of Schools.
- Teachers shall be elected by the teachers of the school.
- Members representing one or more partner organizations external to the school shall be elected by the parent and teacher members of the Council.
- The Council shall represent the diverse interests of the families and staff that make up the local school community. Every effort, therefore, shall be made to engage broad participation in the Council election process.

Voting members have a two-year term and no one member can serve more than four terms on a Council. The nonvoting student members serve a one-year term, and no student member can serve more than two terms. Elections at the high schools will be conducted in the month of September following the requirements stated in the election process within this policy. The year of each term on the high school councils shall be from October 1 through September 30. Elections at all other schools will be conducted in the month of May following the requirements stated in the election process within this policy. The year of each term on said other schools' councils shall be from June 1 through May 31. Vacancies that occur during the year will be filled by the Council for the unexpired portion of a term.

III. Roles and Responsibilities

A. Parent Co-Chairperson

A Parent Co-Chair of each School Governance Council shall be elected annually by the members. The Co-Chairs shall set meeting agendas, preside over meetings of the Council, attend bi-annual district-wide meetings of SGC Co-Chairs with the Superintendent and an annual meeting of SGC Co-Chairs with the Board of Education.

B. Principal or School Director

The Principal is the chief executive officer of the school and accountable for school quality and student achievement. The Principal shall be responsible for maintaining and supporting the School Governance Council at the school. The Principal shall:

1. serve as the Council Co-Chair;

2. confer with the Council and consider the Council's recommendations in making decisions on behalf of the school; and
3. be a non-voting member of the Council.

In the exceptional case where the Principal is in disagreement with the recommendation of the Council regarding items 1, 2, or 6 below, the Superintendent's designee shall review both recommendations and make a final determination.

C. Duties of Council Members

The Council, collectively, shall provide advice and recommendations to the school administration regarding a variety of matters, including the following:

1. Conducting at least one meeting per year to which all parents and teachers of the school are invited, and at which the vision, mission and goals for the school shall be discussed and evaluated. The Council shall use the results of such meetings to guide it in appointment of committees, study groups and task forces, under section (D) below, to assist it in carrying out its responsibilities hereunder and carrying out projects for the improvement of the school, after consultation with the school administration.
2. Analyzing student achievement data and school needs relative to the development and approval of the school's Accountability Plan, which shall be submitted to the Superintendent for approval each year during the month of June. .
3. Reviewing the fiscal objectives of the draft budget for the school and providing advice to the Principal of the school before such budget is submitted to the Superintendent of Schools.
4. Participating in the hiring process for the school principal or other administrators of the school by conducting interviews of qualified candidates provided by the District and reporting on such interviews to the Superintendent of Schools .
5. Assisting the Principal in the selection process for teachers and the other certified positions, when its assistance is requested by the Principal.
6. Providing advice and assistance to the principal regarding programmatic and operational changes which foster the school's improvement goals, subject to Board policy and to contracts made by the Board. This may include program changes, adjustment of the school's hours and days of operation, and the school's enrollment goals.
7. Promoting the school as a parental choice relative to its enrollment goals.
8. Working with the administration to develop and approve a School Compact for parents or legal guardians and students outlining the criteria and responsibilities for enrollment and school membership consistent with the school's goals and academic focus and the ways that parents, guardians and school personnel can build a partnership to improve student learning.
9. Developing and approving a written parent involvement policy that outlines the role of parents and legal guardians in the school.
10. Providing advice and assistance to the Principal on matters of importance to parents or legal guardians. Such advice shall be informed by an annual survey of parent satisfaction with aspects of school quality and student achievement and an annual parent forum. Such forum shall be conducted by the Principal and parent representatives.
11. Informing the Board of Education relative to the school's facility needs.
12. Participating in the selection of the school's "before and after school" program, upon the conclusion of any existing contract.
13. Providing advice regarding the need for school uniforms and any type of unique school attire to be worn by students.
14. Utilizing records relating to information about parents and guardians of students maintained by the Board of Education for the sole purpose of the election of Council members. Such information shall be confidential and shall not be further disclosed.
15. Performing any such duties as may be required if the school is mandated to have a School Governance Council in accordance with state law.

D. Committees, Study Groups, Task Forces

After consultation with the school administration, the Council may appoint committees, study groups, or task forces of parents, teachers and community members for such purposes as it deems helpful/necessary in order to carry out the responsibilities of the Council enumerated in these bylaws and to promote the vision, mission and goals of the school. No such committee, study group or task force may exercise the authority of the Council.

E. Other Provisions

The Council may adopt Bylaws providing for selection of additional officers in addition to the Co-Chairs, and addressing such other matters as the Council desires (provided that such Bylaws shall not be inconsistent with the provisions of this Policy).

The Council shall comply with any applicable requirements of state law at schools where such Councils are mandated by such law.

The Council shall comply with Norwalk Board of Education policies, procedures and contractual agreements.

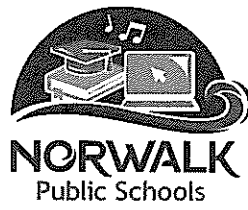
School Governance Council meetings are open to all parents of the school and the public.

IV. Reporting and Oversight

Each School Governance Council shall provide advice to the school administration so that it may report annually to the school's stakeholders on the school's progress in meeting the goals of the school's Accountability Plan.

The Board of Education shall conduct an annual forum with School Governance Council Co-Chairs to assess the implementation of this policy.

The Superintendent will report annually to the Board on the effectiveness of School Governance Councils as an element of the Board's Strategic Operating Plan.

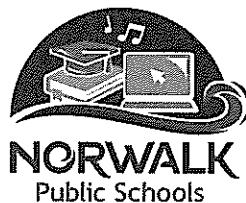


Book	Policy Manual
Section	1000 - Community Relations
Title	Citizens' Advisory Committees
Code	1220
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

CITIZENS' ADVISORY COMMITTEES

The Board of Education supports the concept of ad hoc advisory committees, both for the Board of Education directly and for the staff.

The involvement of these committees in assisting the Board of Education and the staff in reaching for the best possible decisions is a well-establishing principle in public school education.



Book	Policy Manual
Section	1000 - Community Relations
Title	Citizens' Advisory Committees Regulation
Code	1221-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

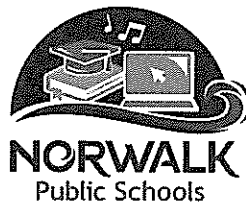
CITIZENS' ADVISORY COMMITTEES REGULATION

Membership

1. The Board of Education may solicit nominations from community organizations and from residents of the community any may welcome the names of volunteers. From the pool of those so nominated, the Board will select and appoint committee members.
2. In making nominations and in fulfilling committee positions, the following points should be considered:
 - a. Representation of all segments of the community
 - b. Knowledge of and interest in public education
 - c. Particular skills or talents which may be useful to a particular committee
 - d. Previous experience or background for such work
 - e. Community participation
 - f. 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 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.
 - 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 necessary to complete their study, unless appointed as continuing committees. Vacancies which may occur will be filled by the Board whenever practicable.
6. Dates of all committee meetings much be posted in advance.
7. Meetings of the committee must be open to the public.

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.
2. 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 which are the proper province of the professional staff.
3. 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 subcommittees 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 school staff.



Book	Policy Manual
Section	1000 - Community Relations
Title	Volunteers in Norwalk Schools
Code	1240
Status	Retired
Adopted	August 29, 1985
Last Revised	June 26, 2007
Retired	June 14, 2022
Prior Revised Dates	7/27/1995

CITIZENS' ASSISTANCE TO SCHOOL PERSONNEL

Volunteers in Norwalk Schools

Administrators shall obtain a completed information form from each volunteer and submit the names of all volunteers, along with a brief description of how they will serve the district, to the Human Resources Office prior to authorizing service. Unless explicitly exempted from a required background check, volunteers will obtain fingerprint cards from their child's school office or the Norwalk Public Schools Human Resources Office. The cost of fingerprinting and the background check will be absorbed by the volunteer.

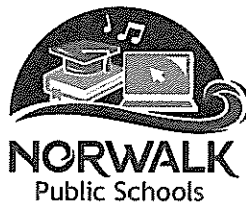
Volunteer service at a school cannot begin until all background checks have been returned and school administrators are satisfied that the results of the checks are acceptable per Board of Education policy.

Volunteers will be required to submit to a background check (including fingerprinting and reviews of national databases checking for involvement with criminal and child protective services) when:

1. The volunteer will work with students in any type of out of school time activities including before and after school, vacation time and summer.
2. The volunteer will chaperone an overnight field trip.
3. The volunteer will work in direct contact with students without the presence of a teacher or administrator
4. The volunteer will have reason to communicate with students in person during out of school time, or by phone, or any electronic means during school or non-school hours.

Volunteers will not be required to submit to a background check including fingerprinting when:

1. The volunteer is a parent or guardian who volunteers to work in their own child's school during the school day under the supervision of a Norwalk Public School teacher or administrator.
2. The volunteer performs a one-time service in the presence of and under the supervision of a Norwalk Public School teacher or administrator.



Book	Policy Manual
Section	1000 - Community Relations
Title	Volunteers in Norwalk Schools
Code	1240
Status	Retired
Adopted	August 29, 1985
Last Revised	June 26, 2007
Retired	June 26, 2007
Prior Revised Dates	07/27/1995;

Citizens' Assistance to School Personnel

VOLUNTEERS IN NORWALK SCHOOLS

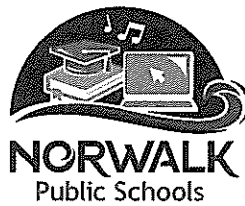
The Board of Education recognizes that volunteers can make valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer service shall be made by the Board and school district administration.

A request to volunteer or to continue volunteering will be denied if

1. a background check reveals that a volunteer might pose a threat/hazard to students of
2. the volunteer behaves in any manner that demonstrates s/he is not a good role model to students or whose behavior is detrimental to the school environment as determined by the building principal in consultation with the Superintendent.

Procedures shall be established and intermittently updated to:

- ensure effective registration, orientation, assignment and evaluation of all volunteers serving the schools;
- secure background checks (including fingerprinting and reviews of national databases checking for involvement with criminal and child protective services) for all volunteers unless explicitly exempt as described in the regulations
- provide for the safety of students as they work with volunteers, This policy will be reviewed in January, 2008.



Book	Policy Manual
Section	1000 - Community Relations
Title	Visits to the Schools
Code	1250
Status	Retired
Adopted	August 29, 1985
Last Revised	June 18, 2019
Retired	June 14, 2022
Prior Revised Dates	07/27/1995

VISITS TO THE SCHOOLS

The Board of Education and staff of the school system welcome and strongly encourage members of the community and other interested persons to visit the schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

The Superintendent of Schools is authorized to establish such regulations to

1. Encourage visitors to observe our schools.
2. Require all visitors to register in the office of the principal upon their arrival at the school.
3. Direct expressions of approval as well as constructive criticism through the appropriate channels.
4. Ensure that such visits will enhance the effect of the educational program.
5. Provide for appropriate hospitality for visitors.
6. Ensure student safety.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

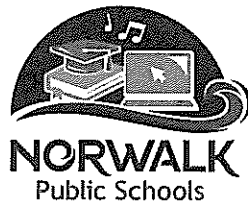
Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

Board Members Visits

Board of Education members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

Legal

Connecticut General Statutes 53a-185 Loitering in or about school grounds: Class C misdemeanor



Book	Policy Manual
Section	1000 - Community Relations
Title	Loitering or Causing Disturbance
Code	1251
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

Participation by the Public

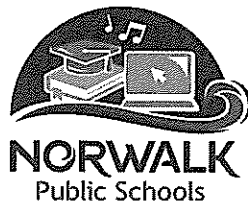
LOITERING OR CAUSING DISTURBANCE

Loitering or Causing Disturbance

Any person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or any other license or privilege to be there. For this reason, it is required that all visitors register in the office of the principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the principal promptly.

Legal Connecticut General Statutes 531-185 Loitering in or about school grounds Class C misdemeanor

Cross References [1250 - Visits to the School](#)



Book	Policy Manual
Section	1000 - Community Relations
Title	Political Activities of School Communities
Code	1311.1
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

POLITICAL ACTIVITIES OF SCHOOL COMMUNITIES

School employees are expected to assume the full responsibility of citizens living in a democracy including such citizen rights as voting, or refraining from voting; discussing the social, political and economic issues of the day in public meetings; supporting candidates; accepting appointed or elective public office; or holding office in political parties.

Performance of Civic Duties by Employees

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

1. voting and taking an interest in the social, political and economic issues of the day.
2. exercising democratic rights and responsibilities which are shared in common 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

Employees engaging in political activities shall:

1. realize their primary obligation is to their work as educators.
2. endeavor to make others realize that their utterances and actions are performed merely as individuals and not as representatives of any educational institution.
3. engage in no political activities on school premises during school hours.

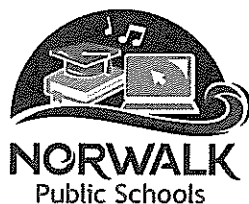
Personal Leave for Political Activities

Leaves of absence without pay for political activities may be granted for the purpose of being a candidate for political office upon proper request and mutual agreement.

Legal

Connecticut General Statutes 7-721 Political activities of classified municipal employees – re limitation)

10-151e Employees of board of education permitted to serve as elected officials; exeption



Book	Policy Manual
Section	1000 - Community Relations
Title	Public Comments
Code	1312
Status	Retired
Adopted	August 29, 1985
Last Revised	February 15, 2005
Retired	June 14, 2022
Prior Revised Dates	07/27/1995; 10/17/2000;

PUBLIC COMPLAINTS

The Board of Education and its individual members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, thence, 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 the next step of appeal. Any request that the Board review the decision of the Superintendent shall be in writing and signed by the complainant.

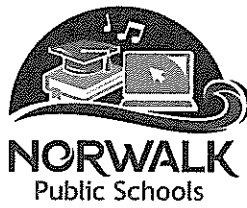
Challenged Material

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 reevaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material presents 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 materials collections.

Legal	Keyishian v. Board of Regents 365 U.S. 589, 603 (1967) President's Council, District 25 v. Community School Board No. 25, (457 R. 2d 289 (1972), cert. Denied Nov. 1972) Minarcini v. Strongsville City School District, [541 F. 2d. 577 (6th Cir. 1976)] Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
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Cross References	<u>1220 - Citizens' Advisory Committees</u> <u>5145.02 - Freedom of Speech/Expression</u>
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Book	Policy Manual
Section	1000 - Community Relations
Title	Public Complaints Regulation
Code	1312-R
Status	Retired
Adopted	August 29, 1985
Last Revised	February 15, 2005
Retired	June 14, 2022
Prior Revised Dates	07/27/1995; 10/17/2000;

PUBLIC COMMENTS REGULATION

Complaints/grievances should be resolved at the lowest possible organizational level. Unresolved complaints/grievances should be processed in sequence as follows:

1. Instructional level
2. Building administrator or appropriate supervisor
3. Director of Elementary or Secondary Education
4. Assistant Superintendent for Curriculum and Instruction
5. Superintendent of Schools
6. Board of Education.

Procedures

1. Level One
The complainant should meet with the instructor concerned in an attempt to resolve the issue in question.
2. Level Two
If satisfaction is not achieved at Level One, the complainant may refer the issue to the building principal or appropriate supervisor.
3. Level Three
If satisfaction is not achieved at Level Two, the complainant may refer the issue to the Director of Elementary or Secondary Education
4. Level Four
If satisfaction is not achieved at Level Three, the complainant may refer the issue to the Assistant Superintendent for Curriculum and Instruction.
5. Level Five
If satisfaction is not achieved at Level Four, the complainant may refer the issue to the Superintendent of Schools.

6. Level Six

If satisfaction is not achieved at Level Five, the complainant may request, in writing, a meeting with the Board of Education, or its designated committee.

Board members shall refrain from discussing complaints with students or parents or with the complainant and should inform individual complainants that complaints regarding individual schools should be processed through the levels set forth in this regulation.

If a complaint concerning individual schools, including a complaint against a Board employee, is brought directly to the Board during the "Public Comments" portion of a regular meeting of the Board, the Chair shall advise the speaker that complaints should be presented under Board Policy 1312 (Public Complaints) and its attached regulation and that this policy and regulation do not permit the Board to consider complaints presented at a Board meeting. If a speaker insists on making a complaint or charge against an employee during the "Public Comments" portion of the meeting Board members will refrain from commenting consistent with the employee's due process rights, Board Policy 1312 and this regulation.

Request for Reevaluation of Instructional Materials

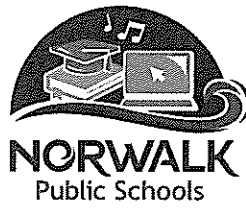
The following procedure shall be followed whenever there is a request for the evaluation of print and/or non-print material other than textbooks:

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 print or non-print material.
 - b. administrators, directors and supervisors appropriate to the level and/or subject for which material is used.

A media specialist shall serve on the review committee.

2. Objections to materials and requests for reevaluation must be presented in writing on the proper form. Request for Reevaluation 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 decision.
6. Once the 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 material shall remain in use in the schools pending final decision.

Cross References [1220 - Citizens' Advisory Committees](#)
 [5145.02 - Freedom of Speech/Expression](#)



Book	Policy Manual
Section	1000 - Community Relations
Title	Gifts from Suppliers and/or Contractors
Code	1313
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

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 district.

Although it is customary for some suppliers to give gifts to customers' employees at different times which are not of more than nominal value, and are not intended to influence in any manner the school district'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 district on their gift lists.

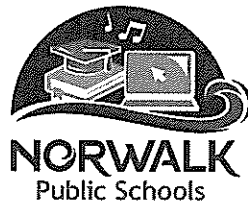
Gifts to Board Members

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, loans, travel, entertainment, hospitality, thing or promise, or any other form under circumstances in which it could be reasonably 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 for any official action on his/her part.

Gifts Between Students and Teachers

Gifts between students and teachers shall be discouraged.

Legal	Connecticut General Statutes 7-479 Conflicts of interest
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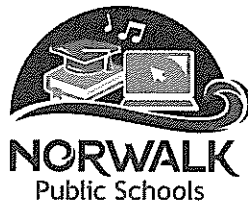
Book	Policy Manual
Section	1000 - Community Relations
Title	Gifts to School Personnel Regulation
Code	1313-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

GIFTS TO SCHOOL PERSONNEL REGULATION

Information on the Board'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 to avoid this, purchasing a gift he/she cannot afford.
2. Teachers do not expect gifts. Rather, they feel rewarded when students work up to their potential.

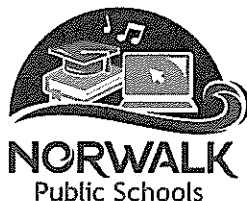


Book	Policy Manual
Section	1000 - Community Relations
Title	Soliciting Funds from and by Student Personnel/Student
Code	1314
Status	Retired
Adopted	June 16, 1987
Retired	June 14, 2022

SOLICITING FUNDS FROM AND BY STUDENT PERSONNEL/STUDENT

The Norwalk Board of Education recognizes the contribution which students and parent fund-raising makes to the school system. The fund-raising to benefit programs in the school system is authorized subject to the following guidelines:

1. The principal and parent/guardian or student group involved in a fund-raising effort must meet prior to that effort in order to review these guidelines and other relevant policies and regulations of the Board of Education.
2. K-8 parent/guardian should have the opportunity to deny permission for a student to participate in a fundraiser. These activities are purely voluntary.
3. Personal safety of students must be a critical factor in selecting fund-raising activities; door to door sales by students should be discouraged unless they are accompanied by an adult.
4. Fund-raising activities should be appropriate to the ages of students involved.
5. Limits on time involvement shall be established for fund-raising by students or parents.
6. Prizes to stimulate student salesmanship should be limit.
7. The purpose of the fund-raising must be clear to all concerned well before the fundraiser is scheduled.
8. The fund-raising presentations whether done by the parent group or professional fundraiser, should be done in a low keyed fashion.
9. Gifts to the school system, such as books, equipment, or money raised for the employment of personnel are subject to Board of Education Policy 3280. This applies to all donations received from all sources including, but not limited to, individuals, corporations, parent-teacher groups.



Book	Policy Manual
Section	1000 - Community Relations
Title	Public Performances by Students
Code	1321
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

PUBLIC PERFORMANCES BY STUDENTS

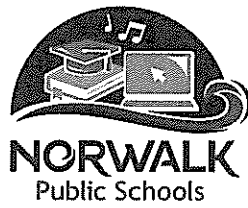
The Board of Education recognizes that worthy educational values may be served by student's participation in civic and community affairs. Instructors are encouraged to provide students for public performances when such performances contribute to the educational process and objectives of that particular class and when it does not interfere unduly with other classes or activities within the school.

School groups and individuals may, with permission of the principal, participate in local public events which fall into the following classifications.

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.
2. Community functions organized in the interests of the school, such as those originated by the PTO Council or other parent-teacher groups.
3. Non-commercial civic occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation.
4. Events that are primarily patriotic in nature such as Veteran's Day.
5. Charity benefit activities provided such activities have been specifically approved in advance by the Superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in events of commercial nature.
2. Events that are for the furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education.
3. Events that are primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events that cause undue amount of interference with the regular school program, or that cause an excessive amount of absence due to rehearsal or preparation.



Book	Policy Manual
Section	1000 - Community Relations
Title	Contests for Students
Code	1322
Status	Retired
Adopted	July 2, 1985
Last Revised	May 19, 1987
Last Reviewed	July 27, 1995
Retired	June 14, 2022

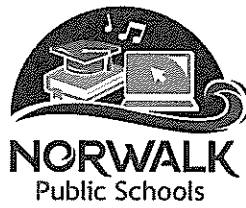
CONTESTS FOR STUDENTS

The Board of Education approves a selective policy of participation in contests with those contest organizers who have established an on-going supportive relationship with the school system. A reasonable period of time should be given to carry out such contests.

Participation by students in such activities falls into two categories of involvement.

1. Those contests which are deemed relevant to the instructional program may be recommended by the appropriate staff and completed during classroom time. It will be the responsibility of the school staff to assume the management of the contests, providing the students with detailed information, instructions, and rules governing the activity.
2. Participation in contests which are not deemed relevant to the instructional program will be accomplished on a purely voluntary basis and at no time can such participation interfere with the instructional program. It will be the responsibility of the sponsoring organization to assume the management of the contests, providing the students with detailed information, instructions, and rules governing the activity.

At no time will pressure be applied to students to participate in any contests sponsored by outside organizations.

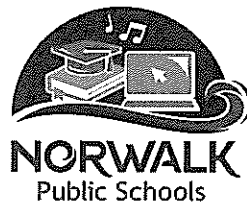


Book	Policy Manual
Section	1000 - Community Relations
Title	Contests for Students Regulation
Code	1322-R
Status	Retired
Adopted	July 2, 1985
Last Revised	May 19, 1987
Last Reviewed	July 27, 1995
Retired	June 14, 2022

CONTESTS FOR STUDENTS REGULATION

The evaluation, scheduling, and consent to participate in contests shall first be approved by appropriate staff.

1. No contest which deals with curriculum shall be conducted during the school year which has not had prior approval by the Director of Curriculum and Assessment, the subject supervisor, and the building principal(s).
2. No contest of a non-curriculum nature shall be conducted during the school year which has not had prior approval by the Superintendent and the building principal(s).

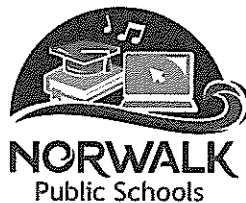


Book	Policy Manual
Section	1000 - Community Relations
Title	Gifts to Students
Code	1323
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

GIFTS TO STUDENTS

The acceptance of trophies, prizes or awards from persons or organizations not connected with the schools is not approved unless they conform to the policies of the Board of Education and the corresponding administrative regulations providing the awards for distinguished success in any school activity.

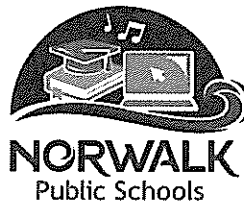
Cross References [5126 - Awards for Achievement](#)



Book	Policy Manual
Section	1000 - Community Relations
Title	Soliciting Funds from and by Students Regulation
Code	1324-R
Status	Retired
Adopted	September 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

SOLICITING FUNDS FROM AND BY STUDENTS REGULATION

1. Drives by the school(s) of school-related activities for funds or goods which involve more than one school must have prior approval of the Superintendent of Schools or his/her designee.
2. When a school or its parent-teacher group is to be the sponsoring agent of a drive to be held only in the one school, the principal's approval will be required.
3. The following procedure will be followed:
 - a. Announcement to students and faculty will be made by the principal or his/her designee.
 - b. All contributions are to be left at times and places designated by the principal. This information should be included in the announcement of the drive.



Book	Policy Manual
Section	1000 - Community Relations
Title	Advertising and Promotion
Code	1325
Status	Retired
Adopted	August 29, 1985
Last Revised	March 6, 2012
Last Reviewed	July 27, 1995
Retired	June 14, 2022

ADVERTISING AND PROMOTION

Schools shall not be used to foster and promote the interests of profit making groups or individuals, political organizations that are partisan in nature, and groups whose activities or specific requests may not be in the best interest of the citizens and youth Norwalk.

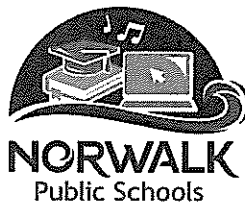
Subject to the regulations set forth herein, the sale of the temporary advertising along the playing fields utilized by the student athletes of the District's high schools shall not be prohibited by this Policy. Furthermore, nothing set forth in this Policy shall be deemed to prohibit the District from allowing a donor from displaying a corporate logo on an item donated to the District. This policy shall be expressly limited and governed by the regulations which follow. All signage shall comply with the applicable health, safety, zoning and building codes of the City of Norwalk.

Cooperation should be extended to those groups whose purposes and activities complement the goals of the Board of Education, are clearly non-profit and non-partisan, and whose activities enhance the quality of community life for all.

Activities for a worthy cause will be carefully screened. All requests for distribution or posting of flyers, announcements or collections must be approved by the Superintendent of Schools or his/her designee.

Legal	Connecticut General Statutes 10-239 Use of school facilities for other purposes
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Cross References	<u>1330 - Use of Facilities</u>
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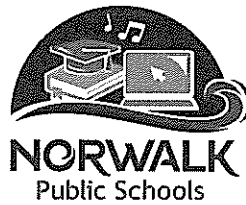


Book	Policy Manual
Section	1000 - Community Relations
Title	Advertising and Promotion Regulation
Code	1325-R
Status	Retired
Retired	June 14, 2022

ADVERTISING AND PROMOTION REGULATION

1. The Superintendent, or designee, shall submit to the Board of Education, specific guidelines for signage in a document to be titled "Norwalk Public Schools Advertising Guidelines" (the "Guidelines"). Guidelines shall remain in effect until superseded by a subsequent issue of the Guidelines.
2. The Guidelines shall include design features which must be included on every sign which is displayed (taking into consideration that such design features may differ for locations at the District's various high schools). The Guidelines shall set forth uniform dimensions for all signs. The Guidelines shall also set forth advertising prices and rates. The Guidelines shall include all forms necessary for the sale and maintenance of signage. The Guidelines shall provide that the advertiser is responsible for damage to a sign caused by weather, wind, the elements, vandalism, criminal mischief, or Acts of God.
3. Given that the zoning regulations of the City of Norwalk govern signage, it shall be noted on all forms promulgated that all signs are subject to compliance with City of Norwalk zoning, health, safety and building codes.
4. No sign shall exceed eight feet in width and three feet in height.
5. No sign shall be allowed for a product or service which could not be purchased or procured by a minor. The Guidelines may include such other reasonable restrictions on signage which comports with the placement of signage in areas frequented by students and the community's standards.
6. Signs shall be hung seasonally, with signs to be allowed during the Fall sports season (starting on September 1st of each year and ending on the later to occur of December 1st or the last high school athletic event being held on that field in the month of December), and during the Spring sports season (starting on March 15th of each year and ending on the later to occur of June 2nd or the day before high school graduation ceremonies to occur on that field). If an advertiser wishes to purchase advertising space for the following season, the advertiser shall so direct and the Athletic Director shall store the sign. The Athletic Director of each school shall designate the placement of all signs; it shall be noted to all advertisers that specific sign locations within a particular playing field cannot be guaranteed or used as a condition for the sale of the advertising space (as an example, an advertiser cannot request signage on the backstop of a baseball field, as opposed to a location in the outfield, and cannot request a particular location around a football field). No school may hang any more than forty (40) signs in a single season.
7. The Athletic Director of each school, subject to the specific provisions set forth in the Guidelines, shall be responsible for overseeing the solicitation of signage sales. The Athletic Director of each school shall direct the coaches and athletes engaged in the sale of the signs to secure all documentation from the advertiser, to properly hang the sign and to safely store the sign if the advertiser wishes to have it hung for the next season. Prior to accepting payment for any sign, the Athletic Director shall submit the form (which shall include a color sketch of the sign to be placed) to the Superintendent, or designee, for approval.
8. The prices to be charged for signs shall be the same for the Fall and Spring seasons, shall be uniform among the high schools, but may change annually as set forth in the Guidelines.

9. The Guidelines shall not require any preferred sign manufacturer, but shall specify materials, grommet placement, design characteristics and the like characteristics for each sign. The advertiser shall be responsible for the purchase of its own sign.
10. Funds collected for the sales of signs shall be deposited by each school's athletic director into a designated fund for the team securing that sale. The athletic director shall provide an accounting of all signs sold and funds received to the Superintendent, or designee, with a copy of such report being delivered to the high school's principal. The Athletic Director, whenever possible, shall consult with the Principal to make available to other student groups the sale of available signage locations (to the extent not otherwise sold)



Book	Policy Manual
Section	1000 - Community Relations
Title	Use of Facilities
Code	1330
Status	Retired
Adopted	August 29, 1985
Last Revised	June 18, 2019
Retired	June 14, 2022
Prior Revised Dates	07/27/1995;

USE OF FACILITIES

Use of School Facilities - Buildings

The public school facilities have been provided by the taxpayers not only for use as schools, but also for general community use. When school facilities are not needed in connection with normal school activity or with programs carried on by the recreation commission, they may be rented by any lawful organization for activities of an educational cultural, civic and other non- commercial uses consistent with the public interest which meets the following qualifications:

1. Assumes the responsibilities and obligations involved in renting a school facility.
2. Pays rental fees and charges promptly, demonstrates financial responsibility, and provides adequate liability insurance to protect the Board of Education and the City of Norwalk.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl 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.

The Superintendent is empowered to use his/her professional judgment in granting or refusing requests according to the classifications listed in Regulation I 330. In situations with significantly new features or on appeal from the Superintendent's decision, the Superintendent will refer requests to the Board of Education.

Use of School Facilities - Equipment

Property of the Board of Education shall not be taken from any school building or office for private use, or for any loan to an employee or other individual or to any outside organization except with the approval of the Superintendent of Schools or his/her designee.

Building Open for Religious Instruction

On the basis that it does not interfere with the regular school program, and that the religious teachers would assume responsibility for notifying students through church channels, and that there would be no school responsibility for transporting children home, the classrooms may be made available for religious instruction. A rental fee will be charged.

Special Instructional Programs

Parent-Teacher groups have occasionally offered an instructional program, such as a course in a foreign language at the elementary school level, which is not part of the regular curriculum. Cooperation should be extended to such groups under conditions and regulations set down by the Superintendent of Schools.

Use of School Grounds

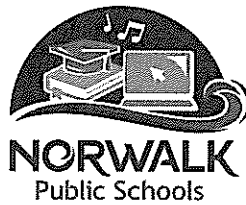
Any use of school grounds and playgrounds, other than by the Board of Education for educational purposes, must be specifically approved by the City and must comply with all applicable regulations, including those requiring permits from certain City Departments. Except as required in connection with the school, program, and/or by authorized groups, school grounds are closed after sundown.

Equal Access

According to the law, the Board of Education must, if it grants use of school facilities to non- school groups, grant access to any and all applying groups without discrimination as defined by law.

Legal Connecticut General Statutes 10-239 Use of school facilities for other purposes
PA 97-290 An Act Enhancing Educational Choices and Opportunities
Good News Club v Milford Central School, Sup. CT., 6-11-01
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Cross References [1325 - Advertising and Promotion](#)



Book	Policy Manual
Section	1000 - Community Relations
Title	Use of School Facilities Regulation
Code	1330-R
Status	Retired
Adopted	March 25, 1986
Last Revised	July 27, 1995
Retired	June 14, 2022

USE OF SCHOOL FACILITIES REGULATION

A. Use of School Facilities - Buildings

Individuals or groups desiring to use one of the schools should obtain a "Use of School Facilities" form from the Office of the facilities' manager. Requests which are approved will be formalized with a contract by the party who has submitted the request. Requests will be considered and administered as per the following guidelines:

Classifications for Priority in Renting School Facilities

Class I

1. Activities that are a part of the curricular programs.
2. Programs conduction by the Recreation, Parks and Building Management or other city agencies.
3. Activities and programs that are related to the school program, e.g. Parent-Teacher groups activities, "scout" meetings.

Class II

1. Programs of general cultural or education value and for which no admission charge is made.
2. Non-profit cultural or educational programs of general interest.

Class III

1. Non-profit programs for special interest groups, .g., religious, political, commercial.
2. Profit making programs with the proceeds to be used for charitable, non-profit, non- sectarian purpose.

Class IV

Profit making programs with proceeds going to the entrepreneurs. Such rentals are not solicited, but exceptions may be made for Norwalk residents. This is the only category in which the Board may properly take into consideration the political or artistic merits of the projected program.

Class IV rentals are to be made only when the anticipated use is not harmful to the public image of the school system and to that of accepted civic responsibilities pertaining to relations between the citizen and the state, or to relations between citizens, as regulated by law.

Labor time for clean-up after use, and for readying premises for school use, whether done by the renting organization or by the school custodians, shall be included in calculating the cost of personnel services.

Basic Structure for Rental Charges

Flat Rate Charges

All charges are predicated on the use of custodial services, uniform police and stage technicians. Rates shall be available at the facilities' office.

Free or No Charge Category (Class I)

While there is no rental for this category, there may be a labor charge depending on the size of the group and nature of the activity. When extra custodial work is involved, such as setting-up, stowing chairs, and/or cleaning, a charge should be made. This would be an administrative decision, the monies to be expended from the Facilities Rental Account instead of custodial payroll.

The Recreation, Parks and Building Management shall pay for necessary custodial and police services with no charge for facilities used by the programs under its direction.

In compliance with the custodial contract a custodian shall be present at all times when the Board of Education facilities are being used. The custodian on duty shall act as the Board of Education representative to see that the Board of Education regulations governing use of buildings are enforced. When necessary, in compliance with rules and regulations of the Norwalk Board of Education and the Norwalk Police and Fire Departments, the services will be arranged for by the Board of Education and the renter shall be billed accordingly. The renter shall use only the services of competent, trained personnel as stage technicians for carpentry, projectionists, etc.

The Board of Education, in providing the specific facilities, agrees to furnish heat and light, but assumes no responsibility for failure due to circumstances beyond its control.

The use of facilities is restricted to the area to be used on an as-is basis. Toilet facilities, as well as individual dressing rooms for males and females only, are included. Parking areas are also available.

Notice of Cancellation

The Board of Education, by granting the use of the building facilities, does not waive authority or control over the building, and may in its own best interest cancel the agreement on ten (10) days written notice, or exercise control over the program.

Rules and Regulations Concerning Use of Facilities

In addition to the specific conditions outlined in the Board of Education policy and foregoing rules, the following regulations shall govern the use of facilities:

1. Smoking is prohibited in all places of public assembly according to Connecticut General Statutes 1-21b, subsection (b).
2. There shall be no alcoholic liquors or beverages sold, brought to or consumed in the buildings or on the grounds.
3. The use of decorations or scenery, moving pianos or other furniture is prohibited without written permission. All decorations and scenery will be considered only with a valid certificate of fireproofing acceptable to the Norwalk Fire Department.
4. Under no circumstances shall scenery or other property be stored in the auditorium, multi-purpose room, or hallways.
5. Nothing shall be sold, given, exhibited, or displayed without permission.
6. The applicant shall be held responsible for the preservation of order.
7. The Board of Education will provide proper dressing rooms and stage equipment for the full use of auditoriums. It does not provide the use of school furniture and instructional equipment without specific permission. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
8. All electrical equipment and lighting arrangements shall be in the charge and control of the Board of Education or its representative and are not to be altered.
9. The Board of Education or its representative shall have access to all rooms at all times.
10. Facilities used by applicant will be examined carefully after usage. The applicant shall make good promptly any loss or damage occurring during the applicant's use of the facilities.

Application Procedures

Any person must apply to all applicable City Departments, as well as the Mayor's office seeking permission to use school grounds.

All rules and regulations concerning the renting or use of Board of Education facilities by others shall be in writing and a copy given to each person or organization using the facility with the Renter Package Building Facilities form.

Upon receipt of the application the administration will prepare a contract to be signed by a responsible member of the organization.

Classification of Rental Contracts

1. All permanent use of a portion of school facilities, which is not under the direction of the Board of Education and prevents the Board of Education from using this portion of the facility, shall be approved by the Board of Education and the Common Council.

Such leases shall be signed by the Board of Education chairperson and the Mayor.

2. All regular temporary and intermittent use of all or a portion of a school facility, which is not under the direction of the Board of Education and does not interfere with the Board of Education use of the facility, shall be rented by the facilities' office. Rentals of this type shall be reported to the Board of Education annually in September.

3. The regulations pertaining to the use of a building for religious instruction shall be prescribed under the contract for Rental of School Facilities. Under Class II of said contract the use of schools by religious groups is recognized.

4. A Certificate of Insurance must be presented when any application is filed.

5. If an accident occurs at a rental, an accident report must be filed immediately with the facilities' office; a report is supplied with each rental package.

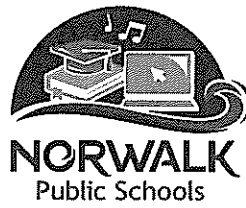
6. When any group wishes to use the food service kitchen or cafeteria in a school, at least one member of the food services department must be present to supervise the use of the equipment, and to be sure that the health and safety rules are followed. When food is brought into a school food services kitchen, a rider insurance policy entitled "product liability" must be obtained by the renter. All arrangements for use of the school kitchen are to be made through the food services department. There will be a charge for the food services staff.

The food services department provides a total catering service on special occasion. This includes: purchase, preparation and serving of all food as well as the total cleanup operation.

Only Parent-Teacher groups and Board of Education employee groups using the school building for a meeting may use the school's coffee urns to prepare coffee, No cooking or other kitchen facilities may be used. The reason for this is to ensure the health and safety of children who are served lunches from this facility.

Legal Connecticut General Statutes 1-21b Smoking prohibited in certain places Signs required.
Penalty (as added by P.A 74-126 and amended by P.A. 77-284 & 79-410)

10-239 Use of school facilities for other purposes



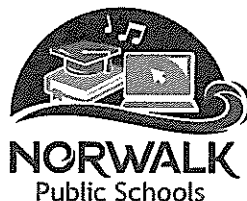
Book	Policy Manual
Section	1000 - Community Relations
Title	Smoking in School Facilities
Code	1331
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022
Prior Revised Dates	07/10/1993;

SMOKING IN SCHOOL FACILITIES

In response to Public Act 79-410, 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.

1. No person shall smoke in any school system facility.
2. The Board of Education strongly discourages smoking by students. Students K-8 are not permitted to smoke in any school system facility or on school grounds at any time, nor while under school away from the school facilities, nor while on a school bus.
3. The same rules apply to high school students except as may be 5131.6 "Drug, Tobacco, Alcohol. (See Paragraph 2)

Legal	Connecticut General Statutes 1 -21 b Smoking prohibited in certain places. Signs required. Penalty (as amended by PA. 79-410 -An act Concerning Clean Indoor Air) 79-410 -An act Concerning Clean Indoor Air) 21a-242 Schedules Exceptions (controlled substances) 53-198 Smoking in school buses (prohibited)
Cross References	<u>5113.01 - Truancy Policy</u> <u>5131.06 - Drugs, Tobacco, Alcohol</u> <u>9330 - Board/School System Records</u>



Book	Policy Manual
Section	1000 - Community Relations
Title	Program Accessibility in all Norwalk Public Schools and Facilities
Code	1332
Status	Retired
Adopted	October 2, 2001
Retired	June 14, 2022

PROGRAM ACCESSIBILITY IN ALL NORWALK PUBLIC SCHOOLS AND FACILITIES

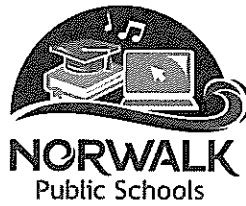
Norwalk Public Schools, recognizing that some areas in some schools are inaccessible to disabled individuals, adopts the following policy:

All meetings, conferences, programs, and activities at any of the facilities that are part of Norwalk Public Schools are available, without discrimination, to disabled individuals as defined by Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act.

Upon request, the school system will relocate a meeting, conference, program or activity in order to ensure accessibility to disabled persons. To make arrangements, the disabled person or their representative should contact the Department of Pupil Personnel Services at Norwalk Public Schools, 125 East Avenue, Norwalk, CT 06852 at least five days prior to the event.

Information on District meetings may be obtained from the Department of Pupil Personnel Services at 203-854-4126, or (eldak@norwalkpublicschools.net), or from Norwalk Public Schools' website, at <http://www.norwalk.k12.ct.us>.

Notice of Norwalk Public Schools' Relocation Policy will be made available in writing on its website (<http://www.norwalk.k12.ct.us>), via public notice in local newspapers and by radio.



Book	Policy Manual
Section	1000 - Community Relations
Title	Access to School Procedures and Materials
Code	1340
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

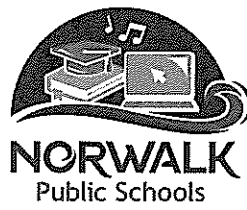
ACCESS TO SCHOOL PROCEDURES AND MATERIALS

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.

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. (cf. 5125/5125.1 – Student Records; Confidentiality; 4112.6 - Certificated Personnel Records; 4212.6 - Non-Certificated Personnel Records)

A reasonable charge may be made for copying available records.

Legal	Connecticut General Statutes 1-15 Application for copies of public records. Certified copies, Fees
	1-19 Access to public records. Exempt Records
	1-19a Access to computer-stored records
	1-21 i Denial of access of public records or meetings Notice. Appeals
	1-21k Penalties

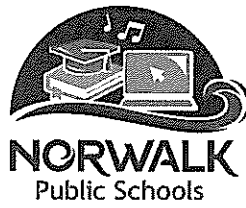


Book	Policy Manual
Section	1000 - Community Relations
Title	Common Council, Board of Estimate and Taxation
Code	1410
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

Relations with Local Units

COMMON COUNCIL, BOARD OF ESTIMATE AND TAXATION

The Superintendent of Schools or delegated representative shall attend meetings of the Common Council and the Board of Estimate and Taxation, or other public agencies as may be required, when matters pertaining to the public schools appear on the agenda of the meetings of these official city bodies.

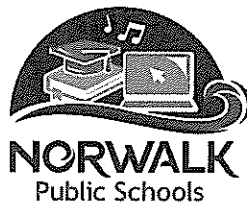


Book	Policy Manual
Section	1000 - Community Relations
Title	Law Enforcement Agencies
Code	1411
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

LAW ENFORCEMENT AGENCIES

Because of the many support services which the local law enforcement agencies provide to the schools, staff and students, the Board of Education desires to maintain the best possible relationship with those agencies, bearing in mind the responsibility the schools have to see that the legal rights of staff and students are properly protected.

The Superintendent is directed to establish lines of communication with the local law enforcement agencies in order to effect the kinds of cooperation needed for the security of the school facilities, the safety of students and staff, and better education of the students concerning law enforcement agencies.



Book	Policy Manual
Section	1000 - Community Relations
Title	Questioning of Students by Police Regulation
Code	1411-R
Status	Retired
Adopted	August 29, 1985
Last Revised	July 27, 1995
Retired	June 14, 2022

QUESTIONING OF STUDENTS BY POLICY REGULATION

The questioning of students by the police will be conducted with strict regard for the constitutional rights of the student to remain silent. These rights are given to students by the police as standing procedure. During the questioning the principal or his/her designee shall be present and shall keep a record of the proceedings.

1. Incident on School Grounds: Questioning/Complainant and Witnesses

- a. If a principal requests an investigation by the police of an incident which occurred on school grounds, he/she shall promptly notify the parent or guardian of the complainant and/or witnesses that the police have been asked to take statements from their children and shall invite them to be present. If the parent is unable to be present, the principal or his/her designee will be present. The parent/guardian has the right to refuse permission of police questioning.

b. Questioning Suspect

When the identification of the student(s) involved has been made and the police wish to question the student(s), the principal shall notify the parent/guardian and request that they be present during the questioning.

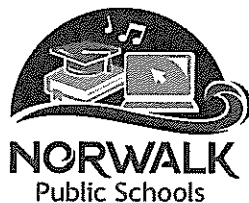
- i. If the investigation deals with matters of public safety which require speedy investigation, and the parent/guardian cannot be reached, or cannot be present, then the principal or his/her designee must be present during the questioning.
- ii. If the investigation deals with incidents other than those involving public safety, the questioning of the student(s) will be delayed a parent/guardian is present.

2. Incident in the Community

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

3. Arrest on School Grounds

If the police arrest a student on school grounds, the parent/guardian shall be notified by the principal. A student who has been arrested may be removed from the school ground by the police department. The parent/guardian must be notified by the principal of the police action.



Book	Policy Manual
Section	1000 - Community Relations
Title	Fire Department
Code	1412
Status	Retired
Adopted	August 29, 1985
Last Revised	June 18, 2019
Retired	June 14, 2022
Prior Revised Dates	7/27/1995

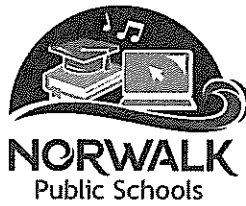
FIRE DEPARTMENT

Members of the local Fire Department and the City Fire Marshall play a vital role in the school safety and security program. It shall be the responsibility of the Superintendent of Schools and each building principal to:

1. Establish and maintain relationships with the local Fire Marshall and Fire Department.
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.

Principals are directed to seek the advice and cooperation of the Fire Department and Fire Marshall in:

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



Book	Policy Manual
Section	1000 - Community Relations
Title	Legislation
Code	1430
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

State/Federal Government

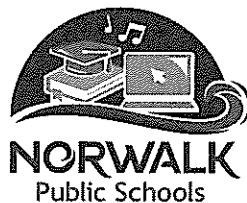
LEGISLATION

The Board of Education, both directly and through its state association, shall carry on an aggressive program to secure approval of laws and regulations which the Board feels to be in the best interest of the school system, from the State Legislature. 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 close liaison with the State Department of Education and appropriate federal agencies, and to cooperate with them fully in providing 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.



Book	Policy Manual
Section	1000 - Community Relations
Title	Relations between Area, State, Regional & National Associations and the Schools
Code	1500
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

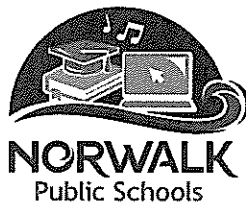
**RELATIONS BETWEEN AREA, STATE, REGIONAL AND
NATIONAL ASSOCIATES AND THE SCHOOLS**

Membership in recognized associations, such as Connecticut Association of Boards of Education, will be maintained by the schools for several reasons, including:

1. the in-service education benefits to our staff and Board of Education which come from participation in meetings, conferences, clinics and conventions,
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services, and
3. representation in actions affecting education in general and the Norwalk Public 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.

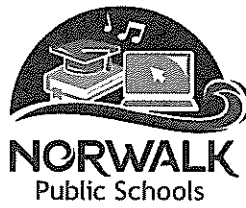
The Superintendent of Schools is authorized to budget funds for such memberships, and for paying the costs of adequate participation of Board of Education, administration and staff in the activities of such associations to achieve the purposes listed above.



Book	Policy Manual
Section	1000 - Community Relations
Title	Relations between Non-Public and other Educational Organizations and the Schools
Code	1600
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

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.



Book	Policy Manual
Section	1000 - Community Relations
Title	Cooperative Arrangements with Business and Industry
Code	1660
Status	Retired
Adopted	August 29, 1985
Last Reviewed	July 27, 1995
Retired	June 14, 2022

COOPERATIVE ARRANGEMENTS WITH BUSINESS AND INDUSTRY

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

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

School Curriculum

The Board of Education seeks to encourage cooperative efforts with local business and industry to provide programs materials and personnel that will enhance the regular school curriculum.

Legal	Connecticut General Statutes 10-2 a Accredited courses offered by employers
	10-21b Programs offered jointly by board of education and business firms; neighborhood assistance
	10-21c Donation of teaching services by private sector specialists; neighborhood assistance