

West Hartford Public School District

**Agenda Item:** Motion by Carol A. Blanks, Robert Levine, and Deb Polun to Approve Reviewed Policies 1110, 1111, 1112, 1113, 1120, 1121, 1130, 1210, 1220, 1230, 1240, 1241, 1250, 1251, 1260, 4190, 8131, 8132, and 8355

**Meeting Date:** February 6, 2018

**From:** Carol A. Blanks, Robert Levine, Deb Polun

**Through:** Tom Moore, Superintendent of Schools

**Recommendation:**

THAT the Board of Education approve the following policies which were reviewed by the Board Policy Subcommittee:

- 1110 --- School-Sponsored Publications
- 1111 --- School Directory of Personnel
- 1112 --- Public Press, Radio and Television
- 1113 --- School News Releases
- 1120 --- Public Comment at Board of Education Meetings
- 1121 --- Board of Education Communication with the Public
- 1130 --- Fundraising for Non-School Purposes
- 1210 --- School-Community Groups
- 1220 --- Citizens' Advisory Committees for the Board of Education
- 1230 --- Public Complaints
- 1240 --- Visits to Schools
- 1241 --- Loitering or Causing Disturbance
- 1250 --- Use of School Facilities
- 1251 --- School-Age Child Care
- 1260 --- Access to Procedures and Materials
- 4190 --- Insurance/Health and Welfare Benefits
- 8131 --- Filling Vacancies
- 8132 --- Resignation/Removal from Office
- 8355 --- Meeting Conduct

Note: Words/letters in (*italics*) within parentheses are being removed from the current policies, and words/letters in **Bold** are being added to the current policies.

**Background:**

The Board is in the process of reviewing and revising, where appropriate, all of its policies and bylaws. Board Code Books are divided into seven sections or series: 1000s Community Relations, 2000s Administration, 3000s Business, 4000s Personnel, 5000s Students, 6000s Instruction, and 8000s Bylaws.

**Agenda Item:**  
**V. C.**

The Board has appointed a sub-committee currently comprised of Carol A. Blanks, Robert Levine, and Deb Polun to meet regularly with Kimberly Boneham, Deputy Corporation

Counsel, and Andrew Morrow, Assistant Superintendent for Administration. The Policy Subcommittee has spent many hours considering its own recommendations, input from Corporation Counsel and the administration, and reviewing certain policies and bylaws from other districts.

As reviewed, revised, and new policies and bylaws are approved by the full Board, they are put on the West Hartford Public Schools website.

Carol A. Blanks, Robert Levine, Deb Polun, and Andy Morrow will be available to answer any questions.

WEST HARTFORD PUBLIC SCHOOLS

POLICY 1110

Community Relations

School-Sponsored Publications

Newsletters, Bulletins

The Superintendent of Schools may, at various times during the school year, publish and distribute to parents or to the general public, newsletters or bulletins concerning any phase of the operation of the schools. A brief outline describing the curriculum to be covered in a given grade or class shall be made available to all parents at the beginning of the year.

Superintendent's Annual Report

The Superintendent of Schools shall prepare and have published on or before November first of each year an annual report with respect to the progress, the conditions, and the needs of the schools, with recommendations as to plans for future development and continuous progress.

A written record of Board votes shall be available for public inspection within 48 hours of a Board meeting, excluding Saturdays, Sundays, and legal holidays. Board minutes shall be available in unapproved form within seven days of a Board meeting, excluding Saturdays, Sundays, and legal holidays.

Board minutes are unofficial until approved by the Board of Education.

Legal Reference: Connecticut General Statutes:  
1-13 Making of reproductions  
1-14 "Certified copy" defined. Evidence.  
1-16 Reproductions.  
1-17 Reproductions to serve purposes of originals.  
1-212 Copies of public records. Fees.  
1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed and posted on websites. Notice of special meetings. Executive sessions.  
10-220 Duties of Boards of Education.

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1111**

**Community Relations**

**School Directory of Personnel**

Any school may develop a personnel directory 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.

(cf. 1260 – Access to School Procedures and Materials)

(cf. 4120 – Personnel Records)

(cf. 8360 – Board/School District Records)

Adopted: October 19, 1987

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1112**

**Community Relations**

**Public Press, Radio and Television**

The Superintendent of Schools may make use of such other media as deemed necessary, such as the Internet, radio, television, and videos, to inform the public about the operation of the schools.

Adopted: October 19, 1987

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1113**

**Community Relations**

**School News Releases**

Newspaper Releases

Information concerning any phase of the schools' operation may be made available at all times to all metropolitan and local newspapers and other periodicals. With the exception of activities of the Board of Education, the authority to issue newspaper releases that have town-wide policy significance concerning the schools shall be vested in the Superintendent of Schools.

Legal Reference: Connecticut General Statutes:  
1-210 Access to public records. Exempt records.

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

POLICY 1120

**Community Relations**

**Public Comment at Board of Education Meetings**

All regular meetings of the Board of Education shall be open to the public. Time shall be reserved at the beginning and end of each meeting of the Board of Education for comments from visitors.

Legal Reference: Connecticut General Statutes:

1-225 Meetings of government agencies to be public. Recording of votes. Schedule & agenda of certain meetings to be filed & posted on websites. Notice of special meetings. Executive sessions.

1-226 Recording, broadcasting or photographing meetings.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

1-206 Denial of access to public records or meetings.

10-238 Petition for hearing by board of education.

Adopted: October 19, 1987

Reviewed: December 19, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1121**

**Community Relations**

**Board of Education Communication with the Public**

New avenues should continually be sought to improve relations and communications with all segments of the community and to expand contacts with audiences not typically reached.

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**



WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1130**

**Community Relations**

**(Use of Students)**

**(Fund Raising) Fundraising for Non-School Purposes**

West Hartford Public Schools receive requests for permission to solicit help of various kinds from many service and civic organizations. While the Board recognizes the need of such organizations, the incursion in student and staff time makes it impossible in general to grant such permission.

Each school may choose to recognize *(one)* service organizations as the recipients of its efforts *(for a particular year)*.

(cf. 1312 – Soliciting Funds From and By School Personnel)  
(cf. 1324 – Soliciting Funds From and By Students)

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1210**

**Community Relations**

**School-Community Associations**

**Parent-Teacher Groups**

The school administrators shall be encouraged to work with the parent-teacher groups at all times in their programs, to attain the very best understanding and cooperation between the home and the school.

The Board of Education encourages active support of and cooperation with school-community organizations.

Among the many services which such associations can offer, the Board of Education especially endorses support for parent/citizen volunteer programs in our schools.

Adopted: October 19, 1987

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

**Community Relations**

**Citizens' Advisory Committees for the Board of Education**

The Board of Education may create, from time to time, special advisory committees charged with the responsibility for investigating educational issues which, by virtue of their importance to society as a whole and the community in particular, have an impact on long-term growth and development of the schools of this district.

Committees are expected to report their study results and recommendations in writing to the Board of Education. Additionally, it may be desirable for committees to exchange views with the Board informally, from time to time, during their study. When a committee's final written report has been received, the Board of Education may review it with the committee members in a public meeting. Final action on committee recommendations rests with the Board of Education.

(cf. 1230 – Public Complaints)

(cf. 5730 – First Amendment Rights)

(cf. 6235 – Controversial Issues)

(cf. 6420 – Equipment, Books, Materials: Provision/Selection)

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

Adopted: November 4, 1987

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

POLICY 1230

**Community Relations**

**Public Complaints**

**Public Complaints**

Persons making complaints shall be referred to the most immediate level at which the problem can be resolved.

The Board advises the public that the proper channeling of general complaints is as follows:

1. Teacher
2. Principal
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**Complaints Regarding Instructional Materials**

In cases where the criticism involves approved materials, the Superintendent shall establish a procedure which includes a process by which the complaint will be investigated. In all cases the decision to retain or reject such materials shall be made on the basis of whether or not the material has literary or social value.

(cf. 1220 - Citizens Advisory Committees)

(cf. 5730 - First Amendment Rights)

(cf. 6235 - Controversial Issues)

(cf. 6420 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: Keyishian v. Board of Regents, 385 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25, 457

F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)

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

Board of Education, Island Trees Union Free School District No. 26 v. Pico,

457 U.S. 853 (1982)

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

Connecticut General Statutes:

10-238 Petition for hearing by Board of Education

Adopted: February 6, 1989

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1240**

**Community Relations**

**Visits to Schools**

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

The Superintendent of Schools is authorized to establish such regulations as will:

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. Ensure student safety.
4. Ensure that the orderly process of school activities is not disrupted.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act.

(cf. 8120 - Limits of Authority)

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1241**

**Community Relations**

**Loitering or Causing Disturbance**

Any person is guilty of loitering on school grounds when he/she remains in or about a school building or grounds, without any relationship involving custody of or responsibility for a student 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 when school is in session. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

Legal Reference: Connecticut General Statutes:  
53a-185 Loitering on school grounds: Class C misdemeanor

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1250**

**Community Relations**

**Use of School Facilities**

It shall be the policy of the Board of Education to encourage the community use of school facilities when such use does not conflict with school activities or proper administration of school property.

(cf. 1312 – Soliciting Funds from and by School Personnel)  
(cf. 1324 – Soliciting Funds from and by Students)  
(cf. 6240 -- Extra-Curricular Activities)

Legal Reference: Connecticut General Statutes:

10-239 Use of school facilities for other purposes  
Equal Access Act, 20 U.S.C. ss 4071-4074  
Good News Club v. Milford Central School, Sup.Ct., 6-11-01  
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No  
Child Left Behind Act of 2001)

Adopted: February 6, 1989  
Reviewed: December 5, 2006  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1251**

**Community Relations**

**School-Age Child Care**

The Board of Education's policy is to encourage high quality school-age child care programs in each elementary school in the Town of West Hartford. These programs should encourage all phases of child development, including emotional, physical, intellectual and social development.

To fulfill the purposes of this policy, the Board of Education will, consistent with present practice and subject to availability, provide space in each elementary school for the establishment of such programs. If such space is available, the Board shall lease space to fiscally independent, non-profit child care providers, who shall be solely responsible for the establishment and operation of such programs. Said child care providers shall have and maintain a license from the Connecticut Department of Public Health and shall maintain accreditation at all times, or a district approved self-study option, or a waiver from the assistant superintendent of schools subject to his/her exclusive discretion for a defined period of time. Users of such programs shall pay such amounts as determined by the providers. The Board will not assume any responsibility for the operation of such programs.

Adopted: March 25, 1991

Revised: March 20, 2007

Revised: June 15, 2010

**Reviewed: February 6, 2018**



WEST HARTFORD PUBLIC SCHOOLS

**POLICY 1260**

**Community Relations**

**Access to Procedures and Materials**

Ideas, operating procedures, records and publications developed in or for the school district may be made available to individuals and outside (*non-profit or profit*) organizations for use or distribution when such use or distribution will reflect favorably upon the school district 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.

A reasonable charge may be made for copying available records.

(cf. 4120 – Certified – Personnel Records)

(cf. 5120 – Access to Student Records and Confidentiality)

(cf. 8360– Board/School System Records)

Legal Reference: Connecticut General Statutes:

1-16 Reproductions.

1-210 Access to public records. Exempt Records.

1-211 Disclosure of computer-stored public records.

1-212 Copies & scanning of public records. Fees.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Appeals. Notice.

1-240 Penalties.

Adopted: October 19, 1987

Reviewed: December 5, 2006

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

POLICY 4190

**Personnel – Certified/Non-Certified**

**Insurance/Health and Welfare Benefits**

**Insurance**

1. Liability Protection for Employees: As provided by law, the Board of Education shall protect and save harmless any member of the Board of any teachers or other employee thereof or any member of its supervisory or administrative staff, from financial loss and expense arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or without the school building, provided such teacher, member, or employee, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his/her duties within the scope of his/her employment or under the direction of the Board of Education.
2. Liability Insurance: The Board of Education shall cause the town director of finance to insure against any liability imposed upon it by the General Statutes, in an insurance company organized in this state.

All accidents shall be reported in writing to the Superintendent on forms provided.

**Worker's Compensation**

Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties. Employees of the Board are covered by Worker's Compensation Insurance, and are paid stated amounts due to injuries sustained on the job.

Legal Reference:	Connecticut General Statutes:
	10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation
	10-236a Indemnification of educational personnel assaulted in the line of duty
	52-557b "Good Samaritan law." Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render. Immunity from liability re: automatic external defibrillators.

Adopted: December 7, 1987  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**BYLAW 8131**

**Bylaws of the Board**

**Filling Vacancies**

Any vacancy on the Board of Education shall be filled within ninety days from its occurrence by appointment by the Board of Education for the unexpired portion of the term or until the next biennial election, whichever shall be sooner; provided that, when the person vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party upon nomination by a Board of Education member of the same political party, if any.

Legal Reference: Connecticut General Statutes:  
10-219 Procedure for filling vacancy on local Board of Education  
Charter of the Town of West Hartford, Ch.II, §7

Adopted: October 5, 1987  
**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**BYLAW 8132**

**Bylaws of the Board**

**Resignation/Removal from Office**

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Whenever a member of the Board of Education shall cease to be bona fide resident of the Town of West Hartford, membership on the Board shall immediately cease.

A *(chairman)* **chairperson** or *(vice-chairman)* **vice-chairperson** of the Board of Education who shall refuse to perform a duty imposed upon him/her by law may be removed **from that leadership position** by a majority vote of all of the members of the Board, *(and in case the office of president or vice president shall become vacant the board shall)*, **and the Board** shall within 30 days thereafter fill the vacancy for the unexpired term.

Adopted: October 5, 1987

**Reviewed: February 6, 2018**

WEST HARTFORD PUBLIC SCHOOLS

**BYLAW 8355**

**Bylaws of the Board**

**Meeting Conduct**

Each member of the public wishing to speak may address the Board for three minutes at the beginning and three minutes at the end of each meeting for a total of six minutes. The public may speak on items both on and off the agenda. A maximum of twenty-**one** minutes shall be allowed to each subject matter.

While this policy does not limit comments members of the public wish to make, except as specially provided herein, formal charges or formal complaints against an employee of the Board of Education must be initiated in writing in accordance with Board Policy #1230.

While the Board will not respond to comments made in public session, it will consider such comments in its policy deliberations and, where appropriate, will refer comments to school department personnel for their review as part of their administrative functions.

Adopted: December 19, 1994  
Reviewed: December 19, 2006  
**Reviewed: February 6, 2018**

