

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, August 28, 2017
4:30 p.m.
501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Introduction – Ms. Colleen Deasy
Policy Review – Old Business
- III. CABA Legislative Updates
- IV. Policy 1311.1/1311.2
Political Activities in School/on School Property
- V. Policy 1230
Community Relations, Other School-Connected Organizations,
Booster Clubs
- VI. Open Discussion/Public Comment
- VII. Adjournment



POLICY UPDATE SUMMARY

UPDATE #4

AUGUST 10, 2017

The following chart has been developed and summarized for your convenience. Please note that this does not represent all of what is required in your policy manual, and although some sections in this update may not require policy language, they may be procedural and/or recommended.

Update Section	Public Act #	Subject	Policy Number(s) Impacted	Policy Topic	Is Policy Language Required?
A.	P.A. 17-14	An Act Implementing the Recommendations of the Department of Education	5113	Attendance/Excuses/Dismissal	Yes* A revised policy is provided.
			5113.2	Truancy	Yes A revised policy is provided.
			6146.2	Statewide Proficiency/Mastery Examinations	* Anyone of these fulfill statutory mandate. Both are not required. No A revised recommended policy is provided.
B.	P.A. 17-29	An Act Concerning Connecticut's Seal of Biliteracy	6146	Graduation Requirements	No A revised recommended policy is provided.
C.	P.A. 17-32	An Act Concerning Human Trafficking	4131	Staff Development	No A revised recommended policy is provided.
D.	P.A. 17-37	An Act Implementing the Recommendations of the Task Force on Professional Development and Inservice Training Requirements for Educators	4131	Staff Development	No A revised recommended policy is provided.
E.	P.A. 17-42	An Act Concerning Revisions to the High School Graduation Requirements	6146	Graduation Requirements	No A revised recommended policy is provided.
F.	P.A. 17-68	An Act Concerning Various Revisions and Additions to the Education Statutes	4112.2	Certification	No A revised recommended policy is provided.
			5125	Student Records: Confidentiality	Yes An updated version of this mandated policy is provided.
			6171.3	Placement of Special Education Students Out-of-District	No A revised optional policy is provided.
G.	P.A. 17-200	An Act Making Revisions to the Student Data Privacy Act of 2016	3520.13	Student Data Protection & Privacy	No A revised recommended policy is provided.



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Update Section	Public Act #	Subject	Policy Number(s) Impacted	Policy Topic	Is Policy Language Required?
H.	P.A. 17-146	An Act Concerning the Department of Public Health's Various Revisions to the Public Health Statutes	3516.33	Management of Do Not Resuscitate Orders	No A revised optional policy is provided.
			5141.3	Health Assessments and Immunizations	No A revised optional policy is provided.
I.	P.A. 17-173	An Act Concerning Minor Revisions and Additions to the Education Statutes	6146.2	Statewide Proficiency/Mastery Examinations	No A revised recommended policy is provided.
			4112.2	Certification	No A revised recommended policy is provided.
			5141.3	Health Assessments and Immunizations	No A revised optional policy is provided.
			2141	Recruitment and Appointment of Superintendent	No A revised optional policy is provided.
			6146	Graduation Requirements	No A revised recommended policy is provided.
4111/4211	Recruitment and Selection	Yes A revised mandated policy is provided.			
J.	P.A. 17-82	An Act Concerning Services for Gifted and Talented Students	6172.1	Gifted and Talented Students Program	No A revised optional policy is provided.
K.	P.A. 17-220	An Act Concerning Education Mandate Relief	6111	School Calendar	No A revised recommended policy is provided.
			5114	Suspension and Expulsion	Yes* A revised mandated policy is provided.
			5131	Student Conduct	Yes* A revised mandated policy is provided.
			5144	Discipline	Yes* A revised mandated policy is provided.
					* Anyone of these three fulfill the mandate. Not all are required.



POLICY UPDATE SUMMARY

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UPDATE #4

AUGUST 10, 2017

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Update Section	Public Act #	Subject	Policy Number(s) Impacted	Policy Topic	Is Policy Language Required?
K. (cont.)	P.A. 17-220	An Act Concerning Education Mandate Relief (continued)	5144.1	Physical Restraint/ Seclusion	Yes A revised mandated policy is provided.
			4112.51/ 4212.51	Employment/Reference Checks	No A revised recommended policy is provided.

NOTE: THE NEXT EDITION OF THIS PUBLICATION IN NOVEMBER WILL CONTAIN SOME ADDITIONAL NEW LEGISLATION.

Sample revised policy to consider.

Community Relations

Political Activities of School Employees

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

Performance of Civic Duties by Employees

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

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

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation to their work as educators.
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

Alternate language to consider:

The following guidelines will be followed regarding employee participation in political and union activity:

- All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools and students in personal political campaigns.

Community Relations

Political Activities of School Employees

Individual Responsibility in Participating in Political Functions (continued)

- Campaign literature, including but not limited to electronic mail, supporting one or more candidates shall not be distributed within schools or on school buses, by students, teachers or others; nor shall campaign posters be displayed at or within the schools. Campaign literature shall be used solely for educational purposes.
- Employees shall not poll their students to determine how their parents are voting on any issue, and shall not attempt to indoctrinate students with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment. Any discussions during break time shall be confined to an area out of the hearing distance of students.
- Employees may not use school property for personal political use.
- Employees' attendance at, or participation at, political or union activities during work time shall not take place without prior written approval of the Superintendent or designee.

The following situations are exempt from the prohibitions of this policy:

- The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, civics, current events, and political science.
- The conduct of student elections and campaigning connected therewith.
- The conduct of professional staff member representative elections.

Nothing in this policy shall be interpreted to impose a burden on the constitutionally protected speech of a staff member or student.

Problems concerning the political activity of an employee shall be reported to the Superintendent or designee who shall follow-up and take appropriate action.

A succinct version of this policy to consider:

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

Community Relations

Political Activities of School Employees

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees.

7-421b Limitation on restriction of political rights of municipal employees.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

Policy adopted:

rev 1/06

A new version of this policy to consider.

Community Relations

Political Activities of School Employees

The _____ Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the District, and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or questions of public property. Teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

- (cf. 1140 – Distribution of Materials by Students)
- (cf. 1311.2 – Political Activities in the Schools/On School Board Property)
- (cf. 1330/3515 – Community Use of School Facilities)
- (cf. 3543.13 – Mail and Delivery)
- (cf. 4118.21 – Academic Freedom)
- (cf. 6144 – Controversial Issues)
- (cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal employees.
 9-369b Explanatory text relating to local questions.
 10-156e Employees of boards of education permitted to serve as elected officials; exception.
 10-239 Use of school facilities for other purposes
 31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
 Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
 Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

cps 1/06

A new, optional policy pertaining to this issue.

Community Relations

Political Activities in the Schools/On School Board Property

The Board of Education is committed to ensuring each citizen's rights as provided in the Constitution and laws of the State of Connecticut and the Constitution of the United States. However, Board employees shall be prohibited from the following:

- a. Participating in any political activity while on duty.

or (for a more specific listing)

Engaging in political activities including but not limited to, soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other political funds, organizing, selling tickets to, promoting a candidate, soliciting votes in support of or opposition to a candidate, circulating petitions, displaying political pictures, badges, stickers or buttons on District property during assigned hours of employment.

- b. Using school property to solicit funds for political associations or activities.
- c. Attempting, either directly or indirectly, to coerce political activity or support from any other District employee.
- d. Soliciting or attempting to solicit funds from a District employee on behalf of any candidate, party, or issue while on duty.

School Board employees shall have the right to actively participate in political activities on behalf of any candidate, party, or issue during the time they are not scheduled to be on duty.

Nothing contained in this policy shall be interpreted to prohibit a Board member or employee from performing any statutory or assigned duty with respect to any issue which directly affects the District or which is placed on a ballot by or at the request of the Board, provided that such assigned duty is consistent with a willing employee's personal political beliefs.

District employees who offer themselves as candidates for public office shall notify the Superintendent immediately upon qualifying for election. They shall file a written statement explaining plans for conducting their campaign so as not to interfere with their job responsibilities.

Community Relations

Political Activities in the Schools/On School Board Property (continued)

- a. Personal leave may be taken for thirty (30) days prior to the election as provided herein.
- b. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter when deemed necessary by the Superintendent or Board to evaluate the compatibility of the dual responsibility.
- c. A Board employee may be granted leave of absence, with loss of full pay, for a specified period of time for the purpose of campaigning or for serving in public office.

District employees shall be entitled to full rights of citizenship, and no political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee providing such activities do not interfere with the performance of the employee's duties or the District's business.

Political Candidates

Debate or Forum: If a class or school-sponsored group plans a political debate or forum during the school day, the Principal/teacher/sponsor shall ensure that all candidates for the same public office or who have differing opinions on a political issue are given equal opportunity to participate.

Appearances: Political candidates are not allowed to appear at a school unless they are invited to visit or speak to a class or other school-related activity during school hours. However, they are entitled to the same rights of all citizens to visit the schools. The requirements for debates or forums are applicable and other candidates for the public office should be invited to visit at the same time or be provided an equivalent opportunity.

Nothing in this policy shall preclude or prevent incumbent elected public officials from appearances on District property upon the invitation of a Board member, the Superintendent, the Superintendent's designee or Principal provided that it is within their official capacity and not a campaign activity.

School Group Participation in Political Events

School groups may not participate in events that fall into these classifications:

- a. Public appearances to promote the political candidacy of any person or the furtherance of any partisan political interest.

Community Relations

Political Activities in the Schools/On School Board Property

School Group Participation in Political Events (continued)

- b. Appearances that create an undue amount of interference with the regular school program or that cause an excessive amount of students' absences for rehearsal or preparation.
- c. The school Principal shall refer any case where a possible conflict may exist to the Superintendent for approval or disapproval.

Use or Distribution of Political Materials During School Hours or on School Grounds

Interschool Mail: Any interschool or intraschool mail system may not be used to distribute any political materials to schools. A regular newsletter of an employee organization that is normally distributed by the District's/school's mail system will not be considered political material if it simply contains news of a political nature taken by the organization. However, a publication from, or newsletter primarily containing news or discussion about, any political action committee is considered political material and may not be distributed through the pony mail.

Political Materials: Any distribution of political materials, except as part of the instructional program or student government, or political activity during working hours (including e-mail messages) is prohibited, except as allowed under this policy.

Student Elections: Students may post or distribute student-government election materials in an appropriate time, place, and manner, as determined by the Principal, so as to avoid any disruption to the learning environment.

Political Materials as Part of the Instructional Program

- Teachers may use political materials as part of the instructional program, provided the material is germane to the instructional objectives of the course. Any presentation of political materials, or issues, or expression of views, however, must be balanced and fair.
- Teachers shall be responsible for providing students with the opportunity to investigate various sides of the topics presented in their courses, particularly in relation to controversial subjects, within such limits as may be imposed by relevance to the course, the maturity level and intellectual ability of the students, and the time available.

Community Relations

Political Activities in the Schools/On School Board Property

Political Materials as Part of the Instructional Program (continued)

- Teachers shall permit freedom of expression on those topics that are matters of opinion so that students may weigh alternative views and make up their own minds. Students shall be encouraged to examine, analyze, evaluate, and synthesize the information available to them before drawing conclusions in order to develop as fully as possible their capacities for rational judgment.
- Teachers shall strive to promote tolerance for the opinions of others and respect for the right of all individuals to hold and express differing opinions.
- A teacher may express his/her opinions in regard to political, social and religious values or issues provided that the total presentation is essentially balanced and fair. He/she shall not use professional interaction with students to further his/her own political aims or views or those of any other individual or group.

(cf. 1140 – Distribution of Materials by Students)

(cf. 1311.1 – Political Activities of School Employees)

(cf. 1330/3515 – Community Use of School Facilities)

(cf. 3543.13 – Mail and Delivery)

(cf. 4118.21 – Academic Freedom)

(cf. 6144 – Controversial Issues)

(cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
7-421 Political activities of classified municipal employees.
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Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

cps 1/06

A succinct version of this policy pertaining to this issue.

Community Relations

Political Activities in the Schools

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

(cf. 1140 – Distribution of Materials by Students)

(cf. 1311.1 – Political Activities of School Employees)

(cf. 1330/3515 – Community Use of School Facilities)

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

Policy adopted:

cps 1/06

A sample regulation to consider/modify.

Community Relations

Political Activities in the Schools

A. Purpose

To provide guidelines to candidates, candidate representatives, Board employees and students related to the conduct of political activities as it may involve District schools and school activities.

B. Access to School System Information

Any candidate or other Connecticut citizen may have access to school records and information pursuant to the provisions of the Connecticut Freedom of Information Act.

Requests for information from candidates or their representatives related to political campaigns and issues regarding the District should be directed to the Office of the Superintendent. To ensure impartial cooperation with candidates in elections for the Board of Education, responses to campaign requests will be shared with all announced candidates.

C. Display and Distribution of Political Literature

Display and distribution of political materials in the schools during school hours shall be restricted to those of an educational nature and as part of the educational program. Teachers, who elect to use such materials for instructional purposes, shall present them in an impartial and objective manner that is relevant to the course content and appropriate to the knowledge and maturity of the students. Existing District procedures permit the distribution in schools of materials related to parks and recreation, scouting and other non-profit or service organizations. Consistent with these procedures, political campaign materials or materials that support or oppose political candidates, parties or issues shall not be sent home from school with students. Also such literature shall not be distributed during school hours or on a school bus by students, Board employees or others. Campaign-related posters or signs may not be displayed at or within schools.

Candidates, or their representatives, desiring to distribute campaign or political materials to those attending school-related activities occurring after school hours must do so outside the building or other school facility. The distribution of political literature at events or meetings that are not school-related may be subject to the conditions governing Community Use of School Facilities.

Community Relations

Political Activities in the Schools

C. Display and Distribution of Political Literature (continued)

Candidates or their representatives, who do not comply with these limits on the distribution of campaign or political materials after being so informed, will be requested by a building administrator to leave school property. If the candidate or their representative does not comply with this request to leave, the building administrator will warn the individual(s) that they are trespassing and will notify the police.

Schools will not accept political advertisements in co-curricular publications (example: school newspaper as part of Journalism class). As with other advertisements, paid political advertisements may be placed in school publications unrelated to the curriculum, subject to the review and approval of the Principal (example: programs for athletic events).

During the times that polls are open and schools are serving as polling locations, Connecticut election laws will govern any associated political activity, including the distribution of political literature or posting of political signs.

D. Employee Political Activities

Employees are encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political activities. Employees shall not participate in campaign activities during hours of official employment; however, employees may participate in political activity after hours of official employment.

Employees shall not poll students on the political opinions of their parents and shall not attempt to indoctrinate students or other employees with their personal political views. Student mock elections are permitted when conducted as part of the educational program.

No employee shall be expected or required to participate in any campaign or to support any candidate as a condition of employment.

E. Participation by Student Groups

School-sponsored student groups shall not participate in partisan political activities.

F. Use of School Facilities for Political Activities

When space is available, candidates may use school facilities during non-school hours subject to Board policy pertaining to Community Use of School Facilities and the associated regulations.

Community Relations

Political Activities in the Schools (continued)

G. Use of Other District Resources

Any use of the District's website for political activities is prohibited. Use of any other resources for political activities, including but not limited to copiers, computers or facsimile machines, is prohibited.

H. Conduct of Candidates

Candidates for election, or their representatives, shall not use District resources, District personnel (except those employees who may voluntarily participate during non-duty hours), District events at which they are official participants, District stationery, or the District logo in support of their campaigns.

Candidates, or their representatives, may not access students or employees during school hours for campaign purposes. With the prior review and approval of the Principal, candidates may be invited to address specific classes or groups on specific topics related to the curriculum and educational program. The Principal's review shall ensure all candidates are treated impartially and objectively.

- (cf. 1140 – Distribution of Materials by Students)
- (cf. 1311.1 – Political Activities of School Employees)
- (cf. 1330/3515 – Community Use of School Facilities)
- (cf. 3543.13 – Mail and Delivery)
- (cf. 4118.21 – Academic Freedom)
- (cf. 6144 – Controversial Issues)
- (cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees
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Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
 Equal Access Act, 20 U.S.C. ss 4071-4

Regulation approved:

cps 1/06

Version #1 of this sample policy to consider.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs (continued)

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

Community Relations

Other School-Connected Organizations

Parent Organizations and Booster Clubs (continued)

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

Alternative/Additional Language:

The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board funding is unavailable to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee (Board of Education) in advance to ensure equity in all sports. "Necessary" expenditures must be provided by the Board of Education through its approved budget. Items that would be "nice" or "beneficial" to have are viewed as appropriate for booster club financial support. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director following the aforementioned approval by the Superintendent of Schools or his/her designee (Board of Education).

The Board reserves the right to revoke approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

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

Policy adopted:

Version #2 of this sample policy to consider.

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations

The Board of Education recognizes that booster clubs perform a valuable service to the schools, and the Board expects school personnel to support such organizations accordingly. It shall be the duty of the Superintendent and respective principals to represent the best interests of the Board, school system and schools in the functioning of such organizations.

Each booster club which is involved with school activities or school students shall develop and maintain a constitution and bylaws setting forth the purposes of the organization and the general rules and procedures by which it shall operate. Each booster club shall provide a copy of its constitution and bylaws, and any revision thereof, to the Superintendent or his/her designee.

Booster clubs shall secure the advice and approval of the Building Principal before planning any function in which students are to participate while under supervision of the District.

A booster organization shall secure the prior advice and approval of the Building Principal before planning any fund-raising activity intended to benefit a school program. The Principal shall suggest needs of the school, including those not requiring fund-raising, that are conducive to the active involvement and significant numbers of interested parents in meaningful service to the school and its students.

Each booster organization shall establish its own system for handling and disbursing its funds; however, all applicable Board policies must be followed when expenditures are for school activities or when funds are to be raised through the use of students and District facilities.

Any item purchased by booster clubs for school or school activity use shall become the property of the District.

The Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, appropriate actions will be taken to ensure that benefits and services are equivalent for both sexes, regardless of funding sources.

The Superintendent is directed to develop regulations containing guidelines by which booster clubs shall operate in the District. Such guidelines shall include, but not be limited to, such topics as permissible awards, fund raising, insurance requirements, annual reporting, use of facilities, recognition functions, concessions at school events and expenditures for student equipment and supplies.

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations (continued)

Permission to use the name of the District or any District school, or logos or mascots may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.

Alternative Language:

The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board funding is unavailable to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee (alternative: Board of Education) in advance to ensure equity in all sports. "Necessary" expenditures must be provided by the Board of Education through its approved budget. Items that would be "nice" to have are viewed as appropriate for booster club financial support. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director following the aforementioned approval by the Superintendent of Schools or his/her designee (and/or Board of Education).

The Board reserves the right to revoke approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

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

Policy adopted:

eps 1/01
rev 11/08

A detailed sample regulation to consider/modify.

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations

Booster organizations are important to the extracurricular activities provided for District students. Such organizations provide positive support to the students, the program, and the personnel in a particular program. Booster organizations shall comply with established guidelines in cooperation with the Superintendent or his/her designee. The following guidelines regulate booster organization within this District.

1. Constitution/Bylaws/Officers

Each booster organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Each booster organization shall submit a list of officers annually to the Superintendent or his/her designee.

2. Fund Raising Activities

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or his/her designee and conform to District guidelines. Two (2) major fund-raising activities involving students shall be permitted each year; exceptions may be granted by the Superintendent. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or his/her designee. No student time during the regular school day shall be allowed for fund-raising activities for any booster organization. Student solicitation within the community for any booster organization shall be minimal.

3. Permissible Awards

An approved booster organization may purchase a sweater, jacket, blazer, blanket, shorts, jersey, cap, watch, ring, photograph, medal, plaque, or similar trophy with appropriate insignia of comparable identification, for an athlete, in recognition of his/her athletic performance, and present such awards at a time appropriate to such recognition.

4. Insurance

Each booster organization shall maintain insurance coverage recommended by the District for bodily injury and property damage. Proof of such coverage shall be submitted to the District's Business Office.

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations (continued)

5. Audit/Treasurer's Report

Each booster organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or his/her designee and forwarded to the Board of Education upon request.

6. Use of Facilities

Booster organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the District's policy on facility usage. No activity shall be permitted without such approval.

7. Recognition Functions

A booster club may sponsor athletic banquets to which student athletes may be invited without charging admission to such athlete.

A booster club planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

8. Concessions

Booster organizations involved in concessions at school events shall follow District guidelines.

9. Expenditures for Equipment, Supplies, etc.

All game uniforms shall be purchased by the District. The "game uniform" shall include any clothing, headgear or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the District, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. Items purchased or donated other than by the District must meet the criteria as defined below:

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations

9. Expenditures for Equipment, Supplies, etc. (continued)

- The donation/purchase of goods shall meet all policies and procedures of the District;
- The donation/purchase of goods shall adhere to all Board policies and guidelines;
- The donation/purchase of goods shall have the written approval of the Building Principal and Athletic Director prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;
- Any agreement or contract proposed shall be reviewed by the District's attorney and the Superintendent or his/her designee;
- Consideration must be given to the impact of booster organization purchases, donations or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.

10. Compliance

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or his/her designee shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal laws, as applicable.

Other language to consider:

- *The organization may not use school materials in advertising its activities.*
- *All funds raised by the booster organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.*
- *The booster organization must maintain bank, financial, and tax exempt status separate from the District.*

Community Relations

Other School-Connected Organizations

Booster Clubs/Organizations (continued)

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972

Regulation approved:

cps 1/01
rev 11/08