

# NEW HAVEN PUBLIC SCHOOLS

## COMMUNITY RELATIONS

## SERIES 1000

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## Community Relations

### Concept, Goals and Roles in Community Relations and Parent-Teacher Communication

The Board of Education recognizes that the community, defined broadly as the State and specifically as the area served by the school system, determines the quality of the school system. It is imperative that members of the community and school personnel cooperate in planning and developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system and to be aware of its goals and concerns for its children.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

The Board of Education recognizes that parents/guardians play an integral role in the development of their child's educational development. Further the Board recognizes the inherent interest parents/guardians have in this development. To foster the development of each child's development and to keep parents/guardians of their child's development the Board requires teachers use best efforts to maintain regular contact with parents/guardians of all students.

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### 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. Further the Board recognizes the inherent interest parents, guardians, and other care-givers have in this development.

To foster the development of each child's development and to keep parents, guardians, and other care-givers of their child's development the Board requires the professional staff use best efforts to maintain regular contact with parents/guardians of all students. In addition, all parents, guardians, and other 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 input, 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 Reference: Connecticut General Statutes  
10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290*

Policy adopted: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Communication with the Public**

#### **Parent Involvement**

In order to achieve the desired level of parent involvement desired by Board of Education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

#### **A. Guidelines**

Parent involvement activities developed at each school will include opportunities for:

- volunteering;
- parent education;
- home support for child's education;
- parent participation in school decision-making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

#### **B. Roles and Responsibilities**

##### **1. PARENTS**

It is the responsibility of the parent to:

- actively communicate with school staff;
- be aware of rules and regulations of school;
- take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school;
- utilize opportunities for participation in school activities.

##### **2. STAFF**

It is the responsibility of the staff to:

- \* develop and implement a school plan for parent involvement;
- \* promote and encourage parent involvement activities;
- \* effectively and actively communicate with all parents about skills, knowledge and attributes student is learning in school and suggestions for reinforcement.

##### **3. COMMUNITY**

Community members who volunteer in the schools have the responsibility to:

- be aware of rules and regulations of the school;
- utilize opportunities for participation in school activities.

## **Community Relations**

### **Communication with the Public**

### **Parent Involvement**

### **Roles and Responsibilities (continued)**

#### **4. ADMINISTRATION**

It is the responsibility of the administration to:

- \* facilitate and implement the Parent Involvement Policy and Plan;
- \* provide training and space for parent involvement activities;
- \* provide resources to support successful parent involvement practices.

## Community Relations

### News Media Relationships

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

1. The Board of Education Chairperson, the Superintendent of Schools, or the Director of the New Haven Public Schools Office of Communications shall be the official spokesperson for the Board. The Superintendent of Schools may report on actions of the Board.
2. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through the New Haven Public Schools Office of Communications.
3. News releases that are of concern to only one school, department, or organization of one school, are the responsibility of principals or appropriate administrators after consultation with the Superintendent of Schools or his/her designee.

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

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent of Schools.
2. Any news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the proceedings of a Board of Education public meeting shall be permitted to photograph, broadcast, or record for broadcast, such proceedings as inconspicuously as possible and in such a manner which doesn't disturb proceedings.
3. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting becomes unfeasible, access by these individuals may be limited to the extent necessary to eliminate the disruption.

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

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Board of Education Meetings**

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

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

### **Public Participation at Board of Education Meetings**

Any member of the public may appear before the Board at Board meetings to express his/her opinion concerning the educational program of the district. The public is advised that any discussion of specific Board employees will not be allowed at meetings and should be addressed to that employee's immediate supervisor. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

Once the Board moves into its regular agenda the public may participate at appropriate times consistent with the agenda.

The Board encourages community participation, but acknowledges that the Chairperson may find it necessary to curtail public discussion in the event of circumstances such as disruptive behavior or time constraints.

Every effort will be made to answer questions orally or in writing at a later time by the Chairperson or appropriate staff member.

Policy adopted: August 14, 1995  
 Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
 New Haven, Connecticut

## **Community Relations**

### **Students/Community**

#### **Distribution of Materials by Students (Use of Students)**

Printed materials may be distributed to parents by students as inexpensive means of mass communications providing:

1. The materials relate to the school, community, local recreational or civic activities within the city of New Haven.
2. The materials do not promote any political party or candidate.
3. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
4. Distribution of materials must be content neutral and show a disclaimer stating: New Haven Public Schools do not necessarily endorse the activity or service.

Requests from groups or individuals to have students distribute materials to parents or other citizens of the community will be referred to the Superintendent of Schools or designee for approval.

On issues to be decided at referenda, information distributed by school personnel or Board of Education members, whether through students or otherwise, may only provide information on the time, date, and location of the referenda and may not advocate positions on the referenda questions.

#### **Use of Students**

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited [either knowingly or unknowingly]. The Superintendent or his/her designee shall interpret this policy strictly.

**Non-school Activities.** The Board of Education recognizes that worthy educational values may be served by pupil participation in civic and community affairs when such performances contribute to the educational process and objectives of that particular class and when they do not interfere with other classes or activities within the school. Pupil participation in appropriate civic and community affairs is encouraged.



## **Community Relations**

### **Students/Community**

#### **Use of Students (continued)**

Materials relative to such programs may be distributed to students for the purpose of company recognition rather than advertising and therefore shall be limited to include only the company name or logo when deemed appropriate by the Superintendent or his or her designee.

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

Policy adopted:            August 14, 1995  
Policy revised:            September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **School-Community Associations**

The Board of Education recognizes school-community groups such as Parent-Teacher Associations or Parent-Teacher Organizations as integral parts of the school community which can promote better educational programs.

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.

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Citizens' Advisory Committees

The Board of Education supports the concept of citizen participation on advisory and other committees. The public will be made aware of the formation of each new committee.

When it establishes a citizens' advisory committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority.

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial issues)

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

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

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Visits to the Schools

The Board of Education and school personnel welcome and strongly encourage *parents*, adult members of the community and other interested persons to visit the schools.

The Superintendent shall establish regulations which:

1. Encourage parents/visitors to observe our schools.
2. Ensure that staff will greet and assist the parents/visitors.
3. Channel expressions of approval and constructive criticism to the Board as appropriate.
4. Strongly suggest that, to the extent possible, parents/ visitors make an appointment prior to coming to the school. This will ensure that public visits will not hinder the educational program.
5. Require all parents/visitors to register in the school's office upon arrival at school and state the purpose of the visit.

A Board of Education member who visits a school does so in the capacity of parent or visitor unless delegated specific tasks by specific Board of Education action.

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Loitering or Causing Disturbance

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

Any disturbances caused by visitors shall be reported to the principal immediately for appropriate action.

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

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Fund Raising By Parent And/Or Community Organizations**

The New Haven Board of Education supports the concept of fund raising by parent and community organizations for school related activities. Such activities must operate within the regulations and guidelines of the New Haven Department of Education and must require a minimum expenditure of staff and administrative time and energy.

(cf. 6145.8 - Activity Funds Management)

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Fund Raising by Parent and/or Community Organizations**

Fund raising by parent and community groups for the purpose of augmenting certain programs and activities in the public schools of New Haven must adhere to specific guidelines as set forth and administered by the following staff personnel.

#### **Responsibilities of the Principal**

- A. Procedures for developing fund raising programs.**
- (1) A school parent group (or community group) may either on its own or in concert with the school principal determine an area needing financial assistance.
  - (2) The principal will meet with a committee of the parent group to set before them the regulations governing such fund raising.
  - (3) The parent group, will after having determined its willingness to commit itself to a fund raising project, submit a fund raising plan in writing to the principal.
  - (4) The principal will either approve and accept the plan or reject it for a reason.
- B. Fund raising activities.**
- (1) It should be clear that all parents and community organizations have a right under the law and their organizational by-laws to raise funds.
    - (a) All fund raising activities must be within the limits of local, state and federal statutes.
    - (b) Fund raising activities must comply with the social and moral parameters of the community.
    - (c) No pupils of the school may be used in door-to-door solicitation or in any type of solicitation.
    - (d) When possible fund raising activities will take place in the school or on school property.

## **Community Relations**

### **Fund Raising by Parent and/or Community Organizations**

#### **Responsibilities of the Principal (continued)**

- (e) Under no circumstance will any fund raising activity sponsored by parent or community groups be accepted by a principal that will hold the school or Board of Education responsible for financial losses.
  - (f) All fund raising activities will have storm or inclement weather dates.
  - (g) Any ticket refunds will be the responsibility of the sponsoring groups.
  - (h) Any organization utilizing a program promoter or developer must ascertain in writing the percent of activity profit that will be forthcoming to the group.
- C. Distribution of funds.**
- (1) The fund raising program plan must include a plan of how profits from a program are to be distributed.
  - (2) Funds cannot be used for anything other than that advertised and stated in the written program plan.
  - (3) Once funds have been allocated to the school by the parent organization, the parent organization may request a report on the use of funds.
- D. Fund use.**
- (1) Upon receipt of funds from a parent or community organization the principal will see to it that the funds are utilized as per the program plan. Any modification of use may be done only with the permission of the donor group.
  - (2) Funds must be used for the specific activity stated. All funds raised will be utilized for the purchase of supplementary educational materials; extra-curricula after school activities trip expenses for pupils; admission costs, etc.
  - (3) Under no circumstances are funds raised by parent or community groups to be used to hire teaching personnel either on a full-time or part-time basis.



## **Community Relations**

### **Fund Raising by Parent and/or Community Organizations**

#### **Responsibilities of the Principal (continued)**

##### **E. Monitoring**

- (1) Donor groups may require a school to account for the expenditure of all funds donated.
- (2) Principals are to keep an account sheet for the expenditure of all funds.
- (3) Regulations that are in keeping with existing student funds.
- (4) Principal will apprise the appropriate Area Director of all activities of this nature.

#### **Responsibilities of the Director**

##### **A. Monitoring programs.**

- (1) The appropriate Area Director will require that a report of all major fund raising activities by parent or community groups be made to him/her within a reasonable time prior to the activity.
- (2) The Director will ascertain that all of the above regulations have been followed.

Regulation approved: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Staff Participation in Community Activities**

The Board of Education encourages staff members to become active participants in community activities so long as those activities do not interfere with their responsibilities as school district employees. This involvement provides a community with a better understanding of educational programs and fosters support for our efforts to provide better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Policy adopted: August 14, 1995  
Policy revised: September 10, 2007

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Public Complaints

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

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

### Questioned Material

The procedure for "Questioned Material" will be followed.

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

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

## Community Relations

### Public Complaints

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.

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Public Complaints

### Questioned Materials

#### Procedure

Any material in a school collection which is questioned, will be reviewed in an expeditious and objective manner. Since each school has individual needs, any questioned material will be handled on an individual school basis. The complaint process will proceed as follows:

- A. Be courteous, but make no commitments.
- B. Immediately notify the principal and the supervisor of media services of the complaint.
- C. Invite the complainant to complete the *Citizen's Request for Reconsideration of Library Media Materials* which the library media specialist will supply. Remind the complainant that the completed form must be returned to the principal.
- D. Upon receipt of the written complaint, the principal will:
  1. Discuss the request with the school library media specialist.
  2. Select a reviewing committee which will include himself/herself as chairperson, a PTO building representative, the building library media specialist, a staff member of the school, another library media specialist of the same grade(s) level, the supervisor of media services.
- E. The library media specialist will not remove the material from circulation until a final decision is made about the material.
- F. Within 30 days after the review committee is established, the committee will:
  1. Read and examine the material in question.
  2. Check the general acceptance of the materials as stated by reviews.
  3. Form opinions based on the material as a whole and not on passages taken out of context.
  4. Meet to discuss the material and prepare a recommendation.
- G. Within 10 days after the report has been completed, the principal will send copies to all members of the committee and the complainant.

## **Community Relations**

### **Public Complaints (continued)**

### **Questioned Materials (continued)**

### **Procedure (continued)**

- H. The Superintendent receives the recommendation of the committee and takes appropriate action.
- I. If not satisfied with the decision, the complainant may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

## Community Relations

## Public Complaints (continued)

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALPRINT MATERIALS:

Author: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Publisher: \_\_\_\_\_

NONPRINT MATERIALS:

Title: \_\_\_\_\_  
 Producer: \_\_\_\_\_  
 Audiovisual Software: \_\_\_\_\_  
 Computer Software: \_\_\_\_\_

Do you have a child in the New Haven Public School System? Yes \_\_\_\_\_ No \_\_\_\_\_

1. To what in the work do you object? Please cite specific passages by page, frame, slide, film, etc. Please explain your specific objection(s). \_\_\_\_\_
2. What do you feel might be the result of reading, viewing, listening to this work? \_\_\_\_\_
3. For what age group do you believe this work may have value? \_\_\_\_\_
4. Is there anything good about the material? \_\_\_\_\_
5. Did you read, view, hear the entire work? What pages, sections, frames, or part of the film did you read, view or hear? \_\_\_\_\_
6. Are you aware of the judgement of this work by literary critics? \_\_\_\_\_
7. Are you aware of any educational purposes in using this work? \_\_\_\_\_
8. What do you believe is the theme or purpose of this work? \_\_\_\_\_
9. What would you prefer the school do about this work?  
 Do not assign or recommend it to my child? \_\_\_\_\_  
 Withdraw it from all students? \_\_\_\_\_  
 Send it back to the LMC for re-evaluation? \_\_\_\_\_
10. List substitute works related to the issues in your complaint which you would recommended to curriculum committee for its consideration. \_\_\_\_\_

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*Signature of Complainant*

*Date*

Community Relations

Public Complaints (continued)

*For Official Use Only - COMPLAINANT SHOULD NOT COMPLETE THIS PAGE*

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**PLEASE RETURN THIS FORM TO THE PRINCIPAL FOR FURTHER ACTION**

L/M Specialist: \_\_\_\_\_  
Action: \_\_\_\_\_

Building Principal: \_\_\_\_\_  
School: \_\_\_\_\_

Action by Building Principal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FORWARDED TO MEDIA REVIEW COMMITTEE**

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Signature of Chairperson of the Media Review Committee*

*Date*

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**FORWARDED TO SUPERINTENDENT FOR DISPOSITION**

Superintendent's Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Complainant Notified: \_\_\_\_\_

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Regulation approved: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut



## **Community Relations**

### **Gifts to School Personnel from and by Students**

Students and their parents shall be discouraged from giving gifts to school employees. Where a student feels a desire to give a gift to a staff member, the gift shall not be unduly expensive. Solicitation of funds from students or parents for a class or group gift to an individual staff member is prohibited.

It is the opinion of the Board of Education that expressions of gratitude and appreciation may more appropriately be expressed in letters to staff members.

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Smoking in School Facilities**

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 room of any school district facility.
2. Students are not permitted to smoke in any school district facility or on school grounds at any time, nor while under school supervision away from the school facilities, nor while on a school bus.

(cf. 1120 - Board of Education Meetings)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.6 - Drugs, Tobacco, Alcohol)

**Legal Reference:** Connecticut General Statutes

21a-242 Schedules of controlled substances.

1-21b Smoking prohibited in certain places.

Regulation approved: August 14, 1995

**NEW HAVEN PUBLIC SCHOOLS**  
New Haven, Connecticut

## Community Relations

### Access to School Procedures and Materials

Ideas, operating procedures, records and publications developed in or for the school district 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 district and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

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

(cf. 5125 - Student Records)

(cf. 4112.6 - Certified - Personnel Records)

(cf. 4212.6 - Non-Certified - Personnel Records)

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-19 Access to public records. Exempt Records.

1-19a Access to computer-stored records.

1-20a Public employment contracts as public record.

1-21 Meetings of government agencies to be public.

1-21a Recording, broadcasting or photographing meetings.

1-21i Denial of access to public records or meetings. Notice. Appeals.

1-21k Penalties.

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Law Enforcement Agencies**

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

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

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## **Community Relations**

### **Relations between Area, State, Regional & National Associations and the Schools**

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

1. benefits to staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. representation in legislative and other actions affecting education generally and our school district in particular.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

Policy adopted: August 14, 1995

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

## Community Relations

### Awarding of High School Diplomas to Veterans of World War II

The New Haven Board of Education recognizes the sacrifices that were made by the World War II Veterans and wishes to honor qualified veterans with a high school diploma.

1. Section 10-221a of the Connecticut General Statutes has been amended by P.A. 00-124.
2. A diploma may be awarded to a veteran of World War II, pursuant to section 27-103, as amended who left high school prior to graduation in order to serve in the armed forces of the United States and did not receive a diploma as a result of such service.
3. Qualifying dates of active service: December 7, 1941 – December 31, 1946
4. A copy of military discharge and evidence of attendance at a New Haven Public School are required.
5. Completion of application is required.
6. A diploma may be awarded posthumously.

Policy adopted: August 28, 2000

NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**HIGH SCHOOL DIPLOMA APPLICATION FOR  
CONNECTICUT WWII VETERANS**

**Qualifying Dates of Active Service: December 7, 1941 – December 31, 1946**

This form may be used by a local or regional board of education to establish eligibility for a high school  
Diploma for any WWII veteran who does not have one.

**VETERAN'S NAME AND PERSONAL INFORMATION:**  
(Print or Type Legibly)

\_\_\_\_\_  
First                      Middle                      Last                      M/F

\_\_\_\_\_  
Number, Street and Apt #                      City                      State                      ZIP

\_\_\_\_\_  
HOME PHONE (include area code)                      DATE OF BIRTH                      SOCIAL SECURITY #

**A Copy of military discharge and evidence of high school  
Attendance must be attached.**

**VETERAN'S MILITARY SERVICE INFORMATION:**

\_\_\_\_\_  
BRANCH OF SERVICE                      SERVICE NUMBER                      HIGHEST RANK/GRADE ATTAINED

\_\_\_\_\_  
PERIODS OF SERVICE                      DATE (S) ENTERED                      DATE (S) SEPARATED

**DIPLOMA INFORMATION**

\_\_\_\_\_  
CONNECTICUT HIGH SCHOOL NAME AS                      HIGHEST GRADE COMPLETED  
IT SHOULD APPEAR ON THE DIPLOMA  
\*Include City/Town\*

*I certify that all information I have provided is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Veteran's Signature                      Date

If other than the veteran, please provide the following:

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Applicant's Address

**TO BE COMPLETED BY THE LOCAL BOARD OF EDUCATION**

Local Board:                      Approved:                       Disapproved:                       Initials \_\_\_\_\_                      Date \_\_\_\_\_