

## **COMMUNITY RELATIONS**

**ARTICLE 1**

**SERIES 1000**

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## **VISITS TO PROGRAMS**

The Board of Directors and staff of LEARN programs welcome and strongly encourage members of the community and other interested persons to visit. Improvements often come from suggestions originating in such visits.

The Executive Director is authorized to establish such regulations as will:

1. encourage visitors to observe programs.
2. require all visitors to register in the office of the appropriate LEARN administrator.
3. channel expressions of approval as well as constructive criticism to the Executive Director or Board of Directors.
4. ensure that such visits will enhance the effect of the educational program rather than hinder it.
5. provide for appropriate hospitality for visitors.

Approved: March 14, 1996  
LEARN

## **PUBLIC COMPLAINTS**

The Board recognizes that, from time to time, parents/guardians or other LEARN constituents may have a concern or complaint about decisions or activities of the staff, Administrations, or the Board. In order to deal with such concerns and complaints, the Board shall establish procedures for their resolution in an equitable and timely manner.

Legal Reference:     *Board of Education, Island Trees Union Free School v. Pico*, 457 U.S. 853 (1982).  
                           *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 (6<sup>th</sup> Cir. 1976).  
                           Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).  
                           Connecticut General Statutes  
                           1-18a Definition  
                           1-19 Access to public records. Exempt records  
                           1-21 Meetings of government agencies to be public  
                           10-238 Petition for hearing by Board of Education.

Policy Adopted: 12/14/00  
LEARN

## **Public Complaints Procedures**

In order to resolve complaints or concerns as quickly and fairly as possible, any parent/guardian or other LEARN constituent who has a concern or complaint about the decision or activities of a staff member shall first discuss it with that staff member. Complaints or concerns about the Administration shall first be discussed with an appropriate member of the Administration. A parent, guardian or other constituent with a complaint or concern about the decisions or activities of the Board may request that a Board meeting be held to discuss the matter. Whether or not such a meeting is held is wholly within the board's discretion.

If a discussion with the staff member is held and does not resolve the complaint, the complainant may discuss the matter with the staff member's supervisor.

If a discussion with the staff member's supervisor is held and does not resolve the complaint, the complainant may request a meeting with the appropriate administrator. If the discussion with the administrator does not resolve the complaint, the complainant may request a meeting with the Executive Director. A request for a meeting with the Executive Director shall be made in writing and shall include a detailed description of the complaint, the redress requested, and efforts made to resolve it to date.

In the case of a complaint concerning the Administration, if a discussion is held with an appropriate member of the Administration and does not resolve the complaint, the complainant may request a meeting with the Executive Director. A request for a meeting with the Executive Director shall be made in writing and shall include a detailed description of the complaint, the redress requested, and efforts made to resolve it to date.

The Executive Director shall schedule a meeting with the complainant as soon as practical. In the case of a complaint concerning a staff member, the meeting may, as determined by the Executive Director, include the staff member against whom the complaint is lodged and the staff member's supervisor. In the case of a complaint concerning the Administration, the meeting may, as determined by the Executive Director, include appropriate member(s) of the Administration.

After the meeting with the Executive Director and following any investigation he or she feels necessary, the Executive Director shall render a decision to the complainant in writing within ten (10) working days. If the complainant disagrees with the Executive Director's written decision, the complainant has ten (10) days to request a hearing before the Board.

The Executive Director may also request that a Board meeting be held to discuss the complaint. Whether or not such a meeting is held is wholly within the Board's discretion. Such meeting may be held in executive session in accordance with the provisions of the Connecticut Freedom of Information Act.

No one shall insult or abuse any student or Board employee. Individuals in violation of this provision may be subject to criminal prosecution or civil penalties.

## **Request for Re-Evaluation of Instructional Materials**

The following procedure shall be followed whenever there is a request for the re-evaluation of

instructional materials other than textbooks:

1. The Executive Director shall establish an ad hoc review committee broadly representative of:
  - A. Teachers competent in the area of the content covered by the material
  - B. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-evaluation of Materials forms are available in the Office of the Executive Director. (See attached form.)
3. Initial action on a written request on the proper form shall be taken no later than fifteen (15) school days after receipt of the request.
4. A written report from the review committee shall be submitted to the Executive Director. The Executive Director shall then communicate his/her decision to the person requesting the re-evaluation.
5. Should the decision of the Executive Director not satisfy the person requesting the re-evaluation, the Board of Directors may hold a special hearing to review the Executive Director's decision.
6. Once instructional material has been adopted and re-evaluated the material cannot be subject to further review without special approval by the Board of Directors. In the event that the Board of Directors approves another re-evaluation, the procedures outlined above will be followed. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Directors.

**LEARN**  
**Citizen's Request for Reconsideration Form**

AUTHOR \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_

TITLE \_\_\_\_\_

PUBLISHER \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents:   \_\_\_\_\_ self  
  \_\_\_\_\_ organization (name)  
  \_\_\_\_\_ other (name of group)

PLEASE ANSWER THE FOLLOWING CONCERNING THE WORK IN QUESTION

1.     What do you believe is the theme of this work? \_\_\_\_\_
2.     What is there of value in this work? \_\_\_\_\_
3.     Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_
4.     To what do you object? (Please be specific) \_\_\_\_\_  
  \_\_\_\_\_
5.     What do you feel might be the result of using the work? \_\_\_\_\_  
  \_\_\_\_\_
6.     Are you aware of the judgment of this book by literary critics? \_\_\_\_\_  
  \_\_\_\_\_
7.     Are you aware of the teacher's purpose for using this work? \_\_\_\_\_  
  \_\_\_\_\_
8.     For what group would you recommend this book? \_\_\_\_\_
9.     What would you like your school to do about this book?  
           \_\_\_\_\_ DO NOT assign it to my child  
           \_\_\_\_\_ Withdraw it from all students  
           \_\_\_\_\_ Request that it be re-evaluated
10.    What book of equal literary value would you recommend that would convey as valuable a picture and perspective of our civilization? \_\_\_\_\_

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Complainant's Signature

### **SOLICITING FUNDS FROM AND BY STUDENTS**

Fund-raising activities may be approved by the Executive Director consistent with the following guidelines:

1. The fund-raising is in connection with school-sponsored projects. All such requests shall be made in writing.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject LEARN to inappropriate risks or responsibilities in handling funds.

There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Directors.

Approved: December 10, 1992  
Rev: March 14, 1996  
LEARN

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SOLICITING FUNDS FROM AND BY STUDENTS

LEARN Program \_\_\_\_\_ Date \_\_\_\_\_  
Program Contact Person \_\_\_\_\_  
Activity \_\_\_\_\_

Is this fund raising in connection with a school-sponsored project? \_\_\_\_\_  
Is there educational or financial benefits which will accrue to the school and/or student, either directly or indirectly, from this activity? \_\_\_\_\_ Please explain \_\_\_\_\_  
\_\_\_\_\_

Please explain the mechanics or procedures of the fund-raising \_\_\_\_\_  
\_\_\_\_\_

Date of fund-raising activity \_\_\_\_\_  
Is a town application for fund raising required? \_\_\_\_\_  
If yes, please attach a copy of the application.

Fund raising target \$ \_\_\_\_\_

\_\_\_\_\_  
Program Director's Approval                                  Date

\_\_\_\_\_  
Executive Director's Approval                                  Date

Board of Director's Approval Date: \_\_\_\_\_  
Board approval required if direct solicitation of funds by outside organizations from students.



**GIFTS, GRANTS AND BEQUESTS**

The Executive Director shall be authorized to accept, on behalf of the Board of Directors, gifts to LEARN programs up to a cumulative value from one source of one thousand dollars (\$1,000.00). The Board shall be informed annually of the nature and source of such gifts. The Board of Directors shall approve all gifts to LEARN programs of more than one thousand dollars (\$1,000.00). All gifts received become the property of LEARN. Gifts shall include money, services, programs, equipment, or other items of value.

Community organizations, including parent/teacher organizations, raising funds for particular schools, school activities or programs must have prior Board approval for such fund-raising for particular programs which will eventually result in donations or gifts to LEARN. Board review and approval of such activities shall be in accordance with the following guidelines:

1. Request for fund-raising, all or part of which will be given to programs, pupils, or LEARN by community organizations, shall be made to the Board of Directors in writing and approved on the form provided.
2. There shall be sufficient educational or financial benefits to the program and/or students, either directly or indirectly, to justify fund-raising.
3. Anticipated gifts or donations will not supplant program budgets, nor shall outside funding produce major educational inequities among programs.
4. LEARN involvement in fund-raising will neither be an unacceptable burden to teachers or other staff members nor subject LEARN to any significant risks or responsibilities in handling funds.
5. Fund-raising shall be in good taste and appropriate for LEARN.
6. Staff and programs shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions.
7. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.

Neither the Executive Director nor the Board of Directors shall accept funds from outside organizations which have not obtained prior Board of Director's approval for fund-raising which resulted in the proposed gift.

Approved: March 14, 1996  
LEARN

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GIFTS, GRANTS, AND REQUESTS

LEARN Program \_\_\_\_\_ Date: \_\_\_\_\_

Donor Organization/individual \_\_\_\_\_

Organization contact person \_\_\_\_\_

Description of Related Fund Raising Activity (if applicable) \_\_\_\_\_

\_\_\_\_\_

Date(s) of fund-raising activity (if applicable) \_\_\_\_\_

Gift \_\_\_\_\_

\_\_\_\_\_

Value of gift/donation \_\_\_\_\_

\_\_\_\_\_

Executive Director's Approval

Date

Board of Director's Approval  
(Required if over \$1,000)

Date

**SMOKE-FREE ENVIRONMENT**

The Board recognizes that tobacco in the school and work environments is not conducive to good health. As an educational organization, LEARN should provide both effective education programs and a positive example to students concerning the use of tobacco.

The Board declares all facilities operated by LEARN, and all spaces within them, to be officially designated tobacco-free environments. Staff, students, and members of the public are prohibited from using tobacco in any form in these facilities.

Policy adopted: October 11, 1990

Rev: March 14, 1996

LEARN

**DISTRIBUTION OF MATERIALS**

The Executive Director may distribute educational materials as part of LEARN's curriculum or other initiatives. However, outside organizations requesting that LEARN make distributions will be referred to the local districts.

Policy Adopted: October 10, 1991  
Rev: March 14, 1996  
LEARN

### **USE OF LEARN FACILITIES**

The LEARN Board of Directors may make buildings and grounds available for purposes other than education when they are not in use for school/LEARN purposes.

The Board of Directors shall grant the use of LEARN facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

### **Types of Activities Which will not be Permitted**

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.
2. Any activity that may violate manners or taste according to the standards of the community.
3. Any purpose in conflict with school/LEARN activities.
4. Commercial advertising.
5. Fund-raising campaigns except as permitted by the Board of Directors policy or by special action of the Board of Directors.
6. Any activity which may be injurious to the building, grounds, or equipment of LEARN.

Consistent with the policy, the Executive Director or his/her designee shall approve and schedule the use of LEARN facilities by an individual or group and shall develop guidelines for community use of the facilities and grounds and develop appropriate fees.

Legal Reference: C.G.S. 10-239 Use of School Facilities for other purposes

Policy Adopted: November 10, 2004  
LEARN

Use of LEARN Facilities

1. Organizations (other than official LEARN groups) not connected with LEARN, shall use LEARN facilities after a written permit has been issued under the authority of the Board of Directors.
2. All applications for permits shall be submitted on official application forms to the Building Administrator and approved by the Executive Director or his/her designee. Applications shall be submitted at least two weeks in advance.

Whenever an organization submits a first request for Sunday or holiday use for a profit making, non-resident or religious group, Board of Directors approval is required. Such requests should be submitted one month in advance. Applications for facility use throughout the year must be submitted annually by September 1<sup>st</sup> when possible.

3. Permissible Uses
  - A. For holding a social, civic or recreational meeting, or entertainment or other use pertaining to the welfare of the community, which shall be open to the general public.
  - B. For meetings, entertainment and occasions where admission fees are charged: when the proceeds thereof are to be expended for an educational or charitable purpose, but use shall not be permitted if such meetings, entertainments and occasions are under the sole control, and the said proceeds are to be applied for the benefit of a society, association or organizations of a religious sect or denomination, or of secret or exclusive organizations. Exceptions and clarifications of the above are subject to Board approval.
  - C. For the meetings, entertainment or functions of any organization or group existing as an adjunct to or part of the activities of LEARN or functioning under the guidance or in collaboration with the Board of Directors or the professional staff of the school, Parent-Teacher Associations, Boy Scouts, Girl Scouts, 4-H Clubs, Police Boys' Club or any group having similar aims.
  - D. For meetings, entertainments, or functions of profit making organizations which are nonexclusive and open to the general public, all applications under 4 G and 4 H below shall be subject to review by the Board of Directors.
4. Priority for the use of a LEARN facility shall be given in the following order:
  - A. School functions
  - B. School affiliated functions
  - C. Extension of Connecticut Public Education

- D. Official bodies and agencies of member districts
  - E. Recognized groups primarily interested in serving children such as Boy Scouts, Girl Scouts, sports clubs, theater groups, etc.
  - F. Social, civic, educational and religious groups which have concern for the welfare of children and adults in the community.
  - G. Non-profit making groups charging a fee.
  - H. Profit making groups charging a fee.
5. Every permit shall be issued upon the following terms and conditions:
- A. It may be canceled without notice for failure to comply with these rules and regulations.
  - B. It shall be subject to revocation or cancellation when, in the judgment of the Board of Directors, the interests or requirements of LEARN make it advisable.
  - C. The Board of Directors reserves the right of transferring any activity from one space to another space in the same building or to another building should economic and efficient use of the LEARN facilities or requirements of the program so require.
  - D. No contributions shall be solicited or collected at any event on school premises unless authorized in the permit.
  - E. That the permittee shall pay any and all admission or other taxes payable in connection with the affair to Federal, State or other governmental authority.
  - F. No articles or food may be sold unless authorized in the permit.
  - G. It shall be valid only for the use of the particular space on the date or dates, between the hours, and for the purpose specified in the permit. The group is responsible for seeing that all activity is limited to assigned areas.
  - H. The permit shall be exhibited upon request to any representative or member of the Board of Directors or the Executive Director. It shall not be transferable.
6. There shall be no gambling or possession or use of intoxicating beverages or control drugs as defined in the Connecticut General Statutes on LEARN premises.
7. There shall be no smoking in any LEARN building or on any school grounds.
8. Exhibits, posters, or other material shall be displayed or distributed on LEARN property only with the approval of the building director.

9. The space shall be maintained and left in an orderly and neat condition. The custodian shall make a written report of any unsatisfactory conditions or any facility damage to the building director. The organization will be required to reimburse LEARN for any damage incurred. Rearrangement of the furniture before and after use shall be the responsibility of the using group.



## **POLITICAL ACTIVITIES OF LEARN EMPLOYEES**

LEARN employees are encouraged to assume full democratic citizenship rights and responsibilities including voting or refraining from voting; discussing social, political and economic issues of the day in public meetings; supporting candidates; accepting appointive or elective public office consistent with state statutes; and holding office in political parties.

### **Performance of Civic Duties by Employees**

Employees of LEARN are encouraged to perform civic duties commensurate with democratic ideals, including:

1. Voting and taking an interest in the social, political and economic issues of the day; and
2. exercising democratic rights and responsibilities which are shared in common with other citizens, which 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 of LEARN engaging in political activity shall:

1. realize their primary obligation to their work as educators;
2. endeavor to make others realize that their statements and actions are made or taken as individuals and not as representatives of LEARN;
3. not engage in political activities either on school premises or during school hours.

### **Personal Leave for Political Activities**

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

Legal Reference:

CGS: 7-421 Political activities of classified municipal employees

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

Policy Adopted: 6/14/07

LEARN

**RELATIONS BETWEEN AREA, STATE, REGIONAL, AND NATIONAL ASSOCIATIONS, AND THE PROGRAMS**

Membership in recognized associations may be maintained for programs for several reasons, including:

1. The in-service education benefits of staff and Board of Directors which come from participation in meetings, conferences, clinics, and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals, and advisory services.
3. Representation in actions affecting education in general and LEARN in particular.

The Board of Directors in maintaining such membership in no way abdicates its authority over the responsibility for LEARN as outlined in State law or policy.

Annual budgets shall reflect in the appropriate accounts expenses resulting from such memberships.

Approved: March 14, 1996  
LEARN

