

COMMUNITY

(Series 1000)

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Printed Materials

No advertisements or announcements other than advertisements or announcements relating to school or school-sponsored activities are to be read, distributed, or displayed on the school premises, except with written authorization of the Superintendent of Schools or his designee. Any such communications that disrupt the educational process shall not be permitted.

Policy Adopted:
September 10, 1963

Amended:
November 12, 1974
December 12, 1978
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

APPLICATION FOR DISTRIBUTION OF PRINTED ADVERTISEMENTS OR
ANNOUNCEMENTS

Please submit this form, in duplicate, along with two copies of the material to be distributed or announced two weeks prior to the requested date of distribution of advertisement or announcement.

Date _____

NAME OF ORGANIZATION _____

ADDRESS _____ Telephone _____

Type of Organization:

- 1. PROFIT MAKING
- Educational
- Other (Specify
_____)

- 2. NON-PROFIT
- Educational
- Religious
- Service Organization
- Community Agency
- Political
- Other (Specify
_____)

Distribution to Students _____ Teachers _____

Grade Level _____

Purpose of Distribution _____

Date of Distribution _____

Name of Representative _____

Telephone _____

Signature

Application: Approved _____ Denied _____

Reason for Denial _____

Regulation Adopted:
10/24/78

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Readopted: November 28, 2000

Board Meetings

1120

Communicating Board Actions

All actions of the Board affecting pupils, parents or teachers shall be communicated through the Superintendent of Schools.

Policy Adopted:
September 10, 1963

Readopted:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Names of Students

1140

Lists of student names and addresses shall not be released for promotional activities by outside agencies.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 12, 1974
May 10, 1977

Readopted:
November 28, 2000

Community

Recognition of Achievements

The Board will recognize outstanding achievements associated with the Stamford Public Schools.

These achievements will be noted at regularly scheduled Board Meetings.

The type of recognition will be determined by the Superintendent and the Board President.

Policy Adopted:
August 24, 1982

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
April 22, 1986

Readopted:
November 28, 2000

1. The Board of Education believes that the greater the community interest and participation in school affairs, the greater will be the understanding that will exist between the public and the school system. It also believes that the better the flow of communications from the school system to the public and vice versa, the higher will be the standard of performance. Because of this belief on the part of the Board, it has invited lay participation in school activities. Further, the Board believes that much of the public support that the Stamford Schools have received is a result of this community participation and the Board should continue to encourage it to benefit the operation of the Stamford Schools.
2. The Board welcomes constructive criticisms and suggestions but, nevertheless, the *community must recognize that the final decisions on any problems related to the operation of the school system are up to the Board of Education which has been charged with that responsibility.*

Specific Procedure

1. A period of time, not more than thirty minutes, shall be allotted to the public to address the Board of Education at the regular meeting each month.
2. The speaker will be allowed a maximum of three minutes to address the Board. If a small amount of additional time is necessary for the speaker to finish the presentation, the Board President may allow additional time.
3. The Board may, by a majority vote, decide to cancel the session.
4. Questions which can be answered during the hearing period may be answered at the option of the Board. Other inquiries which may require analysis/investigation will be answered as the Board deems appropriate.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 14, 1973
November 28, 2000

Parent-Teacher Organizations

1212

The Board of Education recognizes the fine support of parent-teacher organizations of the schools they represent and, therefore, staff members are encouraged to attend and participate in their meetings, provided nothing herein contained shall imply mandatory attendance.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 12, 1974

Readopted:
November 28, 2000

USE OF BUILDINGS, GROUNDS, AND EQUIPMENT

The Board makes available to approved parties the use of its buildings, grounds, and related equipment.

Guidelines, procedures and fee structure shall be established by the administration that will enable the Board to retain managerial control and cover cost for monitoring, security, maintenance, overhead and depreciation.

The use of facilities shall not interfere with the educational process, academically or financially.

The Board must approve any request that entails any physical changes.

The Board permits and encourages the use of the facilities by the Stamford Community in accordance with law.

Rental charge rates shall be established and publicized by the Superintendent in consultation with the Board of Education.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
October 25, 1966
January 30, 1969, effective March 1, 1969
May 19, 1969
August 27, 1974
November 26, 1985
November 28, 2000
July 22, 2003

279330 v.01

GENERAL REGULATIONS FOR USE OF SCHOOL FACILITIES

The following regulations are designed to encourage broader use of school facilities by those groups and agencies which supplement the educational, cultural or recreational activities of the children and the community. The schedule of rental rates will be kept as low as possible, considering operational and maintenance costs. The priority order for building use is as follows:

1. School sponsored activities
2. Adult education program
3. Parent-teacher organization
4. Board of Recreation
5. City Boards and Commissions
6. Civic, religious, and fraternal organizations
7. Business organizations
8. Commercial ventures. Such rentals are to be made only when the anticipated use is not inconsistent with the educational mission of the Stamford Public Schools.

Regulations Regarding Public Use of School Properties

1. Application for the use of buildings shall be submitted to the City Department of Cashiering. Applications about which the office has any question are to be referred to the Permit Supervisor for decision. In disputed cases an appeal may be directed to the Superintendent.
2. Application for use of school property must be made at least fourteen days in advance of the event. Application is to be accompanied by a deposit equal to the minimum of the employee charge.
3. The person or organization granted the use of school property shall assume full liability for any damage to the property, or damage or loss of equipment. If such person or organization shall be deemed to lack sufficient financial responsibility, adequate security may be required before permission is granted.
4. The Board of Education requires any organization using school facilities to provide adequate public liability insurance which shall cover the Board of Education of Stamford, as well as itself. The City of Stamford, its officers, agents, employees and servants shall be designated as additional named insured. A certificate of insurance in proper form shall be filed with the School Building Use Office within one week of the date of the event. Said insurance is presently in the amount of \$1,000,000. This includes \$50,000 Property Damage Liability and is for the normal use of schools having no overhanging balconies in the auditorium. For schools with overhanging balconies the insurance shall be in the amount of \$2,000,000 Public Liability and includes \$100,000 Property

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Damage. Use of Boyle Stadium requires \$5,000,000 Public Liability including \$100,000 property Damage. For a special event expected to attract a large number of people or involving a particular hazard, the Administrative Office shall contact the City's Risk Manager for guidance in the insurance limit to be required.

5. All activities involving children must be in charge of responsible adults, the number of supervisors *varying according to the number of participants*. Adequate supervision and leadership must be provided throughout the period authorized for use.
6. On all occasions when a permit is granted for the use of school property, sufficient police and fire protection service shall be provided as determined by the respective departments, and the expense for such service shall be paid by the person or organization granted the permit; this expense to be in addition to the charge for the use of the property.
7. Admission to any function using school facilities cannot be denied on any basis prohibited by law.
8. Intoxicating beverages and any controlled drug as defined in Connecticut General Statute S19-443(8), as amended, are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon.
9. Putting up decorations or scenery, changing of wiring, or curtains, or other permanent fixtures, *moving of pianos or other furniture is prohibited unless special permission is granted by the Superintendent of Schools or his designee*. All such activity must be under the direct supervision of the school custodian or employee.
10. Audio-Visual equipment may be used, by other than school groups, only in school buildings, and only when a school designated operator is in charge of the equipment.
11. Groups using outside facilities are responsible for clean-up.
12. It shall be a condition of every permit that no person except regular employees of the Board or such other persons as may be approved by the Board shall be permitted to perform any duties connected with the operation of the building or any part of its equipment. Whenever an auditorium is used, the services of the stage manager are required.
13. Requests for cancellation by rentee must be made at least twenty-four hours in advance or deposit will be forfeited.
14. The right to revoke a permit at any time is reserved by the school authorities.

15. The Board of Education is not responsible for damage or injury as the result of use of school property.
16. A curfew hour of 11 P.M. shall be in effect for all events at Boyle Stadium. The curfew hour may be waived by the Superintendent of Schools or his/her designee only in extenuating circumstances. Even if the curfew is so extended, no Public Address system may be used after 11 P.M.

279330 v.01

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 20, 1991
November 28, 2000
July 22, 2003

REGULATION FOR USE OF AUDITORIUM

- A. The following regulations apply to individuals or organizations renting auditoriums. They do not apply to Board of Education sponsored activities unless a specific request is made for the services of a stage manager.
- B. The Use of Building Office acts as liaison for the Board of Education and general public.
- C. The stage manager has the authority and responsibility to keep school district equipment in good working order. He/she must report the abuse and/or damage of stage or equipment in writing to the building administrator and the Use of Building Office.
- D. Under no circumstances is anyone allowed in the Control Room without the presence of the stage manager or his/her designee.
- E. Sets used by outside groups should be moveable so as to release stage for other productions.
- F. All rehearsals and/or productions shall be concluded at a reasonable hour after consultation with the stage manager, the building administrator, and the Use of Building Office.
- G. Audio-visual equipment, microphones and sound systems may be used, but only under direction of the stage manager.
- H. Scenery and props belonging to schools may not be adapted for any outside organization.
- I. All stages will be closed two weeks before the start of the school year to assure proper maintenance and service to the stage. Only after consultation with the building administrator and the Use of Building Office will auditoriums be rented during this two week period.
- J. Under no conditions are outside groups to do any work on stage such as constructing sets, painting, electrical or audio work, etc. without consultation with the stage manager, building administrator, and the Use of Building Office.

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

REGULATION FOR USE OF TELEVISION FACILITIES

The primary use of the T.V. facilities at any school is for educational programs and student projects. When the facilities are not needed for these primary purposes, they may be made available for use by other groups in the following priority order:

- I. Education
 1. Students
 2. School district educational programs
 3. Board of Education sponsored programs

During regular school hours, the facilities and staff will be solely for programs sponsored by the Stamford Board of Education.

After regular school hours, applications may be approved for use for non-profit educational or community purposes. In case of multiple requests for use, approved applications will be given the following priorities.

- II. Government
 1. City Agencies
 2. State Agencies
 3. Federal Agencies
- III. Non-profit educational or community purposes, including use by other school districts.
- IV. Preparation of educational materials by groups other than for resale or commercial purposes.

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

No user shall use the facilities to create material to be used in paid advertisements.

APPLICATION

Application for use must be made six weeks before the proposed taping date by submitting completed "Application for Video Production Services" and approved "School Building Use Permit" forms to the District Department Head for Educational Media. Applications must be approved by the District Department Head for Educational Media.

FEES

Users in categories II, III, and IV, above, shall pay a basic charge as established and publicized by the Superintendent. Users in Categories II and III shall, in addition to the basic and hourly fees, pay a surcharge of 20 percent of those fees for wear and tear of equipment and supplies. The surcharge for users in Category IV shall be 50%. Each user shall pay a deposit in the amount of basic charge before using the studio.

All payments shall be made to the School Building Use Fund.

279330 v.01

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

REGULATIONS - PERTAINING TO BOYLE STADIUM

1. Requests for the use of Boyle Stadium by any organization other than Stamford Public Schools or an organization with which Stamford Public Schools is affiliated must be in writing and submitted to the Department of Cashiering. The request should outline the event, participants, type of equipment including proper footwear, dates and hours of use. Wherever possible the request shall be given at least 30 days in advance.
2. A certificate of insurance for \$5,000,000 liability including \$500,000 property damage shall be required for each event. In addition the Board must notify the City Risk Manager to determine the adequacy of coverage for the event.
3. There is a total ban on the use of tobacco or any intoxicating beverage or controlled substance. No one under the influence of any such substances will be allowed at the Stadium.
4. Spectators not involved in the activity must remain in the stands. They are not allowed on the track or field surface.
5. Adequate supervision, as determined by the Police Department specific criteria, will be provided and funded by the user organization.
6. All events at Boyle Stadium Sunday through Thursday, excluding holidays, must have a starting time no later than 7:00 p.m. and an ending time no later than 10:30 p.m. Friday, Saturday or school holidays must have a scheduled starting time no later than 7:30 p.m. and an ending time no later than 11:00 p.m.
6. Adequate supervision, as determined by the Fire Department's specific criteria, will be provided and funded by the user organization.
7. All applications for non-school use of Boyle Stadium shall be given at least 30 days in advance. The Board shall promptly notify the officers of Fountain Terrace, and Fountain Terrace shall notify interested neighborhood organizations and individuals. Every non-school application shall be discussed at a Board of Education meeting prior to its approval or

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

denial. At that meeting the Board will discuss the impact of the proposal event on the surrounding community.

8. The Stadium is not available to outside organizations except for athletic events.
9. During the months of September, October and November, night events at Boyle Stadium, using the lights, shall be limited to no more than three events a week, including practices, or eight events a month. Practices shall be finished by 8 p.m. The stadium lights shall not be turned on except during scheduled events. During the months of April, May and June events shall be limited to no more than two events a week or four events a month, excluding Graduation. From school close in June until school opening, night events shall not exceed five.
10. The stadium's public address system shall be the only sound system used during events in Boyle Stadium.

279330 v.01

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000
July 22, 2003

Stamford School Rental Rates
Revised 10/12/05

	Non Profit	Profit	Commercial
High schools			
Auditorium	\$240	\$600	\$1,200
Gymnasium	\$120	\$600	\$1,200
Cafeteria	\$90	\$480	\$600
Kitchen	\$60	\$240	\$600
Library	\$36	\$420	\$600
Classroom	\$24	\$150	\$300
Pool	\$150	\$240	\$1,200
Parking Lots	\$90	\$240	\$600
Fields	\$90	\$240	\$600-\$1,200
Middle/Elementary School			
Auditorium	\$120	\$480	\$1,200
Gym	\$90	\$480	\$1,200
Cafeteria	\$60	\$360	\$600
Kitchen	\$60	\$240	\$600
Library	\$36	\$300	\$600
Classroom	\$30	\$132	\$300
Parking Lots	\$90	\$240	\$600
Fields	\$90	\$240	\$600
Boyle Stadium			
Lights	\$600	\$2400	\$3600
No lights	\$300	\$1800	\$2400
Westhill Stadium			
No lights	\$300	\$1800	\$2400

All groups using school facilities shall be charged the fixed hourly rates for custodians and Stage Management personnel when required.

2/18/03 DC
10/12/05 Dc

1239

(4010)

(5130)

COMMUNITY

Smoke-Free Environment

The Board recognizes that tobacco is not conducive to good health. Therefore, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers by others smoking, the Board declares all school-sponsored events and areas operated by the Board to be officially designated smoke-free. Smoke-free areas include all school buildings and grounds and all school buses.

For the purposes of this policy, smoke or smoking means all uses of tobacco products including cigars, cigarettes, pipes, and chewing tobacco.

Policy Adopted:
November 10, 1987

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
April 21, 1992

Readopted:
November 28, 2000

1239-R
(4010-R)
(5130-R)

COMMUNITY

Smoke-Free Environment

Persons found smoking in school buildings in violation of Board Policy 1239 and Connecticut State law will be directed to extinguish the smoking material. If this directive is not followed, they will be required to leave Stamford Public Schools' premises, including school buildings, school grounds, and school buses.

Regulation Adopted:
March 23, 1988

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
May 26, 1992

Readopted:
November 28, 2000

School Visitors

1240

All persons entering the schools must first report to the Main Office.

Policy Adopted:
September 10, 1963

Amended:
November 12, 1974
December 12, 1978

Readopted:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Visits to Classrooms

All classroom interruptions are kept to a minimum. Notices are to be included on a teacher's bulletin, or placed in the teacher's mailbox whenever possible.

Regulation Adopted:
September 10, 1963

Readopted:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Community

Equal Access to Recruiters

All recruiters, military and non-military, shall be given equal access to students through programs conducted by the guidance offices of the schools. Such programs may consist of, but not be limited to, career nights, college fairs and individual school visitations.

Policy Adopted:
January 27, 1987

Readopted:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Community Education

The Board of Education recognizes that many residents of all ages have educational needs that can be met through the Stamford Public Schools. As schools are natural community centers, they can serve a useful purpose in facilitating the delivery of education and related social services to all age groups. Toward that end, cooperation between the schools and other social agencies is encouraged.

In order that the public school buildings and facilities may be used to extend these benefits to the community, the Board of Education adopts this policy of making available space and equipment in the school to approved Continuing Education and Community Education programs outside the regular school hours, and/or during the school day, without interference with the regular day school programs, academically or financially. Community persons with special competencies may be employed to teach to the community education programs in accordance with the State licensing regulations.

School advisory councils will assist in identifying peoples' needs and interests and in arranging educational and other related programs that will utilize the school facilities and other community resources in meeting these needs. The function of these councils shall be advisory in nature and will not infringe upon professional responsibilities for which the Superintendent or his/her designee is accountable.

Services to the Community, as indicated by this policy will be provided by the office of the Superintendent or his/her designee, unifying the staff, budget, and other resources of Continuing Education, Adult Basic Education, and Community Education Activities.

Policy Adopted:
January 8, 1980

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000

Complaints

1312

Board members shall refer persons making complaints about the school to the most immediate level at which the problems can be resolved and, thence, as may be necessary, through lines of organization to the Superintendent of Schools. Parents should be made aware of the proper channels of communication and appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed. The Board may hear or not hear any such appeal, at its option.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
March 3, 1964
November 12, 1974
December 12, 1978
November 28, 2000

Title IX of the Education Amendments of 1972 provides that each recipient of federal funds shall adopt and publish grievance procedures as to be followed in adjudicating any claim of discrimination on the basis of sex in any aspect of the education program, employment or treatment.

The Stamford Board of Education hereby adopts the following procedures. Title IX also provides that any person complaining of a violation of the provisions of Title IX may file a grievance directly with the Office of Civil Rights of the Department of Health, Education and Welfare.

I. Step I

- A. Any student or academic employee claiming to have been discriminated against on the basis of sex by the policies or practices of the Stamford Board of Education or any of its employees or agents shall present a written statement of the facts constituting the discrimination and the relief sought to the vice-principal or principal of his or her school.
- B. Any non-academic employee shall present such complaints to his or her immediate supervisor.
- C. Within two working days of receiving any complaint, the vice-principal, principal or immediate supervisor (in the case of a non-academic employee) shall inform the Title IX Officer as appointed by the Superintendent of the complaint.
- D. The Title IX Officer shall investigate the complaint. If he or she finds a violation of Title IX, he or she shall direct the vice-principal, principal or supervisor to remedy the situation by whatever means necessary. Where the remedy requires action not within the authority of such administrators, the Title IX Officer shall recommend appropriate action to the proper department or authority.

II. Step II

- A. Any complainant whose complaint has not been resolved to his or her satisfaction within ten working days of its presentation at Step I may present the complaint to the Superintendent or his/her designee.
- B. The Superintendent or his/her designee shall give notice to the complainant of the date, place and time at which the complainant shall present his or her complaint to the committee. After hearing the complaint, the committee shall consider any relevant information from the investigation of the Title IX Officer and shall decide the complaint.

The Committee shall report its conclusions to the Board of Education and recommend any appropriate action.

III. Step III

- A. The Board of Education shall consider the conclusions and recommendations of the Superintendent or his/her designee and shall direct any appropriate remedy if it finds a violation has occurred. The Board of Education shall inform the complainant of its resolution of the complaint.

Policy Adopted:
December 14, 1976

Amended:
December 12, 1978
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Gifts and Gratuities

No teacher shall receive gifts of more than a de minimus nature (value of under \$10.00 in any year) from pupils under his or her charge, except under administrative regulations promulgated by his/her principal or the Superintendent of Schools.

No custodian shall receive or accept any gratuity or gift for work performed or action connected with the operation of school property.

No employee of the public school system of Stamford shall accept any gift or gratuity, whether in the form of service, loan, thing or promise, or in any other form, from any person, firm or corporation which to his knowledge is interested directly or indirectly in business dealings with the school system and over which business dealings he has power either to take action or to influence action.

Employees are bound by, and shall comply with, the provisions of the Code of Ethics enacted by the City of Stamford, as such Code may be amended from time to time.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
January 26, 1965
February 9, 1965
November 12, 1974
November 28, 2000

Soliciting Funds from Students

Community Drives

No community agency drive may be conducted in any school unless approved by the Superintendent of Schools, or his/her designee.

Policy Adopted:
September 10, 1963

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

USE OF BUILDINGS, GROUNDS, AND EQUIPMENT

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Stamford, Connecticut

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4. The Board of Education requires any organization using school facilities to provide adequate public liability insurance which shall cover the Board of Education of Stamford, as well as itself. The City of Stamford, its officers, agents, employees and servants shall be designated as additional named insured. A certificate of insurance in proper form shall be filed with the School Building Use Office within one week of the date of the event. Said insurance is presently in the amount of \$1,000,000. This includes \$50,000 Property Damage Liability and is for the normal use of schools having no overhanging balconies in the auditorium. For schools with overhanging

balconies the insurance shall be in the amount of \$2,000,000 Public Liability and includes \$100,000 Property Damage. Use of Boyle Stadium requires \$5,000,000 Public Liability including \$100,000 property Damage. For a special event expected to attract a large number of people or involving a particular hazard, the Administrative Office shall contact the City's Risk Manager for guidance in the insurance limit to be required.

5. All activities involving children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use.
6. On all occasions when a permit is granted for the use of school property, sufficient police and fire protection service shall be provided as determined by the respective departments, and the expense for such service shall be paid by the person or organization granted the permit; this expense to be in addition to the charge for the use of the property.
7. Admission to any function using school facilities cannot be denied on any basis prohibited by law.
8. Intoxicating beverages and any controlled drug as defined in Connecticut General Statute S19-443(8), as amended, are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon.
9. Putting up decorations or scenery, changing of wiring, or curtains, or other permanent fixtures, moving of pianos or other furniture is prohibited unless special permission is granted by the Superintendent of Schools or his designee. All such activity must be under the direct supervision of the school custodian or employee.
10. Audio-Visual equipment may be used, by other than school groups, only in school buildings, and only when a school designated operator is in charge of the equipment.
11. Groups using outside facilities are responsible for clean-up.
12. *It shall be a condition of every permit that no person except regular employees of the Board or such other persons as may be approved by the Board shall be permitted to perform any duties connected with the operation of the building or any part of its equipment. Whenever an auditorium is used, the services of the stage manager are required.*
13. Requests for cancellation by rentee must be made at least twenty-four hours in advance or deposit will be forfeited.
14. The right to revoke a permit at any time is reserved by the school authorities.

15. The Board of Education is not responsible for damage or injury as the result of use of school property.
16. A curfew hour of 11 P.M. shall be in effect for all events at Boyle Stadium. The curfew hour may be waived by the Superintendent of Schools or his/her designee only in extenuating circumstances. Even if the curfew is so extended, no Public Address system may be used after 11 P.M.

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
August 20, 1991
November 28, 2000

REGULATION FOR USE OF AUDITORIUM

- A. The following regulations apply to individuals or organizations renting auditoriums. They do not apply to Board of Education sponsored activities unless a specific request is made for the services of a stage manager.
- B. The Use of Building Office acts as liaison for the Board of Education and general public.
- C. The stage manager has the authority and responsibility to keep school district equipment in good working order. He/she must report the abuse and/or damage of stage or equipment in writing to the building administrator and the Use of Building Office.
- D. Under no circumstances is anyone allowed in the Control Room without the presence of the stage manager or his/her designee.
- E. Sets used by outside groups should be moveable so as to release stage for other productions.
- F. All rehearsals and/or productions shall be concluded at a reasonable hour after consultation with the stage manager, the building administrator, and the Use of Building Office.
- G. Audio-visual equipment, microphones and sound systems may be used, but only under direction of the stage manager.
- H. Scenery and props belonging to schools may not be adapted for any outside organization.
- I. All stages will be closed two weeks before the start of the school year to assure proper maintenance and service to the stage. Only after consultation with the building administrator and the Use of Building Office will auditoriums be rented during this two week period.
- J. Under no conditions are outside groups to do any work on stage such as constructing sets, painting, electrical or audio work, etc. without consultation with the stage manager, building administrator, and the Use of Building Office.

Regulation Adopted:
December 10, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000

REGULATION FOR USE OF TELEVISION FACILITIES

The primary use of the T.V. facilities at any school is for educational programs and student projects. When the facilities are not needed for these primary purposes, they may be made available for use by other groups in the following priority order:

- I. Education
 1. Students
 2. School district educational programs
 3. Board of Education sponsored programs

During regular school hours, the facilities and staff will be solely for programs sponsored by the Stamford Board of Education.

After regular school hours, applications may be approved for use for non-profit educational or community purposes. In case of multiple requests for use, approved applications will be given the following priorities.

- II. Government
 1. City Agencies
 2. State Agencies
 3. Federal Agencies
- III. Non-profit educational or community purposes, including use by other school districts.
- IV. Preparation of educational materials by groups other than for resale or commercial purposes.

No user shall use the facilities to create material to be used in paid advertisements.

APPLICATION

Application for use must be made six weeks before the proposed taping date by submitting completed "Application for Video Production Services" and approved "School Building Use Permit" forms to the District Department Head for Educational

Media. Applications must be approved by the District Department Head for Educational Media.

FEES

Users in categories II, III, and IV, above, shall pay a basic charge as established and publicized by the Superintendent. Users in Categories II and III shall, in addition to the basic and hourly fees, pay a surcharge of 20 percent of those fees for wear and tear of equipment and supplies. The surcharge for users in Category IV shall be 50%. Each user shall pay a deposit in the amount of basic charge before using the studio.

All payments shall be made to the School Building Use Fund.

Regulation Adopted:
November 26, 1985

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 28, 2000

REGULATIONS - PERTAINING TO BOYLE STADIUM

1. Requests for the use of Boyle Stadium by any organization other than Stamford Public Schools or an organization with which Stamford Public Schools is affiliated must be in writing and submitted to the Department of Cashiering. The request should outline the event, participants, type of equipment including proper footwear, dates and hours of use. Wherever possible the request shall be given at least 30 days in advance.
2. A certificate of insurance for \$5,000,000 liability including \$500,000 property damage shall be required for each event. In addition the Board must notify the City Risk Manager to determine the adequacy of coverage for the event.
3. There is a total ban on the use of tobacco *or* any intoxicating beverage or controlled substance. No one under the influence of any such substances will be allowed at the Stadium.
4. Spectators not involved in the activity must remain in the stands. They are not allowed on the track or field surface.
5. Adequate supervision, as determined by the Police Department specific criteria, will be provided and funded by the user organization.
6. All events at Boyle Stadium Sunday through Thursday, excluding holidays, must have a starting time no later than 7:00 p.m. and an ending time no later than 10:30 p.m. Friday, Saturday or school holidays must have a scheduled starting time no later than 7:30 p.m. and an ending time no later than 11:00 p.m.
6. Adequate supervision, as determined by the Fire Department's specific criteria, will be provided and funded by the user organization.
7. All applications for non-school use of Boyle Stadium shall be given at least 30 days in advance. The Board shall promptly notify the officers of Fountain Terrace, and Fountain Terrace shall notify interested neighborhood organizations and individuals. Every non-school application shall be discussed at a Board of Education meeting prior to its approval or denial. At that meeting the Board will discuss the impact of the proposal event on the surrounding community.
8. The Stadium is not available to outside organizations except for athletic events.
9. During the months of September, October and November, night events at Boyle Stadium, using the lights, shall be limited to no more than three events a week, including practices, or eight events a month. Practices shall be finished by 8

p.m. The stadium lights shall not be turned on except during scheduled events. During the months of April, May and June events shall be limited to no more than two events a week or four events a month, excluding Graduation. From school close in June until school opening, night events shall not exceed five.

10. The stadium's public address system shall be the only sound system used during events in Boyle Stadium.

Regulation Adopted:
November 25, 1997

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Use for Religious Instruction

1331

Permission may be granted for the purpose of giving sectarian teaching or instruction of religious doctrine after regular school hours, as determined and approved by the Board of Education only.

Policy Adopted:
September 10, 1963

Readopted:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Moment of Silence

The Board of Education acknowledges the right under statute of students and teachers who wish to do so to have an opportunity to observe a moment of silence at the start of each school day. The Superintendent shall make appropriate arrangements as are necessary to comply with this statutory obligation.

Unauthorized Entry, Damage and/or Theft of School District Property

1. All persons illegally entering into any school district facility shall be prosecuted to the fullest extent of the law.
2. Any person who willfully damages or destroys any property of the school district, or any property under the jurisdiction of the school district, shall be prosecuted and all necessary action shall be undertaken to return the value of such property to the school district and any other costs involved.
3. It shall be the responsibility of the Offices of the Assistant Superintendent for Business, Transportation and Facilities or the Department of Buildings and Grounds to represent the school district in all such instances of illegal entry, damage to property, and the destruction of property.

Policy Adopted:
October 23, 1973

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut