

Instruction

Extra-Class Activities: Limited Open Forum

The Equal Access Act requires that public secondary schools grant access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum related student groups to meet. The law establishes the open forum be held during the lunch hour or as determined by the school Principal to ensure equal access to student groups wishing to meet.

The Principal may approve student groups use of facilities to conduct a meeting during the open forum provided that:

1. The meeting will take place during the open forum. The open forum is defined as the lunch hour or non-instructional time as determined by the Principal.
2. The meeting is voluntary and student initiated. The Principal must be assured that students are the ones promoting such activities and they are participating of their own volition. Only students enrolled in the school may request the meetings.
3. School does not sponsor the meetings (i.e. authorities or district employees do not promote, lead or participate in such meetings). Principals may assign personnel to supervise these meetings. This action does not constitute sponsorship by the district of such meetings.
4. The presence of school authorities or district employees or district personnel at any student religious meeting is non-participatory in nature. The presence of school authorities is for the purpose of observation only.
5. The meeting does not in any way interfere with the conduct of regular instructional activities of the schools. Since the education of the student is the prime responsibility of the school, any other activities are secondary. The school may deny facilities to students on the basis that such activities or meetings interfere with the instructional program.
6. Student meetings are not controlled, conducted or directed by person or groups not affiliated with the schools. Such persons may attend student meetings but not on a regular basis. Visitors to the school must be approved by the Principal and clearance obtained prior to the meeting.
7. The meeting is open to all students without regard to race, gender, religion or national origin.

Legal Reference: *Westside Community Board of Education v. Mergens*
 Equal Access Act

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut

Instruction

Interscholastic/Intramural Athletics

Following Title IX regulations, the East Hampton Public Schools' athletic programs are developed and operated according to the following specifications:

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by the East Hampton Public Schools, and the schools shall not provide any such athletics separately on such basis.
2. The school system may operate or sponsor separate teams for members of each sex where selection for such teams is based on competitive skill or the activity involves a contact sport. However, when the school system operates or sponsors a team in a particular sport for members of one sex, but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. Contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports, the purpose or major activity of which involves bodily contact.

The school system shall provide equal athletic opportunity for members of both sexes in interscholastic, intercollegiate, club or intramural athletics. In determining whether equal opportunities are available, the following factors should be considered:

- a. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes
- b. The provision of equipment and supplies
- c. Scheduling of games and practice time
- d. Travel and per diem allowance
- e. Opportunity to receive coaching and academic tutoring
- f. Assignment and compensation of coaches and tutors
- g. Provision of locker rooms, practice and competitive facilities
- h. Provision of medical and training facilities and services
- i. Provision of housing and dining facilities and services
- j. Publicity

Instruction

Interscholastic/Intramural Athletics (continued)

Unequal aggregate expenditures of each sex or unequal expenditures for male and female teams, when the school system operates or sponsors separate teams, will not constitute non-compliance with Title IX. However, the Office of Civil Rights Director may consider the failure to provide necessary funds for teams for one sex in assessing equality or opportunity for members of each sex.

The Athletic Director and coaches are encouraged to seek additional specification and explanatory information regarding this portion of the Title IX Regulations in the memorandum regarding the "Elimination of Sex Discrimination in Athletic Programs," issued by the Director, Office of Civil Rights, HEW, in September 1975.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public school prohibited

10-226a Pupils of racial minorities

10-220 Duties of boards of education, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Interscholastic/Intramural Athletics

Coaching Positions

1. The assignment of coaching positions for the interscholastic sports shall be in accordance with the Collective Bargaining Agreement between the East Hampton Board of Education and the East Hampton Educators' Association.
2. An individual shall hold no more than two coaching positions within the school system. Exceptions must be approved by the Principal and the Superintendent or his/her designee.
3. The high school Athletic Director shall not hold a coaching position within the school system. Exceptions must be approved by the Principal and the Superintendent or his or her designee.
4. The Board shall approve, on the recommendation of the Superintendent, the employment of persons for paid interscholastic athletics.
5. The competencies of the coaching staff shall be evaluated in performance based upon job description and administrative procedures.
6. The evaluation process shall include the following:
 - a. The Athletic Director and the Principal shall evaluate the coach.
 - b. The development and periodic review of techniques and procedures for making evaluations.
 - c. The written evaluation should be specific in terms of a coach's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty which is observed.
 - d. Copies of the written document shall be signed by the Coach, Principal and Athletic Director.
 - e. Space will be provided on the evaluation for comments by the evaluatee.
 - f. The Principal shall approve or disapprove of the evaluation and verify by signing the evaluation form. The Principal will make written comments if he/she desires.

Legal Reference: Connecticut General Statutes
10-149 Qualifications for coaches of intramural and interscholastic athletics

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Organizations/Associations

Student organizations shall generally be encouraged when they contribute to learning. Such organizations shall operate within the framework of the law, Board policy, administrative rules and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation shall be facilitated in reasonable ways by school system staff and through utilization of school system resources.

The Superintendent shall develop general guidelines for student organizations. Among other provisions, such guidelines shall require the assignment of at least one faculty advisor to each student organization and the approval by the Board of Education of any student organization that requires the expenditure of budgeted funds, or that may engage in activities of a divisive or controversial nature.

This policy applies to on-campus organizations only. It is not intended to restrict the organizations of students onto groups which function apart from the school.

Instruction

Student Council

Student Council Representatives to Board of Education Meetings

Student Council representatives to Board of Education meetings shall function according to the following guidelines established jointly by the Board of Education, school administration and the East Hampton High School Student Council (see Bylaw 9160):

1. Two members of the East Hampton High School Student Council shall serve as representative and alternate to Board of Education meetings. It is suggested that the alternate be an underclassman to provide continuity in communications between the Student Council and the Board of Education.
2. It is recognized that the major purposes of having representatives from the Student Council at Board of Education meetings is to provide an educational experience in local government from Student Council members and, through them, the student body, and to provide for two-way communications between the Board of Education and the student body.
3. At the first Board of Education meeting of the school year, the high school Principal shall introduce the representative and the alternate to the Board of Education.
4. Designated representatives, or alternate, of the Student Council shall sit at the Board table at meetings. All students are welcome and encouraged to attend the meetings as part of the audience of citizens. The representative, or alternate, shall have no vote in Board decision-making, but may participate in Board discussions.
5. The student council representative, or alternate, shall prepare and present brief reports of past and future activities to the Board of Education. The reports should be read from prepared material reviewed by the Student Council Advisor. The report should be presented to the Recording Secretary following presentation.
6. It is expected that the Student Council representative, or alternate, will give periodic reports to the Student Council on Board of Education actions and concerns. To this end, the Superintendent shall provide an agenda to the representative or alternate, at each meeting. The Superintendent may also provide non-confidential supportive material when appropriate.

Instruction

Student Council

Student Council Representatives to Board of Education Meetings (continued)

7. In the event that the Student Council wishes to carry requests to the Board of Education, or to express concerns, the following procedure shall apply:
 - a. A discussion must be carried out in an open Student Council meeting on the subject.
 - b. A vote shall be taken to determine if the subject should be pursued beyond the Student Council meeting. A majority of attending members must indicate such a desire.
 - c. A written statement will be presented to the school administration expressing the desires of the Student Council membership.
 - d. The school administration shall forward a written request to the Superintendent who, in turn, may forward it to the Board of Education.
 - e. If either the school administration or the Superintendent so desire, the request may be returned to the Student Council for further consideration. If the request is returned, a statement of explanation or request to speak to the Student Council membership may accompany it.
 - f. The Student Council may, after further consideration, request that the subject be brought to the attention of the Board of Education by a majority vote of all members of the Student Council. The subject may be placed on the agenda or may be referred to committee for consideration.
 - g. Every attempt should be made to expedite this procedure, including granting permission for special Student Council meetings.
8. The Board of Education or the Superintendent may request the Student Council representative, or alternate, to obtain from the Council an expression of opinion concerning an issue under discussion.

Instruction

Travel and Exchange Programs

Foreign Exchange Students Attending Local Schools

The Board of Education recognizes the value of a foreign exchange for students. This unique opportunity to experience the culture of another country can be an effective and memorable learning experience for a student. Personal contact promotes global awareness and international understanding. To that end, the Board welcomes the enrollment of international exchange students and further encourages District students to take any opportunities that they may have to participate in such programs and study in another country.

With Board approval, a District school may establish a sister-school relationship with a school in another country.

In order to insure that students coming into the local school system from another country have a positive experience, as a foreign exchange student, the following guidelines will be distributed to all concerned sponsoring agencies and families.

1. The Board of Education reserves the right to determine, on an individual basis, if a foreign exchange student may or may not attend public school.
2. Advance notice must be provided to the school prior to the finalization of arrangements to accept an exchange student.
3. The decision to accept a foreign exchange student into a district public school shall rest with the building Principal who will take into account such factors as space, appropriateness of placement, etc. (cf. 5111 - Admission/Placement).
4. It is understood that foreign exchange students shall not be eligible for a district high school diploma, but may be given a certificate of attendance (or an honorary diploma) for the period of time in their district and may participate in graduation ceremonies if appropriate.
5. Agencies, groups and/or families sponsoring foreign exchange students in town should submit health and educational records to the school they would like the student to attend as early as possible. These records will be a factor in the decision regarding attendance. All international exchange students shall meet state and District immunization requirements.
6. The name and telephone number of the sponsoring agency/representative must be on file in the school before the school year begins.
7. All living arrangements for foreign exchange students are the responsibility of the sponsoring agency and families. This includes changes in living arrangements after the student has arrived and throughout his/her stay. Neither the Board of Education nor any of its employees will assume responsibility in this area.

Instruction

Travel and Exchange Programs

Foreign Exchange Students Attending Bristol Schools (continued)

8. Foreign exchange students are subject to the same academic and behavioral standards as all other students while enrolled in district schools.
9. The Board of Education will provide the most appropriate program available for each foreign exchange student, but should not be expected to offer English As A Second Language services.
10. No foreign exchange student will be accepted who has already completed secondary education.
11. This program is designed for foreign students who enter the country on one-year J-I visas through established exchange programs designated by the United States Information Agency and the Department of State and officially recognized by the Board, such as Youth for Understanding, American Field Service and Rotary.
12. The student or sponsoring organization will provide all dues and fees.
13. Students entering the United States on F-I visas may attend schools in the district only upon full payment of tuition before entering the United States. This tuition fee may not be waived due to federal legislation. Students attending school on an F-I visa are limited to a period of attendance not to exceed 12 months.
14. The District shall not incur any financial obligations when sending and/or receiving international exchange students. Program sponsors shall provide assurance of their responsibility for health/accident/liability insurance, the student's home placement, and the resolution of any related personal difficulties which may arise.

District Students Participating in Foreign Exchange Programs

Any district student, planning on going to a foreign country as an exchange student, shall, prior to leaving, request permission from the school Principal to have course work completed in the foreign country applied to his/her high school educational record. The Principal shall notify the Board of Education of his/her decision.

Instruction

Travel and Exchange Programs

Foreign Exchange Students Attending Local Schools (continued)

If permission is granted, the following guidelines shall apply:

1. If an English speaking student attends school in a non English speaking country for a full year, upon return from that country, no credits will be accepted from that country with the exception of that country's language credit. (2 credits)
2. If a student attends school in an English speaking country, the student must present a transcript from the school upon his/her return. The transcript will be evaluated in terms of credit to be granted by the high school Principal. The decision of the high school Principal in such cases shall be final.

Students who do not bring a transcript with them at the time they register for their courses upon their return will resume their education at the grade level/graduation requirement status at which they were on their departure.

(cf. 5145.1 – Foreign Exchange Students)

(cf. 6146 - Graduation Requirements)

Legal Reference: Illegal Immigration Reform and Immigration Responsibility Act of 1996

Connecticut General Statutes

10-27 International studies, exchange programs. Advisory committee. (amended by PA 04-153, An Act Encouraging International Students Programs)

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

School Events/Meetings

All District functions shall be properly and adequately chaperoned by class and activity advisors and other faculty members.

Etiquette requires that written invitations be sent to members of the administration and the Board of Education for all major events. Any event with an admission charge should have two (2) complimentary tickets included with the invitation. These events include but are not restricted to the following:

1. Senior Class Dinner
2. Concerts
3. Proms
4. All major drama productions/musicals
5. Honor Society Induction
6. Graduation (also Town elected officials and clergy)
7. Athletic Banquets

All faculty members should be given a general invitation, perhaps via a notice on the faculty bulletin board. Faculty members should request complimentary tickets from the activity advisor.

A listing of Board of Education members and addresses is available in the main office, as are envelopes and stationery.

Social Activities

All social activities pertaining to the schools may only take place after clearance from administration has been received. The following rules should serve as guidelines for the planners of such activities:

1. School activities will end at a time which is appropriate for the age group involved.
2. There must be an appropriate number of chaperons as determined by the Principal in attendance at all school events. The names of said chaperons must be submitted to the office at least three (3) days prior to the event. If required chaperons (parents may be included) fail to arrive by the time that the event begins, the sponsor will be given a short period of time to obtain replacement chaperons.
3. Outsiders may attend such social events as dances but only at the invitation of an East Hampton student. No student or guest at a dance may leave the building until s/he is ready to depart for the evening. Those who leave the building will not be readmitted. Students will not be allowed to enter a dance for the first time within one hour with prior approval.
4. All students are expected to behave as mature and responsible young adults at all times. School rules are in effect during all school activities.

Instruction

School-Sponsored Events/Trips

Use of Alcohol by Adults

The Board of Education recognizes that events have an important place in a well-rounded school program and, accordingly, encourage well conceived field trips and managed social events. Such events/field trips can also be used to provide recognition to students for academic and extracurricular accomplishments. All employee and student behavior at school-sponsored events shall be under the control and supervision of school district personnel.

The Board of Education is committed to the prevention of alcohol abuse. The district can and must assume a leadership role in alcohol abuse prevention. This goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff and community as a whole. We believe that it is essential for adults to set good examples for students to follow. Therefore, the members of the East Hampton school community including the Board of Education, the administration, the teaching staff and other support staff, including chaperons, will comply with all the laws which govern the use of alcoholic beverages. This policy is based on the belief that alcohol dependency is a life-threatening illness that affects individuals in all areas of their lives; spiritual, emotional, physical, intellectual and social.

Therefore, no adult attending a school function at which students are present, shall consume, distribute or allow the purchase of alcoholic beverages. This policy applies to events both on and off school property.

The Superintendent of Schools shall promulgate this policy, based on the belief that the behavior of the Board, administration, parents and community should be a model for the behavior of students.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Instruction

Activity Funds Management

School activity funds may be expended only for purposes which may benefit the student body of the school. All activity funds are under the direct control of the Principal or his/her designee. All rules, regulations, and procedures for the conduct, operation and maintenance of extracurricular accounts, and for the safeguarding, accounting and auditing of all monies received and derived therefrom are to contribute to that objective.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

Legal Reference: Connecticut General Statutes
 10-237 School activity funds.

Instruction

Activity Funds Management

General Rules

1. An annual budget plan of class expenditures will be drawn up by class advisors and the administration for each entering class.
2. An overall plan of earnings will be drawn up to cover class expenditures.
3. The class advisors and the administration shall not allow students to earn unusually large amounts of money. Money earned should approximately equate necessary and approved expenditures. A reasonable bank balance will be allowed to cover unforeseen expenditures.
4. It is the responsibility of all teachers, class advisors and the administration to guide and advise students so that they will understand and abide by the regulations governing class funds.
5. It is the responsibility of advisors to guide students away from extravagant spending or the spending of unusually large amounts of money on social and other forms of entertainment.

Procedure

1. Advisor
 - a. Make up goals
 - b. Make up projects
 - c. Fund-raising requests should be documented on
 - (1) Form SAF-1 (High School)
 - (2) Form SAF-2 (Elementary and Middle School)
2. Submit to Principal
3. Principal submits to Superintendent

Cash Receipts

1. All cash receipts shall be deposited in the bank daily. No money should be left in the school overnight.
2. All monies received must be documented by a numbered receipt.
3. All monies received must be documented in the Cash Receipts Ledger.
4. All bank statements will be reconciled with deposit slips at the end of each month and placed in a monthly envelope.

Instruction

Activity Funds Management (continued)

Cash Disbursed

1. All checks must be supported with an invoice or cash voucher (Form SAF-4) signed by an authorized agent. An invoice takes precedence over a cash voucher. A voucher should be further supported with an attached receipt or invoice.
2. All disbursements are to come out of the checking account.
3. All cancelled checks are to be reconciled with monthly bank statement and then filed in a monthly envelope or folder.
4. All checks shall be recorded in the Cash Disbursement Ledger.
5. All checks shall be co-signed by at least two school officials.
6. Form SAF-5 – Request for Payment Athletic Association – Middle School and High School, and Form SAF-6 – Summary of Ticket Sales – High School Should be used to document athletic function and ticket sales for such functions.

Financial Report

Date _____ through _____ Trial Balance for _____

Activity	Beginning Balance	Total Receipts To Date	Totally Payments To Date	Balance

See following pages for
 FORM SAF-1
 FORM SAF-2
 FORM SAF-3
 FORM SAF-4
 FORM SAF-5
 FORM SAF-6

Legal Reference: Connecticut General Statutes
 10-237 School Activity Funds

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut

EAST HAMPTON HIGH SCHOOL

FUNDRAISING REQUEST

All fundraising activities must be channeled through the student council prior to administrative approval.

The following are the only authorized exceptions:

- Magazine campaign – Senior Class
- Country Store – Senior Class
- Concessions at Basketball Games - Band
- Senior Ball
- Junior Prom
- Sophomore Hop
- Freshman Frolic

No other fundraising activity is authorized (this includes booster clubs) without student council and administrative approval.

Fundraising by outside groups is prohibited.
Form must be submitted 30 days prior to requested date.

DATE(S) REQUESTED: Start _____ Finish _____

Activity requested: _____

Purpose of fundraising: _____

Group making request: _____

Advisor's Signature

Request approved ____

Request denied ____ Reasons: _____

Student Council Signature

Request approved ____

Request denied ____ Reasons: _____

Principal's Signature

EAST HAMPTON SCHOOLS
FUNDRAISING REQUEST

All fundraising activities must be channeled through the office for administrative approval.

DATE(S) REQUESTED: Start _____ Finish _____

Activity requested: _____

Purpose of fundraising: _____

Group making request: _____

Advisor's Signature

Request approved ____

Request denied ____ Reasons: _____

Principal's Signature

EAST HAMPTON SCHOOLS
STUDENT ACTIVITY ACCOUNT
ACTIVITY DETAIL

Date of Function _____

Class or Club _____

Reason for function _____

Ticket Numbers: _____ Beginning No. _____ Ending No. _____

Price of Tickets: _____ Adult _____ Student _____

List Receipts

List Payments

Total _____

Total _____

Advisor _____

Office Use Only:

Total Receipts: _____

Total Payments: _____

Balance: _____

Bookkeeper _____

Original copy to Bookkeeper; Duplicate copy to Advisor

EAST HAMPTON SCHOOLS

CASH VOUCHER

Date _____

Class or Club _____

Amount _____ Check Payable To _____

Reason for Check _____

Advisor _____

Office Use Only:

Check# _____ Date _____ Charge To: _____

EAST HAMPTON SCHOOLS

REQUEST FOR PAYMENT
ATHLETIC ASSOCIATION

Date: _____

EVENT: _____

DATE NEEDED: _____ DATE CHECKS WRITTEN: _____

CHARGE TO: _____

SITE DIRECTOR: _____ AMOUNT _____ CHECK NO. _____

TICKET TAKER: _____ AMOUNT _____ CHECK NO. _____

CLOCK OPERATOR: _____ AMOUNT _____ CHECK NO. _____

V OFFICIALS: (1) _____ AMOUNT _____ CHECK NO. _____

(2) _____

JV OFFICIALS (1) _____ AMOUNT _____ CHECK NO. _____

(2) _____

TRACK/CROSS COUNTRY OFFICIALS AMOUNT _____

1) _____ CHECK NO. _____

2) _____ CHECK NO. _____

3) _____ CHECK NO. _____

4) _____ CHECK NO. _____

5) _____ CHECK NO. _____

6) _____ CHECK NO. _____

LINE RUNNERS 1) _____ AMOUNT _____ CHECK NO. _____

2) _____ AMOUNT _____ CHECK NO. _____

ATHLETIC DIRECTOR: _____

EAST HAMPTON SCHOOLS
STUDENT ACTIVITY FUND
SUMMARY OF TICKET SALES

Activity _____ Deposit Bag No. _____

Event _____ Date _____

Tickets ----- Beginning No. _____ Ending No. _____ For Student \$ _____

Tickets ----- Beginning No. _____ Ending No. _____ For Adults \$ _____

Total Receipts: \$ _____

*Minus Cash Box Change \$ _____

Minus Cash **Short** \$ _____

Plus Cash **Over** \$ _____

Total Net Receipts and Amount To Be Deposited \$ _____

Signature of Ticket Taker _____

Signature of Site Director or Athletic Director _____

To verify this report

*To be redeposited at end of season.