

Community Relations

Communications with the Public

News Media Relationships (Public, Press, Radio & TV) / Media Access to Students

The Board of Education recognizes the important role the media serves in reporting information about Andover Elementary School's programs, services and activities. The School, therefore, will make reasonable efforts to provide the media with access to students.

These rules shall be followed with the media:

1. Media representatives shall report to the Superintendent of Schools or the Principal of Andover Elementary School for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Such permission will not generally be required for activities attended by the general public, including, but not limited to, athletic and performing arts events.
2. The Superintendent and the Principal are authorized to grant permission and set parameters for media access to students in the School.
3. The media may interview and photograph students involved in instructional programs and school activities if authorized by the Principal or the Superintendent provided that the media's presence shall comply with Board policies and will not be unduly disruptive.
4. If, in the judgment of the Superintendent or Principal, the presence of any media representative causes such disruption that orderly conduct of the activity becomes unfeasible, access by these representatives may be limited to the extent necessary to remove disruption.
5. Media representatives shall provide appropriate identification to whomever will provide them with access to the School.
6. Parents/guardians will be advised of the School's policy regarding "Media Access to Students" at the time of the student's registration and each fall in the School's Handbook. Parents/guardians who do not want their student interviewed, photographed, or videotaped by the media shall inform the School accordingly. Parents/guardians may change their student's permission at any time.

Legal Reference: Connecticut General Statutes
1-226 Recording, Broadcasting or Photographing Meetings

Policy adopted: January 14, 2009
Policy revised: September 13, 2023

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

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Access by News Media to Board Meetings

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

1. News media personnel who intend to photograph, broadcast or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent, if requested by the Superintendent, prior to said meeting of the Board.
2. Any photographer, broadcaster, or news journalist authorized by the Superintendent to photograph, broadcast or record for broadcast proceedings at a public meeting of the Board of Education and any personnel associated with said photographer, broadcaster or news journalist shall photograph, broadcast, or record for broadcast the proceedings of said meeting inconspicuously as possible and in such manner as not to disturb the proceedings.
3. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board of Education meeting of any photographer, broadcaster, news journalist or any personnel associated with said photographer, broadcaster or news journalist causes such a disruption that the orderly conduct of the public business at such meeting becomes infeasible, access by any one or more of these individuals to the meeting may be limited to the extent necessary to remedy the disruption.

Spokesperson for the Board of Education

The Chairperson of the Board of Education and the Superintendent shall be the only authorized spokespersons for the Board of Education.

No other member of the Board of Education shall issue statements, news releases or other information purporting to represent the views of the Board of Education without clearance from the Board of Education.

Legal Reference: Connecticut General Statutes

1-226 Recording, broadcasting or photographing meetings

Policy adopted: January 14, 2009
Policy revised: April 19, 2023

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Access to Information

The Board of Education acknowledges the need for an informed citizenry and, at the same time, recognizes the public's right to access information regarding the operations of the school system. The Board of Education, therefore, will make available statistics and other studies reported at public meetings and disseminated to the media. This will be accomplished through information-sharing meetings, through presentations at regular Board meetings, and at Board Committee meetings, and through meetings of parent organizations.

Moreover, in complying with Section 1-210 of the Connecticut General Statutes, and continuing to fulfill its obligation and desire to keep the public informed, while at the same time attempting to eliminate excessive expenditures of staff time in the compilation, assembly, and distribution of information pertaining to public school operation, the Board of Education has adopted the following procedures to assist in determining access to information.

The Superintendent is responsible for developing regulations to implement this policy consistent with all applicable Federal and State Statutes and Regulations and in keeping with the Board's policy intent.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Policy adopted: January 14, 2009
Policy reviewed: April 19, 2023

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Access to Information

Procedures for Accessing Information

The Board's policy pertaining to the access of information shall be administered according to the following guidelines.

1. The Board grants discretion, within all applicable statutes, to the Superintendent for implementation of this policy.
2. Any information covered by Section 1-210 that is readily available in the format in which it is requested will be supplied by the Superintendent or his/her designee for inspection and/or copying by the person or group making the request. A reasonable fee may be charged for the cost of reproducing requested information.
3. A document or record which is limited in its availability to the administration will not be released.
4. Requests for studies or analyses of information which will result in staff members assuming responsibilities or performing tasks that are not ordinarily part of their day-to-day duties, will only be undertaken with Board of Education endorsement.

Such requests shall contain the name of the person, agency, group, or organization requesting the information, and the exact nature of information requested.

5. The Board, in consultation with the Superintendent, will examine the request to determine the appropriate action to be taken. A positive endorsement to fulfill requests must receive a majority vote from the Board at either a regular or special meeting.
6. According to statute, the following records may not be disclosed:
 - a. Preliminary drafts or notes
 - b. Personnel or medical files
 - c. Information to be used in a prospective law enforcement action if prejudicial to such action
 - d. Records pertaining to such action
 - e. Test questions, scoring keys, and examinations
 - f. The contents of real estate appraisals, engineering or feasibility studies made relative to the acquisition of property
 - g. Records, reports, and statements of strategy, or negotiations with respect to collective bargaining
 - h. Student records covered by privacy law
 - i. And any other records, documents, or materials deemed confidential by the courts or FOI Commission.

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Access to Information

Procedures for Accessing Information (continued)

7. Appeal process:

Any individual or organization denied access to information by the Superintendent or his/her designee may appeal this denial to the Board of Education. A request for reconsideration shall be directed in writing to the Superintendent who will bring the item before the Board as a whole. The petitioning organization or individual may present relevant information to the Board.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records

Regulation issued: January 14, 2009
Regulation reviewed: April 19, 2023

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