

## **Draft of Policy 7551-September 8 version**

### **Naming and Renaming Facilities**

The naming and renaming of school buildings, major portions of buildings, or school grounds is the responsibility of the Board of Education. In fulfilling this responsibility, the Board will make every effort to respect community preferences. Nominated names should be clearly identifying, widely known, and recognized.

When naming or renaming buildings, major portions of buildings, or school grounds, the Board shall formally identify the need for a naming process for the identified school locations, as well as criteria it wishes to be considered in the process.

When naming or renaming a school building, major portions of school buildings, or school grounds the Board shall establish a committee of the following:

- Superintendent
- Principal
- 2 teachers
- 2 paraprofessionals
- 2 professionals represented from food service, security or clerical
- 2 parents
- alderperson
- 2 students
- board member appointees(2 appointees per board member)

Opportunities for public input must be made available prior to the committee's recommendation to the board. Such opportunities for public input must be publicly announced in local media outlets and on the district website at least eight weeks prior to final decision. The process of renaming should take no more than eight weeks.

The committee shall propose a list of names to the school board of not more than two names for Board consideration. Additionally, in the rare occurrence of renaming a building, major portions of school buildings, or school grounds, a fiscal impact statement will be presented by the Superintendent or designee when the committee makes its name recommendation to the board which will include all associated costs and a timeline for implementation of the new name.

If a major portion of a school building or school grounds (media center, auditorium gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community. Groups offering names to adorn our buildings and spaces should provide the evidence necessary to assure the public that the individuals they recommend have made

significant contributions in American life and have practiced the ideals espoused in our Constitution and humanitarian traditions.

Collections of works, memorials, or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's policy and procedures for accepting donations. Prior to accepting such donations and naming, a financial plan for maintenance and upkeep must be identified and presented to the school Board.

The Board retains the right to make final determination in the naming and renaming of buildings, major portions of school buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that naming of portions of the building and school grounds occur infrequently and on a limited based.

Policy adopted:

## Personnel – Certified/Noncertified

### Virtual Learning Opportunities – Acceptable Use of Recordings

The Board of Education (“the Board”) recognizes that, due to concerns related to the COVID-19 pandemic, some students will participate in remote learning instead of attending classes in person. Board-approved technologies such as Google Classroom may be used to enable remote learners to participate in lessons “in real time.” The Board recognizes, however, that some remote learners and other students may at times be unable to participate in lessons “in real time” due to illnesses, medical appointments, or other reasons. As such, the Board intends to permit teachers to record lessons using Google Classroom or other Board-approved technologies and enable remote learners and other students to access those recordings at their convenience, while preserving the privacy and confidentiality rights of all students. It is imperative, therefore, that teachers make recorded lessons available to students in compliance with the Family Educational Rights and Privacy Act (“FERPA”) and other applicable Board policies.

FERPA generally prohibits the disclosure of a student’s education records, or personally identifiable information (“PII”) in such records, to a third party without the written consent of the student’s parent. FERPA, therefore, generally prohibits teachers from disclosing one student’s education records to other students or parents.

Education records are those records that are:

- 1) directly related to a student; and
- 2) maintained by an education agency or institution, or by a party acting for the agency or institution.

Education records may be recorded *in any manner*, including but not limited to computer media, video or audio tape.

PII includes, but is not limited to, a student’s name, personal identifier (i.e. student identification number), address, date of birth, or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

A recording of a whole-class lesson is generally not considered an education record for a specific student, because the recording is not directly related to the student. When teachers record lessons using Google Classroom or other Board-approved technologies, however, they shall focus the camera(s) solely on themselves so as to prevent or minimize the audio and video recording of students in the classroom. The teacher may share the recording with remote learners and other students who were unable to participate in the lesson *as long as no PII was disclosed during the lesson*. However, if a teacher or student discloses a student’s PII during a

lesson, the teacher shall request *prior written consent* from the parent of the student whose PII was disclosed before sharing the recording.

Teachers shall only share lesson recordings with students enrolled in the specific classes for which lessons were provided, and shall only share recordings using Board-approved technologies such as Google Classroom. Teachers shall not post lesson recordings on any social media platform or otherwise make recordings available to the public. Finally, teachers shall not use lesson recordings for *any purpose* other than those which are intended, such as instruction for specific students enrolled in specific classes.

Teachers who improperly record or share lessons may be subject to discipline in accordance with applicable Board policies. Teachers are encouraged to contact their building administrators with questions or concerns relating to student privacy and confidentiality.

*Legal References:*

- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, 34 C.F.R. Part 99 (“FERPA”)*
- Student Data Privacy Act, Conn. Gen. Stats. §§ 10-234aa-ee*
- Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices (PTAC 2014)*
- Frequently Asked Questions on Photos and Videos Under FERPA (FPCO 2018)*
- FERPA and Virtual Learning (SPPO 2020)*
- FERPA and Privacy Considerations During the COVID-19 Pandemic (CSDE 2020)*

*Policy References:*

- 4118.4 (Rights, Responsibilities and Duties)*
- 4118.5 (Acceptable Computer Network Use)*
- 5125 (Student Education Records)*