

## **Public Cable Access Channel Message Board Policy**

The purpose of the Waterbury Schools Public Access Message Board is to inform the public of upcoming special events in our schools and non-profit organizations' events having educational impact. The aim is to promote a positive image of our public schools and community.



**Policy adopted by the Waterbury Board of Education on October 4, 2012**

## **Public Cable Access Channel Message Board Regulations**

Content criteria includes events such as plays, performances, fairs, PTO/PTA meetings, open house, championships or tournament sporting events and other special events. Fund-raising events such as ziti dinners and car washes are limited to one fund-raiser event notice at a time per school or per group. The sale of products or direct solicitation of monies is prohibited. No editorial content, political announcements, solicitations, classified or personal ads, or regularly scheduled athletic events will be accepted. All content must be in compliance with copyright or other relevant laws including, but not limited to, FERPA.

Completed forms are to be sent to:

School/Community Relations Coordinator  
236 Grand Street  
Waterbury, CT 06702  
(203) 573-6633



**Waterbury Public Schools**  
**Educational Cable Access Channel**  
 Message Board Notice "School" Form

**1111.3**  
**Form 1**

The message board will be updated as needed. Please keep information brief. If adjustments are needed, this form will be edited. Please fill out the form below and submit it by fax or inter-school mail to: School/Community Relations Coordinator, 236 Grand Street, Waterbury, CT 06702, 203-574-6633.

Date submitted \_\_\_\_\_ Submitted by \_\_\_\_\_

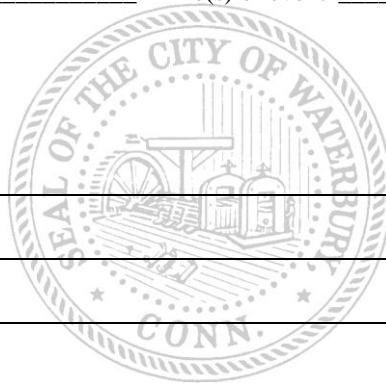
School \_\_\_\_\_ School Phone \_\_\_\_\_

Name of event \_\_\_\_\_

Location of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

Fill in message below:



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

The purpose of the Waterbury Schools Educational Access Message Board is to inform the public of upcoming special events in our schools and to promote a positive image of our public schools. Content criteria includes school-based events such as plays, performances, fairs, PTA/PTO meetings, open house, championship or tournament sporting events and other special school events. Fund-raising events such as ziti dinners and car washes limited to one fund-raiser event notice at a time per school are permissible, but not for the sale of products or direct solicitation of monies. No editorial content, political announcements, solicitation, classified or personal ads or regularly scheduled athletic events will be accepted. Your patience and cooperation are appreciated. This policy has been approved by the Waterbury Board of Education.

Received by/Date	Date Posted	Date Removed

**Waterbury Public Schools  
Public Cable Access Channel  
Message Board Non-Profit Notice Form**

**1111.3  
Form 2**

The message board will be updated as needed. An authorized signature is required. Please keep information brief. If adjustments are needed, this form will be edited. Please fill out the form below and submit it by fax or mail to: School/Community Relations Coordinator, 236 Grand Street, Waterbury, CT 06702, 203-574-6633.

Date submitted \_\_\_\_\_ Submitted by \_\_\_\_\_

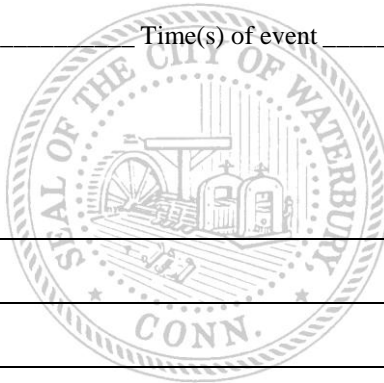
Organization \_\_\_\_\_ Address \_\_\_\_\_

Name of event \_\_\_\_\_

Location of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

Fill in message below:



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Originator's Signature \_\_\_\_\_

The purpose of the Waterbury Schools Public Access Message Board is to inform the public of upcoming special events in our schools and from non-profit organizations having educational impact on students and teachers promoting a positive image of our public schools and community. Content criteria includes events such as plays, performances, fairs, open house, championship or tournament sporting events and other special events. No editorial content, political announcements, solicitation, classified or personal ads or regularly scheduled athletic events will be accepted. Your patience and cooperation are appreciated. This policy has been approved by the Waterbury Board of Education.

Received by/Date	Date Posted	Date Removed

**Waterbury Public Schools  
Educational Cable Access Channel  
Videotape Program "School" Submission Form**

The mission of the Waterbury Schools Educational Cable Access Channel is to highlight educational opportunities afforded to public school students via the cable access channel and to broaden the educational base of students in the Waterbury Schools. Its purpose is to engage students in aspects of video editing and video broadcast production, as well as to promote image of the Waterbury Public Schools. The goals are to provide equal access for all the schools, to provide career training for students in the state-defined school-to-career cluster of arts and media, and to inform the general public of what is happening in the Waterbury Public Schools.

Please follow the instructions below and submit this form with your videotape production to:  
Waterbury Schools Educational Access Channel, School/Community Relations Coordinator, 236 Grand Street, Waterbury, CT 06702.

**Videotape programs must be submitted in VHS or S-VHS Format at standard play (SP) speed or on DVD as autoplay. Opening Title and Closing Credits must appear on the submitted videotape program. Please attach photocopies of video release forms for any special ed students appearing in videotape programs.**

Date submitted \_\_\_\_\_ Submitted by \_\_\_\_\_

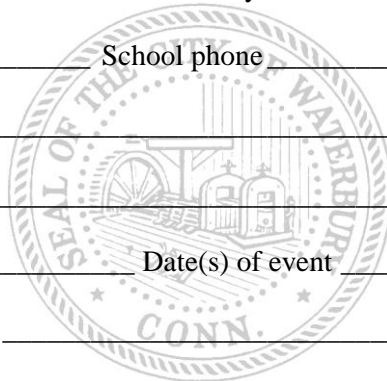
School \_\_\_\_\_ School phone \_\_\_\_\_

Title of video program \_\_\_\_\_

Describe video program \_\_\_\_\_

Location of event \_\_\_\_\_ Date(s) of event \_\_\_\_\_

Length of program in minutes (required) \_\_\_\_\_



I, as Principal of this school, am fully aware of the content of this videotape program. It meets the criteria set forth by the Waterbury Schools Educational Access video cablecasting policies.

Principal's Signature \_\_\_\_\_  
(required)

The aim of the Waterbury Schools Educational Cable Access Channel is to present to the public, events in our schools and to promote a positive image of our public schools. Content criteria includes any special events which are school-based and have educational value. Emphasis is placed on student produced work, PTA/PTO meetings, special classroom activities, student performances, debates, athletic events and other special events. No editorial content, political announcements, fund-raising solicitation, no vulgarity, profanity, no sexually explicit materials, or programming of a questionable nature will be accepted. If at any time a questionable submission is received, it will be reviewed at the next regularly scheduled advisory board meeting. Your patience and cooperation are appreciated. This policy (is to be) approved by the Waterbury Board of Education.

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**Waterbury Public Schools  
Educational Cable Access Channel  
Videotape Program "Non - Profit" Submission Form**

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Date submitted \_\_\_\_\_ Submitted by \_\_\_\_\_

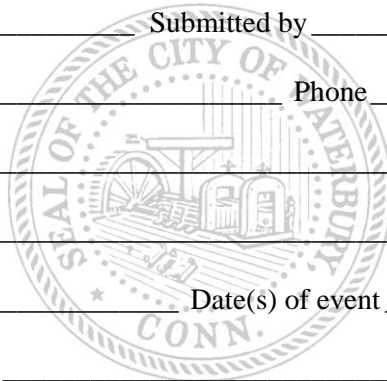
Business of locale \_\_\_\_\_ Phone \_\_\_\_\_

Title of video program \_\_\_\_\_

Describe video program \_\_\_\_\_

Location of event \_\_\_\_\_ Date(s) of event \_\_\_\_\_

Length of program in minutes (required) \_\_\_\_\_



I am fully aware of the content of this videotape program. It meets the criteria set forth by the Waterbury Schools Educational Access video cablecasting policies.

Principal's Signature \_\_\_\_\_  
(required)

The aim of the Waterbury Schools Educational Cable Access Channel is to present to the public, events in our schools and to promote a positive image of our public schools. Content criteria includes any special events which are school-based and have educational value. Emphasis is placed on student produced work PTA/PTO meetings, special classroom activities, student performances, debates, athletic events and other special events. No editorial content, political announcements, fund-raising solicitation, no vulgarity, profanity, no sexually explicit materials, or programming of a questionable nature will be accepted. If at any time a questionable submission is received, it will be reviewed at the next regularly scheduled advisory board meeting. Your patience and cooperation are appreciated. This policy (is to be) approved by the Waterbury Board of Education.

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