

Welcome to John Lyman School!

John Lyman School is a child-centered community of learners that is dedicated to fostering a lifelong love of learning through active exploration of all curricular areas. The Integrated Day Program provides a supportive, stimulating environment in which students learn to take responsibility for decision-making as well as for their own learning and behavior. As a Higher Order Thinking (H.O.T.) School, John Lyman fosters an arts-integrated approach in a democratic setting that celebrates the voice of every child. We strongly believe that the arts can support and enhance all subject areas and help to create more meaningful learning opportunities for our students.

The purpose of this handbook is to provide you with the information you need to know about John Lyman School and Regional School District 13. Please note the district mission statement that guides Region 13 in our efforts to provide a first rate education for your child. Also included in the handbook are school hours, dismissal and cancellation procedures, lunch costs, and a variety of other pertinent information. You will notice that our school rules are aligned with the district's Core Ethical Values. In addition, I would ask that you take the time to review the addendum at the end of the handbook. It contains the Board of Education policies that we must share with you. It is important that students and their families become familiar with these policies.

At John Lyman, it is our belief that education is a partnership between home and school, and we hope that you will become active members of the Lyman community. Please plan to attend our Parent Information Night on Thursday, September 13th. This is a parents-only evening that provides teachers with an opportunity to review expectations and to explain what will be happening in the classroom during the coming year. You will also learn about ways that you can volunteer in the building and have the chance to meet with representatives from the John Lyman Parent Association (JLPA). In many ways, Parent Information Night is the kick-off to the school year, so we really encourage you to attend.

We take great pride in our outstanding and dedicated faculty. The Lyman staff always puts kids first, and we are committed to helping your child succeed academically and socially. Our teachers work hard to foster open communication and to keep you informed about your child's progress. Likewise, we hope you will contact us when you have questions or concerns. Please do not hesitate to call or schedule an appointment with me at any time.

On behalf of the John Lyman staff, we are very excited about the upcoming school year. We look forward to working with you to ensure an outstanding educational experience for your child. I know that 2012-2013 will be a great year!

Sincerely,

Thomas D. Ford

Regional School District 13
OUR MISSION

The mission of Regional School District 13, a community that celebrates learning, honors tradition and embraces change, is to ensure that all students will be engaged and ethical lifelong learners and citizens who will thrive, excel and contribute in an ever-changing, interdependent world by providing challenging, diverse, and nurturing experiences that empower each student to succeed through meaningful partnership with family and community.

BOARD OF EDUCATION
Regional School District 13

The Board of Education of Regional District 13 presently consists of ten members, four representatives from Middlefield, and six from Durham.

Kerrie Flanagan, Chairperson

Merrill Adams	Norm Hicks
Nancy Boyle	Joseph Ochterski
Eileen Buckheit	MaryJane Parsons
Robert Fulton	Jeremy Renninghoff
Elizabeth Gara	

Susan Viccaro Superintendent of Schools

Pamela Mangini Business Manager

Amy Emory Director of Pupil Personnel Services

Dr. Linda Berry Director of Curriculum, Instruction
and Assessment

The Board of Education meets on the 2nd and 4th Wednesday of each month at 7:30 P.M. Meeting locations rotate among schools. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning of the meeting to hear any concerns or suggestions. The agenda for each meeting is posted prior to the meeting at John Lyman School, and at both the Middlefield and Durham Town Halls. The agenda can also be obtained from any of the Board members or the Central Office.

Connecticut General Statutes Section 4-114a

It is the policy of the Connecticut State Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, mental disability, or physical disability in any of its educational programs, activities or employment policies. Grievances regarding Title VI (Race, Color, National Origin) and Section 505 (Handicapped) should be addressed to Rosemary Allen, Central Office, 349-7200. Grievances regarding Title IX (Sex Equity) should be addressed to Amy Emory, Central Office, 349-7208.

STATEMENT OF CORE ETHICAL VALUES

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

- myself
- the worth and rights of others
- the views of others
- personal, school and community property
- the environment

Am I accepting **RESPONSIBILITY** for

- my own actions and words
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **HONESTY**

- with myself
- with others
- in my work

Am I showing **KINDNESS** by

- treating others the way I would want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **COURAGE** by

- standing up for moral principles
- persisting in the face of adversity
- being willing to accept challenges
- being true to myself

Respect, responsibility, honesty, kindness, and courage are the core ethical values we strive to embrace and practice in Regional District 13.

CODE OF CONDUCT

As a student in Regional School District 13, I...

1. treat others with courtesy, respect, fairness, and kindness.
2. am honest with other people and in my work.
3. obey teachers and other school staff members.
4. follow all school and classroom rules.
5. accept consequences for not doing what I should.
6. take care of my property, the property of others, and school property.
7. work, play, and move safely and appropriately.
8. cooperate when I work and play.

9. participate in my education to the best of my ability.

Being a good citizen means showing respect and being responsible. As a student, this means that I accept the consequences whenever I do not follow the rules. My behavior should not be disruptive to the school community whether I am in class, at recess, on the bus, on a field trip, or a part of any other school activity.

CODE OF DISCIPLINE

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code. Consequences for infractions of school and classroom rules are usually age appropriate as established by each school. These are presented in the school handbook. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

JOHN LYMAN SCHOOL STAFF SY 2012-2013

Principal

Thomas Ford

Secretary

Darlene Allen

Kindergarten

Sharon Berndt

Kristen Blake

Kerry Chernovetz

Grade 1-2

Julie Abbott

Christine Anderson

Margo Novak

Carole Sibiskie

Amy Sorensen

Valerie Swiantek

Grade 3-4

Susan Francis

Sarah Greco

Ashley Hillard

Betty Hadlock

Philip Moriarty

Angela Polansky

Special Education Department

Danielle Hay

Linda Frazer-Sierra

Melissa Hoon

Betsy Bascom

Melissa Whitney

Erin Gonzales

Lynn Gonzalez

Tara Heikkila

Christine Davis

Melissa Marteka

Amanda Dobler

Carla Muskatallo

Karen Charpentier

School Psychologist

Social Worker

Social Worker

Special Education

Special Education

Literacy Tutor

Special Education Therapist

Remedial Services, Math

Remedial Services, Reading

Remedial Services, Reading

Speech Pathologist

Occupational Therapist

Nurse

Discipline Based Teachers

John Forline

Carrie Howes

Jennifer Holland

Todd Salva

Carlye Kohs

Marcy Klattenberg

Lorrie Martin

Michael Meurs

Cheryl Wiener

Art

Art

P.E./Health

P.E.

Library/Media

Outdoor Education

Outdoor Education

Music

Instrumental Music - Gr.4

Support Staff

Karen Balavender

Laura DiBenedetto

Brittany Farrell

Mary Johnson

Sue Larabee

Kate McLaughlin

Kathy Newell

Linda Pettit

Tracey Pollitt

Doreen Raney

Vanessa Hamblet

Jim Maletta

Barry Mickle

Robin Anderson

Chris Halligan

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Teacher Assistant

Intern

Custodian

Custodian

Food Service

Food Service

INTEGRATED DAY PROGRAM
MISSION STATEMENT
JOHN LYMAN SCHOOL

To provide a wholistic and integrated view of learning which actively involves each child in the pursuit of academic excellence through decision making and problem solving.

PROGRAM DESCRIPTION

The Integrated Day Program at John Lyman School is a child-centered, developmental program. It provides a supportive and stimulating environment that encourages and guides the child in an investigative, active exploration of all curriculum areas. The I.D. program promotes a wholistic and integrated view of learning.

The teacher is a facilitator for open-ended discussions and activities. The child is an active, involved learner, decision maker, risk taker and problem solver, working with teacher and peers to meet his/her individual needs.

Therefore:

In the Integrated Day program teachers will plan instruction to ensure that children will:

- use their own experiences to actively construct new knowledge which connects to and extends what they can already understand and do.
- be problem solvers who can identify a problem and generate a variety of solutions.
- work both independently and cooperatively to accomplish goals.
- develop into flexible thinkers, able to adapt to a rapidly changing world.
- become effective communicators.
- develop a sense of competence in their ability to positively affect the world around them.
- learn responsibility and respect for themselves, their environment, and other people.
- develop an awareness of the inter-connectedness of all things.
- develop academic skills which will prepare students for life in the 21st century.

SCHOOL HOURS

Full Day: 8:50 a.m. - 3:20 p.m.

Early Dismissal: 8:50 a.m. - 1:30 p.m.

LATE ARRIVAL

Students should arrive at school between 8:30 and 8:45 A.M. to be in their classrooms ready for the start of the day at 8:50 A.M. If your child arrives at school after 8:50 A.M., please accompany him/her to the attendance desk or office before sending him/her to class.

SCHOOL CANCELLATION, LATE OPENING, OR EARLY DISMISSAL

In cases of storms or storm warnings, school will occasionally start late or be cancelled. When there is a late opening, the buses will be later than usual. Dismissal takes place at 1:30 P.M. on shortened days. Regional District 13 will be using the **Everbridge Notification System** to let you know about school closings, delays and emergencies. When the District issues a message, the RSD13 Alerts Emergency Notification System will deliver the message to your home phone, cell phone, text message or email. You need to decide how you want to be contacted. If you put down more than one option, you will be contacted in the order you select. Please note that if you provide a home phone number you could receive a call as early as 4:45a.m. for school closings or delays. Please think carefully about the options you select. The success of the service relies on you. Having your latest contact information is the only way to ensure that we can contact you in an emergency. To provide us with your information please go to <http://www.rsd13ct.org/emergency.html>

School closings and delays will still be listed on TV and on the radio.

DISMISSAL

Continuing in our effort to ensure a safe and comfortable learning environment, our dismissal procedure will be in effect beginning on the first day of school. The procedure involves several types of dismissals.

- For those families who usually pick up their children, a "frequent flyer" pass will be available. We will ask for your signature(s) at the beginning of the year. After the signatures are obtained, you will merely come to the attendance desk, get your pass, write the date and time and initial it, wait for the announcement for parents to pick up their children and hand it to the teacher when you go to the room to pick up your child.
- For those families who occasionally pick up their children, you will be given a paper pass to fill out and hand to the teacher when you go to the room to pick up your child.
- After picking up a pass, parents should always wait in the lobby between the office and the auditorium until the announcement is made for parents to pick up their students.
- When the announcement is made, parents should go to the room to meet their child. Since the teacher will still be working with children, it is important that parents quickly hand the pass to the teacher and quietly exit, ensuring that they and younger siblings do not disturb the class. This is not an opportunity to confer about your child.
- Parents who pick up their children are asked to exit immediately through the doors between the cafeteria and the music room so that the hallway is not congested during the bus dismissal process.

EARLY DISMISSAL

• A note from home is necessary if a student is to be dismissed from school before 3:20 P.M. School officials must ensure that no unauthorized person ever takes a child from school. Students may only be released to a parent or a person designated by the parent to pick a youngster up from school. In order to maintain a consistent procedure for dismissing children, the following has been initiated:

1. Any adult, parent, or designee, will be asked to go into the school office to fill out a pass to give to the teacher when taking a child out of school prior to dismissal time.
2. While students will be dismissed from individual classrooms, or the health office in case of illness, the same sign-out procedures will be used.

• Without a note from home, your child will not be released to go home with another adult or allowed to go to a place other than that identified as his/her usual afternoon destination.

• *Once again, we respectfully request that you avoid last minute calls to request changes, such as picking up your child or having him/her go on a different bus. In fact, a phone call alone will no longer be acceptable. Written permission for a change will be required. While some of these procedures may seem cumbersome, our goal is to provide the safest possible environment. Thank you in advance for your cooperation.*

CALL BACK SYSTEM

1. If your child is to be absent on a given day, please **call the school nurse (349-7416)** between 8:20 and 8:50 A.M. **Please do not call the school office.**
2. If a child is absent whose parent has not called, the nurse will call the home to verify the absence.
3. If the school cannot reach you at home, the nurse will call your work number.
4. Should the nurse fail to reach you at work, she will call the emergency numbers you have provided to seek an explanation of your child's whereabouts. While this may at times be a very involved and somewhat inconvenient process for you, it is designed with your child's safety in mind.

HOT SCHOOLS

John Lyman has been a H.O.T. School (Higher Order Thinking) since 1996. As such, we work with grants from the Connecticut State Office of the Arts, Department of Economic and Community Development which assists us in integrating the arts into all areas of the curriculum. A ten-day artist residency, a significant amount of professional development and participation in the HOT Schools Summer Institute are benefits of this partnership. Additional artist residencies, field trips and related activities are integrated closely with this year's curricula and are provided through the efforts of JLPA.

STUDENT USE OF COMPUTERS AND THE INTERNET

Lyman School is pleased to provide students access to computers and the Internet, believing in their value for educational purposes.

Students will have the opportunity to:

- Use technology in their learning
- Learn to use a wide range of technology tools
- Access Internet resources while conducting research.
- Exchange information worldwide with other users.

Students have the responsibility to:

- Adhere to the District Core Ethical Values and Code of Conduct on all uses of technology and the Internet.
- Adhere to all school and district policies and state and federal laws.
- Use school equipment carefully and respectfully.
- Respect the work of others and observe copyrights.
- Learn to use the network properly.
- Use the Internet only under staff supervision.
- Respect the privacy of others.

Students may not:

- Use the equipment without staff permission and/or supervision.
- Damage or disrupt equipment or the system.
- Interfere with another's use of the equipment.
- Modify, copy or delete another's data or files.
- Load or install unauthorized games, software or other electronic media.
- Waste paper by printing unnecessary pages.
- Use obscene language or send offensive, threatening or harassing messages.
- Allow offensive or damaging materials to enter the school network.
- Use the network for non-school purposes.
- Violate copyright laws.
- Send, transmit, or otherwise disseminate proprietary data or other confidential information.

Viruses can cause substantial damage to computer systems. All disks must be scanned for viruses before being opened on the school's computers.

Student use will be curriculum related, teacher directed and adult supervised. Website navigation will be guided as much as possible by the use of specific bookmarks.

BUS RULES

1. Sit in your seat at all times.
2. Keep head, hands and feet to yourself and inside the bus.
3. Follow the Core Ethical Values and school rules.
4. Do not eat or drink on the bus.
5. Be respectful and kind; use only good language.
6. Keep the bus clean; do not mark or damage the bus.
7. Listen to and follow the driver's directions.

Note: The bus driver may assign seats as may the principal.

RULES will be clearly posted on all buses.

The CONSEQUENCES for breaking bus rules are as follows:

1. The driver is required to report the violation in writing to the principal on the day of the offense if possible.
2. The principal shall notify the parent in writing of the violation(s), and a notification will be given to the school board.
3. Any child who continues to misbehave will not be allowed to ride the bus. It will be up to the parents to get the child to school. This arrangement will hold until the parent can assure good behavior on the part of the pupil.
4. In cases of serious misbehavior, the principal may withdraw bus privileges without repetition of incidents.

BUS CHANGES/STOPS

If a student is to be picked up at school, he/she must have a note. The same applies if a child is to be dropped off at a different bus stop. All changes must be approved by the Principal's office.

FOR YOUR INFORMATION...

Regional District #13 Schools are served by :
Dattco Bus Company
Telephone: 349-8479

IF YOU HAVE ANY CONCERNS

Parents with any valid concerns regarding the bus company and/or bus drivers, may contact **Eileen Bengtson** at the **Central Office (349-7201)**. Your concerns will be recorded and appropriate actions will be taken.

PARENT DROP-OFF and PICK-UP

NO CARS SHOULD COME INTO THE CIRCLE BETWEEN 8:30 and 9:15 A.M.

Cars should drive straight ahead to the stop sign.

Parents who are just quickly dropping off their child should, when the yellow striped area is free, pull forward to the very front of that area, let the child out, and exit by driving slowly through the large parking lot.

ANY PARENT WHO NEEDS TO GET OUT WITH A CHILD FOR ANY REASON SHOULD NOT PARK IN THE YELLOW STRIPED AREA.

Those parents who need to get out with a child should pull past the striped area to the back of the parking lot where they will be able to turn around after the child has gone around toward the back of the building.

Parents who are actually going into the building, either with their child or alone, should turn left at the stop sign when able to do so safely and enter the large parking lot on the left.

NO CHILD SHOULD EVER BE ALLOWED TO WALK IN ANY OF THE PARKING AREAS UNLESS ACCOMPANIED BY AN ADULT.

Cars should never be double-parked at the drop-off area.

JOHN LYMAN SCHOOL RULES

These rules were developed by the children and teachers at John Lyman School. In conjunction with the district's Strategic Plan, the school rules are aligned with the district's Core Ethical Values.

1. I will respect the property of others.
2. I will use proper language at all times.
3. I will not make extra clean-up for the custodial staff and the rest of the staff.
4. During snack and lunch, I will use good table manners.
5. I will share all school equipment.
6. I am responsible for everything I do and say, in school, on the playground and on the school bus.
7. I will use playground equipment safely.
8. I will line up quietly when it is time to enter the school building.
9. I will walk in the school hallways.
10. I will stay within the boundaries of the school playground.
11. I will only throw objects that were meant to be thrown, such as balls, beanbags, etc.
12. I will enter the school building only with the permission of the person on duty.
13. If allowed to play tag, I will only play 2 finger tag.
14. I understand that no fighting is allowed.
15. I will treat others as I wish to be treated.

Playground rules will be reviewed in the first week of school by staff who supervise the individual play areas.

OUTSIDE RECESS

Recess is held outside each day weather conditions permit. Please make sure your child is equipped with warm clothing for the playground. Only a doctor's note, for unusual circumstances, will excuse a child from outside recess.

WINTER CLOTHING

Students will be allowed to play in the snow if they come to school with **all four** of the following: **hat, mittens or gloves, boots, and snow pants**. Students without appropriate clothing must stay on the blacktop area during recess. At the beginning of the winter season, students may bring an extra pair of sneakers or slippers to keep in school.

GYM

All children have P.E. one day a week. Sneakers or rubber-soled shoes **must** be worn. It is recommended that girls wear pants or shorts for P.E. and long hair should be tied back.

PARTY INFORMATION

You are encouraged to schedule parties on weekends, rather than after school, if all students in a class (i.e. all girls, all boys) are not invited. We also request that you neither pick up nor ask the party goers to ride the bus. To avoid hurt feelings, party invitations **will not** be distributed in school.

LOST and FOUND

Lost and Found articles are located in a clear plastic tub across from the Parents' Place. Unclaimed articles are donated to charity periodically.

VISITORS

All parents and visitors are welcome in the school. For the safety of the school community, it is requested that you stop at the office to sign in and get a badge before going to the classroom even if you are just delivering something to your child.

VOLUNTEERS

The school and JLPA welcome all volunteers to assist at various functions in many ways. Classroom teachers each set their own volunteer policies according to their needs, usually after the first few weeks of school. You will have an opportunity to sign up at Parent Information. If you wish to volunteer, contact a JLPA representative and/or your child's teacher. Everyone is required to sign in at the office and pick up the appropriate badge.

There will be a **Volunteer Orientation Coffee Hour** on Monday morning, September 24, 2012 at 10:00 A.M.

ASSEMBLY

Each week, all students get together to sing, share projects and special interests and enjoy a sense of community. Parents are always welcome to attend. Assemblies are held on Fridays at 2:20 P.M.

LUNCH INFORMATION

A "Point of Sale" system is used in all Region 13 cafeterias. You may now pay for your child's lunch online with a credit card for as many days, weeks or months as you want. There is a small fee each time you purchase. You may also send your child with money to purchase lunches which the cafeteria manager will then log into the computer. By now you have received a letter with your child's Student ID # and directions about how this procedure works and you may have already put money into his/her account. Your child will have a student ID badge which will be used for cafeteria purchases and checking out library books.

Prices for lunch are \$3.00 for one lunch or \$15.00 for 5 lunches. Milk is \$.50 each or \$2.50 for 5 milks. Ice cream is also available for \$.50. Students may also purchase yogurt or water for \$.50 and juice for \$1.00.

Monthly menus are included in the last Electronic Wednesday Envelope of the month for the following month. The menu also appears on the school website at www.rsd13ct.org/lyman.

All on-site cafeteria purchases must be done *before* school in the morning. If a child is making a purchase at school he/she is to stop in the cafeteria office *on the way to the playground*.

Applications for free or reduced cost lunch are available in the school office throughout the school year.

Occasionally students forget their lunch or lunch money. They are allowed to borrow from the cafeteria but are expected to bring in the money on the next school day. ***Students owing for 2 lunches will be given a notice to replace the borrowed money and will not be allowed to "charge" again until they have paid what they owe.*** A snack will be provided so that the child will not be hungry. ***This will be enforced in 2012-2013.*** If parents have questions about any aspect of this, they may contact Mr. Ford.

PETS

Children frequently want to share their pets with their classmates. However, pets may **NOT** be brought into school during the school year. This practice has been in effect for several years for a variety of reasons. The number of students who have allergies to pets has increased significantly. In addition, there are students who are frightened by animals. Finally, pets are frequently frightened by the high-pitched voices of large groups of excited children in enclosed places!

If, due to a particular project or topic of study, a student has reason to share his/her pet, the child and parent must have permission from the teacher **AND principal**. In that situation, the parent would bring the pet to a designated area outside of the building where the class may go to see the animal.

FIELD TRIPS

All John Lyman School field trips must adhere to Board of Education policies. In addition to the procedures and policies (#6153) spelled out in the policy portion of the handbook, the following practices must be observed.

- Every child must have a signed permission slip for the field trip.
- Field trips begin and end at the school.**
- All students must ride the bus transportation provided to and from the field trip.**
- Siblings are not allowed to travel on field trips, either in cars or on the bus.
- Parents, without their children, may carpool only if there are not enough seats on the bus.
- Field Trips are wonderful extensions of the classroom experience that integrate learning in various areas of the curriculum. They are, as well, a great responsibility. For this reason, there can be **NO EXCEPTIONS** to these practices.

CHAPERONES

There are often several opportunities during the year for parents to serve as chaperones on field trips. Classroom teachers appreciate and count on parents as chaperones to supervise students during travel to and from as well as at the field trip destinations. Guidelines for chaperones are:

- Please be alert for potentially dangerous situations and disruptive or inappropriate behavior. We depend on you to be proactive and intervene **before** there is a major problem or ask us for help if you're not sure what to do.
- Always let us know if anyone gets hurt or feels sick and be sure we are informed of any problems that occur.
- As a chaperone, you need to accompany and be responsible for the children in your group at all times.
- Alcoholic beverages are **never** to be consumed on field trips.

INTEGRATED DAY CLASSROOM ASSIGNMENTS

Beginning in early May, grade level teachers and resource staff begin to meet together weekly to begin to organize classes. Many factors are taken into account when determining where children are best placed. Balance between boys and girls, grade levels, academic and social development stages are all considered. Remedial reading, remedial math and special education are other factors to be balanced before lists are finalized.

In addition, some children have a particularly dominant learning style preference which may be better suited to one classroom organization and/or teaching style than another. Potential interactions of individuals with other students already assigned to a classroom contribute another piece to the decision.

We also understand that parents may have information that will be helpful in determining appropriate placement. While we will not accept requests for specific teachers, parents are invited to write a letter to the principal in the spring sharing insights about their child. In this way, parents have the opportunity and responsibility to share situations that would be detrimental so that we can make the best placement for all.

As you can see, many factors and a great deal of shared decision making are taken into consideration before placement of each child is made. Our goal is to provide each child with a positive learning environment within a well-balanced classroom that might be negatively impacted by changes made after classes are established.

MEDICAL INFORMATION

EMERGENCY INFORMATION

Emergency information must be updated annually as well as any time the information (phone#, cell#, e-mail, job, medical info) changes.

ILLNESS

If a student should become ill during the school day, the school nurse will notify the parent to pick up the child.

State guidelines of first aid care for accidents are followed by nurses. If a serious accident occurs and parents or alternate persons cannot be reached, the student, accompanied by a John Lyman staff member, will be taken to Middlesex Memorial Hospital unless otherwise indicated on the emergency card.

ADMINISTERING MEDICATIONS

Children rarely need to take medications at school. However, should the need arise, you must be familiar with the school's procedures.

Before the school can administer any prescribed or over the counter medications (Tylenol, Tylenol substitutes, cold/cough medications, etc.) a medication form must be signed by both you and your child's physician. The forms are available at all district schools in the Health Room.

Medication should be delivered to the school **by the parent** in the original, labeled bottle with enough medication for the length of time the medication is required. **Do not** send the medication in with your child. All medications are kept secure in the nurse's office. A record of the times the school has administered the medication is kept in the student's health file.

Children cannot self-administer any medication. Additionally, children should not carry hand sanitizers. Parents are urged to help make the school a safe environment for your child. This is a state law and must be followed for the safety and protection of our children.

HEAD AND SCALP EXAMINATIONS

Pediculosis (head lice) exams are given periodically throughout the school year. If a problem exists with any student, the parent will be notified by phone, the student excused and the treatment requirements provided. Head lice are transmitted through close personal contact. There is no immunity, therefore it is important to check your child periodically. Please encourage your child not to share hats, combs, or hair accessories. It is helpful if you notify the school if your child does have head lice.

INSURANCE

Low cost medical term insurance is available for all students. The program is optional and the school is not directly involved. We distribute the information and collect the premiums at the beginning of each school year.

RECORDS and REPORTS:

CONFERENCE & PROGRESS REPORTS

Region 13 students are evaluated three times a year by teachers. These evaluations are reported to parents in late Fall and March by conference and written report and in June by a written report. The March conference for second through fourth graders is a family conference led by the student.

FAMILY SHARE

"Family Share" is held periodically at John Lyman School. These events are opportunities for your child to invite you to the classroom and share work in progress as well as materials being used in the classroom. It is not a parent/teacher conference time, but rather an opportunity for parents to be better informed, by their child, about what is taking place in their child's classroom life. Coffee and a light breakfast are available for adults. After the visit is complete, we may ask that you take a few minutes to share comments on a feedback form. When parents leave, children may read quietly in the front hall until 8:30 A.M. when playground supervision is available.

Because not all families are able to attend **Family Night** on Thursday, October 25th, 6:00 P.M. at which sign-ups for fall and spring conferences take place, the first Family Share morning of the school year is scheduled for Friday, October 26th from 7:00-8:30 A.M. The remaining dates are listed on the Calendar of Events pages being sent home the first day of school. Please park in the large lot to the left as you enter the school grounds.

STUDENT ASSISTANCE TEAM (SAT)

Student Assistance Teams exist in each Region #13 school building. Each team is comprised of the building principal, counseling staff, special and regular education teachers, and other personnel as needed.

The team meets weekly to discuss individual youngsters who may be experiencing difficulties in one or more of the following areas: academic, social, emotional, behavioral, motor, or communication.

The team discusses the concern, creates a short-term action plan, assigns roles for team members, and determines a future date for a progress update. Action plans can be changed or refined as needed. This data becomes part of the prereferral process in the event that a referral to special education is ultimately warranted.

Any parent who does not want his/her child to be eligible for this service should notify the principal in writing.

PLANNING AND PLACEMENT TEAM (PPT)

The Planning and Placement Team is designed to provide a means of communication and decision-making at the school level concerning the effective use of resources within the school to help pupils with special needs. It is also responsible for follow-up and periodic review of all pupils in Special Education and Special Services programs. The team is composed of: Principal, Speech/Language Pathologist, Social Worker, Psychologist, Special Education teachers, classroom teacher and parent.

LIBRARY INFORMATION

LIBRARY PROGRAM

Beginning in September and continuing through early June, all students are permitted to borrow school library books. Children are asked to take proper care of the books, understanding that payment must be made in the case of loss or damage.

TOWN LIBRARIES

Levi E. Coe Library, Middlefield (349-3857)

Monday -Thursday

10:00 A.M.-7:00 P.M.

Saturday, 10:00 A.M.-2:00 P.M.

Durham Public Library, Durham (349-9544)

Monday through Thursday

10:00 A.M.-9:00 P.M.

Friday and Saturday

10:00 A.M. - 5:00 P.M.

All children are encouraged to register at the public library for their own free library card.

PESTICIDE Management

To: Parents, Guardians, Teachers & Staff

From: Robert K. Francis, Supervisor of Buildings and Grounds

Date: August 2012

Topic: **Pest Management and Pesticide Application Program**

Regional School District #13 has developed policies and procedures for managing pest populations that pose a threat to people, property or the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using District buildings and grounds. The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The District has developed an Integrated Pest Management (IPM) Program to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls will be used as a last resort. No pesticide applications were applied during the past fiscal year (July 2011 – June 2012). We did apply a herbicide to kill poison ivy near the play areas at Lyman, Memorial and Brewster Schools in August.

Legislation requires that all schools employ a certified pesticide applicator for any non-emergency use of pesticides in and around school buildings. Regional District #13 employs a professional licensed applicator to handle our General Pest Control Program. This company performs routine inspections, makes recommendations for corrective measures (such as repairs, filling cracks and mushy floors) and utilizes baits and traps to treat specific problems. The Integrated Pest Management Program expands and improves our current procedures while insuring the District meets all the requirements of this legislation.

The Integrated Pest Management Program uses a common sense approach by utilizing all methods of pest control to decrease the pests' access to food and their desirable habitat. The program requires: routine monitoring to identify potential problems; making recommendations for corrective measures; record keeping of inspections, sightings, recommendations and all applications made and the use of pesticides after all the available options are deemed unacceptable or not feasible starting with the least toxic. A copy of this IPM Program will be maintained at each school in the administrative office.

District 13 does not utilize any pesticides inside of any school buildings and has not at any time over the past fifteen (15) years. The District does not routinely apply any pesticides to our playing or ball fields. We do apply an organic fertilizer to all ball fields on a routine basis throughout the year.

In the event of an emergency situation that is deemed to pose a potential threat to human health, the application of a pesticide might be indicated. This will be done only after approval is received from CT DEP and all

notifications required and might include; a notice sent home with the student, email, posting on the District website, phone calls or a posted notice at the site.

A copy of our Pest Control Management and Pesticide Applications Procedures, the IPM Program, related policies and procedures, sighting logs, monitoring reports, and pesticide application reports will be maintained in a binder at each school. Should you have any questions or concerns please contact Rob Francis at 860-349-7238.

August 2012

Dear Parents, Teachers and Staff:

The Regional School District # 13 school facilities have been inspected to determine the presence of asbestos and to evaluate the potential for human exposure to airborne fibers. As is the case for most schools, some asbestos-containing products were found in our school buildings.

An Asbestos Management Program has been developed to maintain these materials in a condition in which they do not pose a health hazard. As part of this program, asbestos-containing materials are inspected several times each year and the Asbestos Management Program is reevaluated every three years. **These materials do not pose any health hazard in their present condition.**

Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the Region #13 schools should call Rob Francis, Supervisor of Buildings & Grounds at (860) 349-7238 and ask to see the Asbestos Management Plan which is on file in the maintenance office and the main office of each school.

Sincerely,

Robert K. Francis
Supervisor of Buildings & Grounds

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ADDENDUM

This addendum to the Parent and Student Handbook contains several of Board of Education Policies with which you should be familiar. We have given you the complete policy to avoid any misunderstandings or misinformation about these serious issues.

It is very important that you read these policies carefully and discuss the significant and appropriate issues with your child. Depending upon your child's age, some policies may need to be briefly explained at a more simple level. This Fall, classroom teachers and administrators will also review, briefly, the major aspects of these policies as they relate to the development of classroom and school rules.

This addendum is a part of the official Parent and Student Handbook of each school. Thank you for your attention to these important policies. If you have any questions, please be certain to call the school.

POLICIES

JOHN LYMAN SCHOOL HOMEWORK POLICY PHILOSOPHY

John Lyman School believes that homework provides an important link between the school and home. It is a necessary part of the learning process. The purpose of homework is to reinforce learning that has taken place at school, practice skills, extend knowledge, or work on projects that cannot be done in class. Homework should be developmentally appropriate and geared to individual student growth.

To foster clear expectations, this policy enumerates the parameters of homework at John Lyman Elementary School.

RESPONSIBILITIES

Teachers are expected to:

- make clear the worth and purpose of homework to students and parents.
- make assignment developmentally and educationally appropriate.
- make assignments meaningful and pertinent to the curriculum.
- review, evaluate, and/or extend assignments as is appropriate to the content and purpose.
- provide parents with general information and evaluation of their child's progress in meeting his or her responsibilities in regard to homework completion.
- share any concerns with student and parents.

Students are expected to:

- listen carefully to all directions about assignments and ask for clarification if necessary.
- complete assignments independently to the best of his or her ability.
- return assignments to school on time.
- accept responsibility for the completion of all assignments to the best of their ability.
- seek help when difficulties arise.
- take the initiative to make up work missed.

Parents are expected to:

- help their child to choose an appropriate place to study.
- help their child with time management.
- assist with homework only as is appropriate to the assignment, and/or developmental level of their child.
- support their child's completion of homework.
- give feedback to the classroom teacher as is appropriate.

School Administrators are expected to:

- review periodically a sampling of completed and evaluated student assignments from all teachers, to ensure the successful implementation of this policy.

CONTENT

Homework, when given, will be based on individual needs. The kind of homework assigned, and the purpose of an activity required, has a direct relationship to the nature of the content and the age, maturity and educational needs of the student. All assignments should contribute to the learning process. Whenever possible, homework should stimulate critical and creative thinking. Homework should be varied in subject areas and encompass both long and short-term assignments.

The Integrated Day Program at John Lyman School is committed to helping students acquire lifelong learning skills. Helping students to develop a love of reading is key to this goal. With this in mind, as a school community we encourage parents to provide frequent reading opportunities for their children in addition to specific homework assignments. This can take on many formats including:

- parent reading to the child.
- child reading to a parent.
- child reading to another family member.
- child reading silently to herself or himself.

Time and Frequency Guidelines

Students progress and work at different rates of speed. Therefore, it is difficult to assess the amount of time which should be devoted to completing homework. The following are meant to be guidelines only:

Grades one and two:

- Students in grades one and two will usually have homework assignments that will require between 10 and 20 minutes to complete.
- The frequency of these assignments will be left to the teacher's discretion usually not to exceed three times per week.

Grades three and four:

- Students in grades three and four will usually have homework assignments that will require between 20 and 40 minutes to complete.
- The frequency of these assignments will be left to the teacher's discretion usually not to exceed 3-5 times per week.
- Occasionally, homework assignments for the 4th graders will require 45 minutes to complete in order to prepare students for transition to 5th grade.

Mandatory School Age

The Connecticut General Assembly, in the 1998 session completed in May, passed a number of proposals affecting education and the operation of school districts. Most of these proposals are aimed at promoting early reading success and overall early literacy.

One proposal which directly involves parents of young children is concerned with the age of the child upon school entry. The mandatory school age has been lowered from age 7 to 5, with a parental option to have their child begin school at age 6 or 7. To exercise the option, the parent, or other person having control of the child, must personally appear at the school district office and sign an option form and the district must provide the parent, or other person, with information on the educational opportunities available in the district.

What this means for parents is that, if they choose not to have their child start school in the calendar year their child turns 5 (i.e. for this year, between January 1, 2005 and January 1, 2006), they must make an appointment at the Regional School District 13 Central Office and sign a form. Parents exercising the option to hold their child out for a year, and therefore needing to sign the option form, should call Rosemary Allen at 349-7200. Rosemary Allen will arrange an appointment at which time the option may be signed and information about educational opportunities available in the district will be shared.

PERSONNEL

Sexual Harassment

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board to harass a student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational program or function; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions affecting such an individual's education; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract or volunteer is encouraged to promptly report such complaint to the Superintendent of Schools, building principal, guidance counselor or other individual designated to receive such complaints. All complaints will be investigated in accordance with the procedure for the investigation of complaints of unlawful discrimination.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member of the Board shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

Legal References: 42 U.S.C. 2000(e) et.seq
2 C.F.R. Sec. 1604.11
20 U.S.C. 1681-1688 (Title IX)
Connecticut General Statutes 46a-60(a)(8)

Policy Revised: February 11, 1998

4118.11(a)
4218.11

PERSONNEL - CERTIFIED/NON-CERTIFIED

Nondiscrimination

It is the policy of the Board of Education to extend the advantages of public education and employment so as to ensure equal opportunity to all personnel. Consequently, conditions of employment, employment opportunities, and educational programs in the school district shall be established and provided, as required by law, without regard to race, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability.

Cross Reference: 4111, 4135

Legal Reference:

Connecticut General Statutes 46a-60 Discriminatory Employment Practices Prohibit
46a-81c

47 U.S.C. Section 20000e (Title VII of the Civil Rights
Act of 1964)

Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act

Policy Adopted: January 8, 1992

Policy Revised: February 11, 1998

4118.11(a)
4218.11

PERSONNEL CERTIFIED/NON-CERTIFIED

Complaint Procedure for Processing Discrimination Complaints

The Regional District 13 Board of Education prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, disability, marital status, or age, and, in the case of employment, sexual orientation, in admission to, access to, treatment in, or employment in its programs and activities.

Any student or employee of the Board of Education may file a complaint of unlawful discrimination. All formal complaints shall be addressed in writing to the designated compliance officer. The complaint shall state the name of the complainant, the nature of the alleged discrimination and, where appropriate, the date of the conduct complained of, and the names(s) of the individual(s) responsible for the alleged violation. A complainant requiring assistance in preparing a written complaint may request assistance from the compliance officer.

The Regional District 13 Board of Education designates the Superintendent of Schools as compliance officer with regard to the processing of complaints alleging unlawful discrimination. The compliance officer, or his/her designee, will, at least annually, notify all students, parents, and employees of the name, address, and phone number of the compliance officer and the procedure for processing complaints.

Step I – Informal Level

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. The principal shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from receipt of the meeting request.

Step II – Formal Level – Compliance Officer

If the complainant is not satisfied with the disposition of his or her complaint at the informal level he/she may file a formal complaint with the compliance officer. All formal complaints must be filed within sixty (60) days from the alleged violation. The compliance officer or his/her designee shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting the complainant, the compliance officer shall render a written decision to the complainant as to the disposition of the complaint.

Regulation Adopted: February 11, 1998

4132

PERSONNEL – CERTIFIED/NON-CERTIFIED

Technology Acceptable Use Policy (TAUP)

Regional School District 13 provides electronic information systems for improving teaching, learning and managing. These systems shall be used by members of the school community in accordance with policy and procedures established by Regional District 13 as well as state and federal law. The following acceptable use policy (TAUP) applies to supervised and independent use of all forms of technology. It does not attempt to articulate all access scenarios and use behaviors.

For the purpose of this TAUP, the definition of information systems is any configuration of hardware and software, which provides users access to information stored electronically. The configuration can be a single unit or multiple units networked together. Networks include computer hardware, operating system software, application software, and stored text and data files, regardless of source and content.

Users shall be defined as any person who has authorization to utilize these information networks. Users include all students, District employees and members of the Board of Education. It may also include other persons outside of these groups, who have authorization to use District facilities, and in the course of using District facilities, require access to the systems. Authorized access to the information systems and networks shall be given only to those individuals who agree to act in a considerate and responsible manner and agree to comply with Board policies and procedures.

The information systems and networks are sole property of the Board and are provided solely for the purpose of carrying out the educational and operational needs of the Board. Any use of the information systems and/or networks that is inconsistent with this purpose is prohibited. The Board reserves the right to monitor the use of such systems, including but not limited to email, in order to insure compliance with its guidelines by e.g., bypassing passwords.

As one means of insuring appropriate usage, the Board authorizes the Superintendent of Schools, or his/her designee, to install and use filtering software that is designed to block access to certain internet sites that are considered inappropriate or harmful to students. Filtering software shall be utilized on all information systems and networks to: 1) block pre-selected sites, 2) block by word, and/or 3) block entire categories like chat and newsgroups. The Board authorizes staff to monitor information systems and networks without a filter on a case-by-case basis in situations when filtering software is not practicable or not otherwise in working order.

The Superintendent of Schools or his/her designee will be responsible for implementing this policy, establishing procedures and guidelines, and supervising access privileges. Such guidelines shall be used to enforce the measures to block or filter internet access and to preserve the students' and staff's rights to examine and use information to meet the educational goals and objectives of Regional District 13.

4132 (page 2)

Any use of the Board's information systems and/or networks for illegal or inappropriate purposes or for accessing material that is objectionable in any school environment, including vulgar or obscene materials, is prohibited. Violations of this policy may result in revocation of access to and privileges relating to use of the information systems and networks. In the case of any breach of this policy by an employee, such disciplinary action may include discharge.

Policy Approved: June 12, 2002

PERSONNEL – CERTIFIED/NON-CERTIFIED

The intent of these regulations is to provide employees with general requirements for utilizing Regional District 13's computers, networks, and Internet services. The regulations may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the computer system.

These regulations provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the principal.

Failure to comply with Board policy 4132 and these regulations and/or other established procedures or rules governing acceptable use of Regional District 13's computers, networks and the Internet may result in disciplinary action up to and including discharge. Illegal uses of Regional District 13's computers, networks and/or the Internet may also result in referral to law enforcement authorities.

Access to School Computers, Networks and Internet Services

The level of access that employees have to Regional District computers, networks and Internet services is based upon specific employee job requirements and needs.

Acceptable Use

Employee access to Regional District 13's computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with Regional District 13's educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of Regional District 13's computers, networks and Internet services.

Prohibited Use

The employee is responsible for his/her actions and activities involving Regional District 13 computers, networks and Internet services, and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Any inappropriate communications;
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization: to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purposes, whether profit or non-for-profit. No employee shall knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator;
6. Any communication that represents personal views as that of Regional District 13 or that could be misinterpreted as such;
7. Forwarding any email attachments from unknown sources and/or that may contain viruses;
8. Any malicious use or disruption of Regional District 13's computers, networks and Internet services or breach of security features;
9. Any misuse or damage to Regional District 13's computer equipment;
10. Misuse of the computer passwords or accounts (employee or other users);
11. Any communications that are in violation of generally accepted rules of networks etiquette and/or professional conduct;
12. Failing to report a known breach of computer security to the administration;
13. Using Regional District 13 computers, networks and Internet services after such access has been denied or revoked; and
14. Any attempt to delete, erase or otherwise conceal any information stored on a Regional District 13 computer that violates these rules.

No Expectation of Privacy

Regional District 13 retains control, custody and supervision of all computers, networks and Internet services owned or leased by Regional District 13. Regional District 13 reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of Regional District 13 computers, including email messages and stored files.

Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential consistent with federal and state laws.

4132 (page 3)

Staff Responsibilities to Students

Staff who utilize Regional District 13 computers for instructional purposes with students have a duty to supervise such use. Staff are expected to be familiar with Regional District 13's policies, regulations and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees and/or staff become aware of student violations, they are expected to stop the activity and inform the building principal or his/her designee.

Regional District 13 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

Regional District 13 assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Regulation Approved: June 12, 2002

5113(a)

STUDENTS

Truancy

The Board of Education believes that regular school attendance is essential to the academic success of students. Furthermore, the Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Policy Adopted: September 25, 1991

5113(a)

STUDENTS

Procedures for Monitoring Truancy

In accordance with the Truancy Policy of the Board of Education, the following procedures are hereby adopted.

For purposes of these procedures, "truant" means a child enrolled in a grade from kindergarten to eight who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. A "habitual truant" means any such child who has twenty (20) unexcused absences within a school year. "Parent" means the parent, guardian or other person having control of a child.

Excused absences are limited to the following:

- student illness
- serious illness or death in family
- religious observances
- court appearances
- approved college or employment visits

- suspension from school
- other exceptional circumstances approved by administrator

Absences for reasons other than the above will be considered an unexcused absence.

1. When a student is identified as a truant, the Superintendent or his designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate by the Superintendent or his designee. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.

2. The Superintendent or his designee shall coordinate services with and referrals of children to community agencies providing child and family services.

3. The parents of each child enrolled in a grade from kindergarten to eight will be notified in writing annually at the beginning of the school year of their statutory obligation to insure that their child attends school. Parents of children enrolling during the school year will be similarly notified.

4. When parents are notified in accordance with paragraph 3 above, they will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.

5113 (pg. 2)

5. Parents of children enrolled in a grade from kindergarten to eight will be informed by the school principal or his designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received by the parent, the school principal will designate a staff member who will make a reasonable effort to notify, by telephone, the parent of the child's absence. Under Connecticut General Statutes 10-198(a), persons who, in good faith, gave or failed to give notice pursuant to this paragraph (5) shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any official proceeding which results from such notice or failure to give such notice.

6. Prior to a written complaint to Superior Court for Juvenile Matters for "habitual truancy" (20 unexcused absences in a school year), a referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate.

7. If the Superintendent determines that further assistance is required for a truant child and his family, he may file a written complaint with the Superior Court pursuant to Connecticut General Statutes (State Statutes 46B-149), alleging that the acts or omissions of the child are such that his family is a family with service needs. When a child has been identified as a habitual truant, a written complaint pursuant to State Statutes 46b-149 shall be filed.

8. After the close of each school year, the Superintendent shall report to the State Department of Education on a school-by-school basis the number of children enrolled in a grade from kindergarten to eight who are habitual truants.

Legal References: Public Act No. 91-303

Connecticut General Statutes 10-198a

Regulation Adopted: September 25, 1991

Regulation Revised: February 24, 1993

Policy Reviewed: January 25, 2011

5114

STUDENTS

Student Discipline

I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive

device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. *Conduct on School Grounds or at a School-Sponsored Activity:*

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that **endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.**

B. ***Conduct off School Grounds:***

1. Students may be suspended or expelled for conduct off school grounds if such conduct is **seriously disruptive of the educational process and violative of a publicized policy of the Board**. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school**; (2) **whether other students from the school were involved or whether there was any gang involvement**; (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon**, as defined in section Conn. Gen. Stat. § 29-38, and **whether any injuries occurred**; and (4) **whether the conduct involved the use of alcohol**.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider **whether such off-campus conduct involved the use of drugs**.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Possession of any ammunition for any weapon described above in paragraph 10.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
14. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 14, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
16. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (14) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer.
30. Hazing.
31. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are repeated against the student over time.
32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
33. Any action prohibited by any Federal or State law.
34. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

V. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
 - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - 2. If the student is suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student (a) poses such a danger to persons or property or (b) is so disruptive of the educational process that he or she must serve the suspension out of school.
 - 3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
 - 4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
 - 5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
 - 6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
 - 7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
 9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
 10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
 11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
 12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 13. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VI. **Procedures Governing In-School Suspension**

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

- C. Suspensions shall be considered to be in-school suspensions unless the principal or designee determines through the informal hearing process that the student poses such a danger to persons or property or is so disruptive of the educational process that he or she must serve the suspension out of school.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VII. **Procedures Governing Expulsion Recommendation**

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
 1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
 3. was engaged **on or off school grounds in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument,**” “**deadly weapon,**” **electronic defense weapon,**” “**firearm,**” and “**martial arts weapon,**” are defined above in Section I.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

VIII. **Procedures Governing Expulsion Hearing**

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or

guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information about free or reduced-rate legal services and how to access such services.

D. **Hearing Procedures:**

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board

will receive and consider relevant evidence regarding the length and conditions of expulsion.

10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section V.A (9), (10), (11), above, and Section XI, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to hold a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Board Policy Regarding Mandatory Expulsions

In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section VII(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational program.

B. *Students sixteen (16) to eighteen (18) years of age:*

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous

instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):*

Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student’s cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student’s cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student’s first such offense.

XII. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion

hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be

hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XIII.C:

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIV. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative
Procedures Act.

§§ 10-233a through 10-233e Suspension and expulsion of students.

§ 10-233f In-school suspension of students.

§29-38 Weapons in vehicles

§53a-3 Definitions

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

Public Act 07-3 An Act Implementing the Provisions of the Budget Concerning
Education

Public Act 07-66 An Act Concerning In-School Suspensions

Public Act 07-122 An Act Concerning Suspensions and Expulsions by
Local and Regional Boards of Education

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the
Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

21 U.S.C. § 812(c) (identifying “controlled substances” and “illegal drugs”)

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. §
7151)

Policy Adopted: May 11, 2005

Policy Revised: June 11, 2008

3/11/08
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5131.1

STUDENTS

Bus Conduct

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a Board policy or administrative regulation. Principals shall follow procedures in Policy 5114 Removal/Suspension/Expulsion when suspending student bus privileges.

(cf. 5114 Removal/Suspension/Expulsion)

(cf. 5144 Discipline/Punishment)

(cf. 5131.5 Vandalism)

Legal Reference

**Connecticut General Statutes 10-186 Duties of local and regional boards of education
re school attendance**

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules

10-233c Suspension of pupils

Policy Adopted: August 26, 1998

STUDENTS

Internet Use

I. FORWARD

Internet Use Agreement

Regional District 13 is implementing an electronic communications network that will allow unprecedented opportunities for students to communicate, learn, access and publish information. We believe that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future.

These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. We will endeavor to ensure that these concerns are appropriately addressed. We will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students and staff while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

By providing this network connection, we intend to provide a means for appropriate educational activities. The District grants access to the network and the Internet by users only for the educational activities authorized under the guidelines, procedures and the specific limitations contained in this document.

For more information about the use of networks in Region 13, contact the principal or technology instructional leader in your local school, or the person listed below.

Key Users

Other questions or concerns should be directed to the Assistant to the Superintendent.

5131.2 (pg.2)

II. OVERVIEW

Rationale for Student Access to Network Resources

Use of the Network by students and staff of Regional District 13 shall be in support of education and research that is consistent with the mission of the District. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Network use is governed by the general school rules for behavior and communications. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Access to the Network will enable students to explore thousands of libraries, databases, and bulletin boards as well as exchange messages with people throughout the world. We believe the educational benefits to students from access to the vast information of the Internet and its opportunities for collaboration outweigh any

potential disadvantages. Ultimately, however, parents and guardians of students are responsible for setting and conveying the standards their children should follow when using information resources such as the Internet. To that end, we support and respect each family's right to decide whether or not to apply for its child to have access to District's network resources.

Student use of telecommunications and electronic information resources will be permitted only upon District acceptance of agreement forms submitted by parents of students under 18 years of age and if they are over 18, by the students themselves.

Student Use of the Internet

Upon completion of the application process, Internet access will be made available to students in Region 13 for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. The degree of access to the Internet will be dependent upon the age of students. The following are suggested guidelines for Internet use at various levels.

Grades K-6: Worldwide Web Access

Use will be curriculum related, teacher directed and adult supervised. Web site navigation will be guided as much as possible by the use of specific bookmarks.

Grades 7- 8: Worldwide Web Access

Use will be teacher directed and staff monitored and supervised. Students use of on-line computers for research purposes will result in use of Web sites with and without specific bookmarks.

Grades 9-12: Worldwide Web Access

Students will have use of on-line computers in accordance with district guidelines and policies.

5131.2 (pg. 3)

III. NETWORK ACCOUNTS

Types of Network Accounts Available in Regional District 13

Research: Using a Worldwide Web browser (such as Netscape) to search for and retrieve information or to read Usenet news. This will be known as Worldwide Web Access.

Communication: Using an Internet address with the ability to post messages to newsgroups and to subscribe to listservs. This will be known as an E-mail Account.

In addition to monitoring Internet access (Worldwide Web access), the following steps will be taken to develop informed and responsible student users:

The Network Code of Conduct, which describes the conditions of use and student expectations, will be prominently posted in each classroom.

Rules related to Internet use will be included in each school's student and staff handbooks.

Staff development opportunities will be provided to increase the skills of District personnel who will be working with students on the Internet.

It is the District's goal to provide a safe and wholesome Internet environment. However, a clever network user may be able to find ways to circumvent the District's Internet access limits and controls. For that reason, parents will be

warned of the potential availability of offensive material on the Internet and both students and parents will be advised that the student is ultimately responsible for his or her own conduct on the Internet. Misconduct will result in loss of access and/or other appropriate disciplinary action. See Use Agreement Form

5131.2 (pg. 4)

How Students Obtain Worldwide Web Access

Worldwide Web Access on the Internet may be obtained through the following steps:

1. The student obtains the Worldwide Web Access packet (See Section V). This includes a cover letter, the Network Code of Conduct, and Regional District 13's Worldwide Web Use Agreement Form.
2. Parent or guardian permission will be required for students younger than 18 years. Parents or guardians are strongly encouraged to review the Code of Conduct with their children. All students must have a signed Use Agreement Form to be authorized to use the Worldwide Web.
3. The student returns the "User Agreement and Parent Permission Form" (the bottom half of Regional District 13's Worldwide Web Use Agreement Form) to their school. A class or personal Internet account will be created on the access server.

Obtaining Worldwide Web Access Summary

World Wide Web Access (This does not include electronic mail.)

1. Student gets Worldwide Web Access Packet (Appendix A).
2. Parents and student read Worldwide Web Use Agreement.
3. Parents and student review all the materials in the Worldwide Web Use Agreement.
4. Parents and student sign Worldwide Web Use Agreement.
5. Student returns bottom portion of Worldwide Web Use Agreement to school.
6. Student receives training in accessing the Worldwide Web if necessary.
7. Worldwide Web agreement must be signed upon entry into District and at Grades 5, 7, and 9.

IV. INTERNET RESPONSIBILITIES

While the use of the District network, including the Internet, holds exciting potential for obtaining information and communicating with others, ongoing network privileges will depend on the responsibility of the administrators, staff members, and students. These responsibilities are outlined below.

Principal's Responsibilities:

- 1) Assure that network use is monitored/supervised by staff in accordance with building and District policy.
- 2) Include the Network Code of Conduct in the student and staff handbooks.
- 3) Coordinate the distribution of the Worldwide Web Use Agreement Form to students as appropriate. In addition, develop a procedure for collecting and filing forms that parents and students sign and return.
- 4) Develop a system for monitoring student use of the network and maintain a current list of users to ensure proper conduct and, under District guidelines, administer discipline as appropriate.
- 5) Arrange for introductory training to new users as necessary
- 6) Display Code of Conduct posters.

Student's Responsibilities:

Each student must complete the Worldwide Web Use Agreement Form and return it to the school with parent/guardian signature.

Each student will comply with the *Network Code of Conduct*.

- 3) Students may encounter bulletin boards or discussion groups that may contain harassing or demeaning materials or discussions.
 - a. Students must notify their teacher immediately if they encounter material that is objectionable.
 - b. Teachers should research sites that are relevant to the project their class is working on and bookmark those sites for easy access.
- 4) Students will occasionally enter a site that asks them to register by filling out a form. Guidelines for submitting personal information include:

- a. Students should never reveal any personal, identifying information. This would include complete name, phone numbers and/or address, age, gender, parents' names, Social Security or credit card numbers.
- b. People who are on line may not be who they represent themselves to be.
- c. Students should never arrange to meet face-to-face with someone they meet on the Internet.

Teachers' Responsibilities

Training students to use a Worldwide Web browser such as Netscape or Internet Explorer is a building level responsibility. While using the software is initially fairly easy, there are appropriate use issues that are of major importance for students using the Internet. Students may encounter sites that have inappropriate material. Students using electronic mail may enter bulletin boards or discussion groups that contain harassing or demeaning materials or discussions. File transfer over the Internet has been made relatively easy. Below are guidelines that should be covered in any student training dealing with the Internet. For more information about the terms used in the guidelines below, please consult the glossary of terms that can be found in appendix C of this document.

Copyright policies and procedures apply to information on the Internet and all use shall be in compliance with Regional District 13 policies and federal and state law. Failure to do so can result in a loss of access to the network.

The Netscape software makes file transfer very easy. It is possible to download pictures, sounds, movies, programs and text files with a few simple menu selections. Teachers should monitor any downloading of files, particularly those with a suffix of "gif" or "jpg." These are pictures and need to be screened for content.

In general, when training students on the use of the Internet, the teacher should emphasize the importance of knowing and abiding by the Network Code of Conduct.

Students should be reminded that any information they retrieve and use should be verifiable. That is, the same information should be confirmed by another reliable source.

Policy Approved: March 8, 2000

STUDENTS

Internet Use

I. PARENT PACKETS

PACKET FOR WORLDWIDE WEB USE

This packet includes information regarding the Worldwide Web and a form that parents and students must complete to obtain an access account that allows the students to use the Worldwide Web. (See Appendix A) The packet contains:

Cover Letter for the Worldwide Web Use Agreement Form

This provides an introduction to the use of the Worldwide Web in schools.

Worldwide Web Use Agreement Form

The Regional District 13 Worldwide Web Use Agreement Form is the heart of the packet. The bottom is to be filled out, signed by the student and a parent, and returned to the school. The top of the reverse side has a brief glossary of terms that the parent may keep for future reference.

Network Code of Conduct

This document specifies the behavior expected of anyone in Region 13 who uses the District network, which includes the Internet. Parents are to review this with their children and may keep this copy at home.

Child Safety on the Information Highway

Child Safety on the Information Highway, a pamphlet published by the National Center for Missing and Exploited Children, informs parents of the possible dangers of use the Internet. Additional copies are available in the principal's office.

II. APPENDIX

Appendix A: Parent Packet for Worldwide Web Use

- Cover letter for worldwide web use agreement form
- Worldwide web use agreement form
- Network Code of Conduct

Appendix A: Parent Packet for Worldwide Web Use

Regional District 13

[Date]

Dear Parents,

Regional District 13 is able to enhance your child's education through the use of computers and other instructional technology. The enclosed form, when properly signed and returned, will give your child access to the Worldwide Web, a network of information available through the use of a computer. With this new technology, your child will be able to access research computers around the world, offering the opportunity to gather information, learn concepts, and research subjects.

With this new educational resource comes responsibility. It is extremely important that you and your child understand and follow the rules and ethics that govern computer networks. Students using the District network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers, computer systems, or computer networks
- Violate copyright laws
- Use another's password
- Give out his or her name, address or phone number
- Trespass in another's folders, work or files
- Intentionally waste limited resources
- Employ the network for commercial purposes

Misuse or abuse of Internet access or network accounts will result in loss of access and/or other disciplinary action.

With this new educational resource also comes some risk. In spite of our best efforts to provide a wholesome educational environment and to establish regulations for Region 13's computer networks, please be aware that there may be occasions when your child can access some information that you think is inappropriate for his or her viewing.

Please read and discuss with your child this cover letter, The Worldwide Web Use Agreement Form, the Network Code of Conduct, and the pamphlet, Child Safety on the Information Highway. If you wish your child to be given access to these instructional technologies, please sign and return the attached form. With responsible student use and with the home and the school working in partnership, our new computer networks and the Worldwide Web will be valuable learning tools.

Sincerely,

Superintendent

Short Glossary of Terms

Worldwide Web (WWW)

Part of the Internet that features colorful pictures, sounds and even animation. The Worldwide Web is accessed through the use of software program called a " browser." The browser makes it easy for students to navigate from computer to computer to obtain information.

Network

The communications system that links two or more computers. It can be as simple as a cable strung between two computers a few feet apart or as complex as hundreds of thousands of computers around the world linked through fiber optic cables, phone lines, and satellites.

Internet

A system of linked computer networks, worldwide in scope, that joins many governmental, educational, and business entities. The Internet is a way of connecting existing computer networks that greatly extends the reach of each participating system.

Bulletin Board System (BBS)

An on-line forum, accessible via the network or modem, that allows users to browse and exchange information.

Database

A collection of related information about a subject organized in a useful manner that provides the base or foundation for procedures such as retrieving information, drawing conclusions, and making decisions. Any collection of information that serves these purposes qualifies as a database.

Password

The secret combination of letters and numbers that allows a person to gain access to some parts of a computer or a computer network.

Regional District 13 Network Code of Conduct

Use of the network, which includes the Regional District 13 computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those students who have completed the appropriate agreement form and have received approval.

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data. Modifying or copying files and/or data of others without their consent is not permitted.
3. Be ethical and courteous. Threatening, violent, harassing or obscene mail or discriminatory remarks are prohibited.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant and socially appropriate materials.
6. Computer hardware and software should be treated with respect and should not be

destroyed, modified or abused in any way.

7. "Hacking" the system is not permitted.
8. The network is not to be used for commercial purposes.
9. Respect the privacy of others.

The District reserves the right to remove the user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Regulation Approved: March 8, 2000

5131.3

STUDENTS Technology Acceptable Use Policy

Computers, computer networks, internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

As the owner of the computer systems, the Board reserves the right to monitor the use of the District's computers and computer systems. When personal devices are used on the District network, they are considered part of the computer system and therefore are subject to monitoring by the District and the subject of this and other related policies. These computer systems are business and educational tools. As such, they are made available to students in the District for educational uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for educational purposes. The Board will educate students about appropriate online behavior, including cyberbullying, and interacting with other individuals on social networking websites and in chat rooms. Additionally, the Board will implement technology protection measures to block or filter internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors. The administration will ensure that such filtering technology is operative at all times.

Students are allowed to use privately owned technology devices for educational purposes at the discretion of the faculty and in accordance with appropriate use guidelines to be determined by the principal or principal's designee. Privately owned technology devices will be permitted access to the school network only through Board-provided network accounts, and all such access will be monitored and filtered by the District's technology protection measures. All use of privately owned technology devices is subject to this Technology Acceptable Use policy, the Discipline Policy (5114) and the Regional School District 13 Core Ethical Values. Violations may result in revocation of access to and privileges relating to use of the computer systems, and to disciplinary action, up to and including suspension and/or expulsion.

Responsibilities

Building principals are responsible for ensuring that use of the computer systems by students is supervised by faculty in accordance with school and District policies and monitored by the technical staff as needed. Building principals shall also determine which privately owned technology devices will be permitted in their school and establish guidelines for their use.

The Superintendent of Schools or his/her designee will be responsible for implementing this policy, establishing procedures and guidelines and supervising access privileges. Such guidelines shall be used to enforce the measures to block or filter internet access and to preserve the rights of both students and staffs to examine and use information to meet the educational goals and objectives of Regional District 13.

Classroom teachers are responsible for employing technology in relevant ways to meet the District's Technology Integration Standards and Benchmarks, providing training to students as needed, and supervising student use of computer systems as directed by the principal in accordance with school and District policies.

Legal References: Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h) Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520 No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777 Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii).

Policy Adopted: Policy Reviewed: Policy Revised: Policy Revised:

February 11, 2009

February 8, 2011

October 12, 2011

May 23, 2012

STUDENTS - Regulation

5131.3

Computer Use and Internet Safety

Introduction

The District offers students access to the District's computers and computer networks, including access to electronic mail (e-mail) and the internet (that will be referred to collectively as "computer systems". This also includes privately owned technology devices.) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for educational purposes. Use of the District's computer systems will be allowed exclusively for students who comply with all District policies and procedures pertaining to the District's computer systems.

Access to the computer systems or computer network, and use of privately owned technology devices on the school network is a privilege, and not a right. Violations to this policy may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Monitoring

It is important that students and parents understand that the District, as the owner of the computer systems, will monitor the use of these computer systems at all times even if they are accessed from privately owned technology devices.

As part of the monitoring and reviewing process, the District will retain the authority to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail may be bypassed for these purposes. The District's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to oversight of Internet site access, the right to review emails sent and received, the right to track student access to blogs, electronic bulletin boards and chat rooms, and the right to review student document downloading and printing.

All users must be aware that they shall not have any expectation of personal privacy in the use of District

computer systems.

Student Conduct

5131.3

Students are permitted to use District computer systems exclusively for legitimate educational purposes. Personal use of the District computer systems is expressly prohibited. Conduct that constitutes inappropriate use includes, but is not limited to the following:

1. Cyberbullying or any other form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
2. Gaining or seeking to gain unauthorized access to computer systems;
3. Damaging computers, computer files, computer systems or computer networks;
4. Downloading or modifying computer software of the District in violation of the District's licensure agreement(s) and/or without authorization from a teacher or administrator;
5. Using another person's password under any circumstances;
6. Trespassing in or tampering with any other person's folders, work or files;
7. Sending any message that breaches the District's confidentiality requirements, or the confidentiality of students;
8. Sending unauthorized copyrighted material over the system;
9. Using computer systems for any personal purpose, or in a manner that interferes with the District's educational programs;
10. Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
11. Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, or legal action if the misuse is constituted a criminal activity. Further, the District will cooperate with law enforcement.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

Internet Safety

The Administration will take measures: to ensure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; and to restrict students' access to online materials harmful to

minors, including obscene materials and child pornography.

Privately Owned Technology Devices

Students are permitted to use privately owned technology devices in school and to access the school network during the school day for educational purposes. Use of privately owned technology devices by students is allowed under the following conditions:

1. When they focus on the educational uses of personal technology and their appropriate use and etiquette in a public setting.
2. When the use is at the discretion of the teacher. Students will be able to use devices only in the manner that each teacher permits, and are not to use them in class at other times or for other uses.
3. When they are used in non-classroom settings, they will be permitted as long as they do not interfere with education, the learning environment, or the functioning of the classroom or school.

Guidelines for using privately owned devices are:

A. Devices are permitted in the cafeteria and library during unstructured times and in study halls. Earphones must be used, and only at a volume that allows a person speaking to be heard easily.

B. Earphones will not be permitted in hallways.

Privately owned devices are the responsibility of the students who bring them to school, and no student will be required to bring their devices to school. The school will not assume any responsibility for devices that are lost or damaged in any way if students choose to bring them to school.

Legal References: Children's Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h) Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520 No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777 Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii) 18 U.S.C. § 2256 (definition of child pornography) Miller v. California, 413 U.S. 15 (1973) (definition of obscene) Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (computer-related offenses) Conn. Gen. Stat. § 53a-193 (definition of obscene)

Regulation Adopted: February 11, 2009

Regulation Reviewed: February 8, 2011

Regulation Revised: October 12, 2011

Regulation Revised: May 23, 2012

Region School District Bullying Policy

5131.8

The Region School District 13 Public School District is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. The Region School District 13 Public School District expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Region School District 13 Board of Education.

The Region School District 13 Public School District also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

"Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

- 1) causes physical or emotional harm to such student or damage to such student's property;**
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;**
- 3) creates a hostile environment at school for such student;**
- 4) infringes on the rights of such student at school; or**
- 5) substantially disrupts the education process or the orderly operation of a school.**

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression,

socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

To address concerns about bullying behavior, the Region School District 13 Public School District follows a prevention and intervention policy that includes the criteria listed below. Parents and/or students who have concerns regarding bullying behavior may report such concerns to Karen Brimecombe, Principal. The prevention and intervention procedure:

- (1) Enables students to anonymously report acts of bullying to school employees and requires students and the parents or guardians of students to be notified annually of the process by which students may make such reports;**
- (2) enables the parents or guardians of students to file written reports of suspected bullying;**
- (3) requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;**
- (4) requires the safe school climate specialist or other appropriate school employee to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;**
- (5) requires the safe school climate specialist or other appropriate school employee to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;**
- (6) includes a prevention and intervention strategy for school employees to deal with bullying;**
- 7) provides for the inclusion of language in student codes of conduct concerning bullying;**
- (8) requires notification to the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;**
- (9) requires an invitation to the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;**
- (10) establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and makes such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;**
- (11) directs the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that**

may include both counseling and discipline;

(12) prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

(13) directs the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

(14) requires the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;

(15) prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

(16) requires, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(17) requires that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

Not later than January 1, 2012, the Region School District 13 Board of Education shall approve a Safe School Climate Plan and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the school district's web site, the website of each school, and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

STUDENTS

Administration of Medication by School Personnel

1. Medications shall be administered in the school only when it is not possible to achieve the desired effects by home administration during other than school hours. Arrangements will be made for administering such medications when the nurse and prescribing physician deem it necessary for the well being of the student. The prescribing physician will be responsible for the medical care of the student.
2. Medications shall be administered in schools only upon written authorization of the attending physician or dentist and written authorization of the parent or guardian, in accordance with District procedure.
3. Personnel authorized to administer medications shall be limited to either the school medical advisor (M.D.), or a school nurse (R.N.), or in their absence, a licensed practical nurse (L.P.N.) so designated by them. In the absence of these persons, the school principal, or in his/her absence, an appropriately trained teacher *or teacher assistant* may administer medications in accordance with District procedures. School health aides are not allowed to administer medications. In an emergency, if the student's physician or the school medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.
4. The medication should be delivered to the school nurse, principal, assistant principal, or L.P.N. by the parent or responsible adult and should be properly labeled with directions.
5. Students in grades 7 through 12 may be allowed to carry and self-administer medications, only with prior written authorization of a physician or dentist, and parent/guardian, and upon a determination on an individual basis as to need and safety in accordance with District procedures.
6. Administration of medication off of school property or after school hours to our students involved in school activities shall be in accordance with District 13's medication procedures.
7. Aspirin or aspirin substitutes containing acetaminophen and/or ibuprofen will not be administered without written physician order and parent authorization.
8. Emergency administration of medication: In case of an anaphylactic reaction or risk of such reaction, a school nurse, or in his/her absence, the administrator, [or] designated teacher *or teacher assistant*, may

administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, *on school transportation*, or at a school function according to the Standing Order of the school medical advisor. The data on the medication administered shall be entered in ink on an Individual Student Medication Form and filed in the student's cumulative health record.

Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and (h)

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of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.

Legal Reference:

Connecticut General Statutes 10-212a Administration of medicines by school
personnel
52-557b Immunity from liability for emergency
medical assistance, first aid or medication
by injection. School personnel not
required to administer or render

CT Regulations of State Agencies 10-212a-1 through 10-212a-7

Policy Adopted: May 9, 1990

Policy Revised: May 23, 1990

Policy Revised: August 26, 1998

5141.5

STUDENTS

Child Abuse or Neglect

It is the public policy of the State of Connecticut to: protect children whose health and welfare may be adversely affected through injury and neglect; strengthen the family and make the home safe for children by enhancing the parental capacity for good child care; provide a temporary or permanent nurturing and safe environment for children, where necessary; and, for these purposes, require the reporting of suspected child abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family.

Connecticut General Statute 17a-101 as amended, has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a

child has been abused or neglected or may be abused.

In order to assure that the above policy of the State of Connecticut is fully implemented, Regional District 13 does hereby establish the following policies with respect to suspected abuse and neglect of students:

1. All personnel of Regional School District 13 shall fully comply with all the requirements of the Connecticut General Statutes and with regulations promulgated by the Commissioner of Children and Families with respect to the reporting of suspected abuse or neglect of a child in accordance with the administrative procedures of Regional District 13.
2. All personnel of Regional District 13 shall fully comply with all the requirements of the Connecticut General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of suspected abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of Regional District 13.
3. All personnel shall cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect.
4. Such mandated reporting requirements of the general statutes and regulations, and the administrative procedures regarding reporting, shall be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g., secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals not less frequently than once each school year.

5141.5 (pg. 2)

5. Any student suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care.
6. All personnel of Regional School District 13 shall treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

The purpose of this Board policy is to inform all employees in the school system of the statutory requirements to report suspected child physical or sexual abuse, and neglect, and of their immunity from civil liability or criminal penalty for making such reports.

Legal Citations: CT General Statutes Sections 17a-101, 102,103,104,106 and
CT General Statutes Sections 19a-458a, as amended by Public Act 96-246

Legal Reference: 17a-101 Protection of children from abuse. Reports required of certain professional persons. When a child may be removed from surrounding without court order. (as amended by PA 96-246, PA 00-220 and

PA 02-106)

17a-101a Report of abuse or neglect by mandated reporters. (as amended by PA 02-106)

Policy Approved: August 22, 1992

Policy Revised: October 28, 1992

Policy Revised: January 8, 1997

Policy Revised: March 26, 1997

Policy Revised: November 13, 2002

Policy Reviewed: February 8, 2011

5141.5

STUDENTS

Child Abuse/Neglect – Regulation

Reporting of Suspected Child Abuse/Neglect

Items # 1 to 15 below apply to all instances of suspected abuse regardless of whether the person suspected of abusing or neglecting the student is a caregiver (outside of school) or a school employee. Items #16 to 21 apply only to instances of suspected abuse by a school employee. The Section numbers following each entry refer to Section numbers in Public Act 96-246.

1. Mandated reporters must make or cause to be made an oral report of suspected abuse or neglect to the Commissioner of DCF (via the Child Protection Careline, 1-800-842-2288) or a law enforcement agency within **12** hours of reasonably suspecting or believing that a child has been abused or neglected or is in danger of being abused (see Section 3).
2. All oral and written reports of suspected abuse or neglect must contain, if known:
 - the names and addresses of the child and his parents or other person responsible for his care;
 - the age of the child;
 - the gender of the child;
 - the nature and extent of the child's injury or injuries, maltreatment or neglect;
 - the approximate date and time the injury or injuries to, or maltreatment or neglect of the child or his siblings;
 - the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
 - the name of the person or persons suspected to be responsible for causing such injury or

- injuries, maltreatment or neglect; and
- whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (see Section 5).

Please note: Under this law, a “child” refers to a person under the age of eighteen (18) years.

3. When the mandated reporter reports orally to DCF, as required by Section 5, he or she does not need to file a written report to DCF (see Section 4).
4. For the purposes of receiving and making reports, notifying and receiving notification, or investigating, the superintendent may assign a designee to act on his/her behalf (see Section 11 (d)).

5141.5 (pg. 2)

5. When the mandated reporter reports orally to the police, rather than to DCF, the reporter must submit within 48 hours a written report to DCF - using the revised DCF-136 form (see Section 4).
6. A mandated reporter who is a member of the school staff, shall also submit a written report to the superintendent or his/her designee (see Section 4).

Please note: Mandated (1) reporters use the DCF-136 form for this purpose, and (2) when the suspected abuser is not a school employee, the superintendent may designate the principal of each school to receive such reports.

7. No employer shall discharge, or in any manner discriminate or retaliate against, any employee who in good faith makes a report, testifies or is about to testify in any proceeding involving child abuse or neglect. An employer who violates this provision may be assessed a civil penalty of not more than \$2,500 and other penalties as the court deems appropriate (see Section 6 (a)).
8. Any person who knowingly makes a false report of child abuse or neglect shall be fined, if convicted, not more than \$2,000 or imprisoned not more than one year or both (see Section 6 (c)).
9. DCF and/or the police will be the lead agencies for the investigation of any suspected abuse or neglect (see Section 3).
10. DCF and/or the police are responsible to coordinate and minimize the number of interviews of any child (see Section 10).
11. DCF must obtain consent of the parent, guardian or person responsible for the child’s care for any interview with a student unless the alleged perpetrator is such person or a member of the child’s household. When consent is not required, the interview must be conducted in the presence of a disinterested party, such as a teacher, pupil services specialist or principal. The latter does not apply if a disinterested adult is not accessible after a reasonable search, and an immediate interview is necessary (see Section 10).
12. Any person other than mandated reporters may cause a written or oral report to be made to

the Commissioner of DCF (via the Child Protection Careline, 1-800-842-2288), or a law enforcement agency, and shall be requested but not required to give his name or address when making such a report (see Section 7).

13. DCF may provide to mandated reporters the following limited information subsequent to a report of suspected abuse or neglect: the status of the investigation and, in general terms, any action taken by the Department (see Section 17(f)(7)).

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Please note: DCF sends the “Response Letter to Mandated Reporter”, DCF-2122 form, to the reporter; this form is to be filed with the DCF-136 form that documented the original report to DCF.

14. DCF cannot release the names of non-mandated reporters without their written consent, except to: (1) an employee of DCF responsible for child protective services or the abuse registry; (2) a law enforcement agency; (3) the Chief State’s Attorney or designee; (4) the state’s attorney in the jurisdiction where the incident occurred; or (5) an assistant attorney general (see Section 17(h)).

15. The name of any individual who cooperates with an investigation of a report of child abuse or neglect shall be kept confidential upon request or upon determination by DCF that disclosure may be detrimental to the safety or interests of the individual except that DCF may disclose the individual’s name to a law enforcement officer, a state’s attorney or assistant state’s attorney (see Section 17(I)).

Please note: This section includes mandated reporters who cooperate with an investigation.

Items 16 through 21 below apply only to instances of suspected abuse by a school employee.

16. As with all reports of suspected abuse or neglect, a written report concerning a school employee must be made to the Superintendent or his/her designee (see Section 3(b)).

Please note: In this situation, the Superintendent may not designate principals to receive such reports.

17. Such person in charge shall then immediately notify the child’s parent, or other person responsible for the child’s care, that a report has been made (see Section 3(b)). In the case of a certified employee, the person in charge of the school or his designee must also send a written report to the Commissioner of Education or his representative (see Section 4).

18. Whenever an investigation pursuant to Section 9 produces evidence that a child has been abused by a public school employee in a position requiring a certificate, the Superintendent must suspend such school employee with pay and continuation of benefits. Such suspension shall remain in effect until the Board of Education acts pursuant to Section 10-151 of the general statutes as amended (see Section 11(a)).

Please note: (1) Section 9 of this act refers to the investigation of DCF; (2) “evidence” is not defined in the act; and (3) the law does not address what a school district’s responsibility is regarding suspension of non-certified school employees who are suspected of abusing a child.

19. Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education or his representative, of the reasons for and conditions of the suspension (see Section 11(a)).

20. If the contract of employment of a certified school employee is terminated as a result of an investigation of child abuse, the Superintendent shall notify the Commissioner of Education, or his representative, within seventy-two (72) hours after such termination.

21. Upon receipt of any report required under P.A. 96-246, Sections 2 to 6 inclusive, the Commissioner of Education may commence certification revocation proceedings in accordance with 10-145b of the general statutes, as amended. Information contained in such reports shall be confidential subject to regulations adopted by the State Board of Education (see Section 11a).

Legal Reference: Connecticut General Statutes §17a-101, as amended by P.A. 96-246

Regulation Approved: August 22, 1990

Regulation Revised: October 28, 1992

Regulation Revised: January 8, 1997

Regulation Revised: March 26, 1997

Regulation Revised: November 13, 2002

Regulation Reviewed: February 8, 2011

5145.2

STUDENTS

Search and Seizure

I. Intent of the Policy

The Board of Education promulgates this policy in recognition that pupils have certain constitutionally protected rights to be free from unreasonable searches and seizures and in recognition that school officials need to maintain security and order in school.

II. Definitions

A. Prohibited Items

Prohibited items as used in this policy statement shall include the following: firearms, weapons, explosives, poisons, alcoholic beverages, drugs, stolen property and other materials which endanger the physical safety of persons or property in the school.

B. Delegation of Responsibilities

For purposes of definition in this regulation, the term “principal” shall include any supervisor designated by the building principal to act in his/her behalf.

The term “superintendent” shall include the administrator designated to act in the superintendent’s absence.

III. Circumstances Under Which Searches May be Conducted

A. Searches Pursuant to a Warrant

A search of a pupil’s person or personal property may be conducted in accordance with law pursuant to a valid warrant by law enforcement personnel.

B. Searches Under Administrative Procedures

A warrantless search of a pupil’s person or personal property shall be conducted only when it is reasonably likely to produce anticipated tangible evidence of a violation of the law or of the rules of the school. Any search shall be limited in scope to measures which are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the suspected infraction.

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If a school principal has reasonable suspicion to believe that a “prohibited item” is on a pupil’s person, gym bag or similar personal property, the school principal shall authorize the search if he/she finds that it is supported by facts constituting reasonable suspicion to believe that a prohibited item is on the pupil’s person or in the pupil’s personal property. The principal shall set limitations on the scope of the search based on the age and sex of the pupil, the nature of the suspected infraction, the nature of the suspected prohibited items and other factors which relate to the reasonableness of the scope of a search in order to balance the need of the search against the invasion which the search entails.

C. Lockers and Desks

The school administration, and law enforcement officers, are hereby authorized to search student lockers, and any other property available for use by students, for weapons, contraband, including the items listed in Section IIA, or the fruits of a crime when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school policy or rules.

State statutes require that the scope of any search under this section meet certain requirements. While the scope of a search of a student’s desk or locker is less likely to be an issue than in the case of the search of a student’s person, administrators

should be mindful that state statutes require that the search be reasonably related in scope to the circumstances that justified the search in the first place. The scope of such a search shall be considered reasonable when the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

IV. Limitations on Searches

A. Strip Searches

School personnel shall not conduct strip searches of students, i.e. a search that requires students to remove their clothes or requires the inspection or feeling of parts of the students' bodies. When it is believed by the Superintendent that such a search is warranted because of the magnitude of the suspected criminal offense and the nature of the circumstances, local law enforcement officials shall be contacted.

B. Group Searches

All searches of students and their effects must be particularized. Because group searches lack the grounds of individualized suspicion of wrongdoing, they will not be permitted.

5145.2 (pg. 3)

C. Consent

Except as provided in Section III, a student's person shall not be searched. School authorities may not consent on behalf of a student to a search of his/her person.

V. Persons Present at a Search

In all cases where searches are conducted pursuant to a warrant, the school principal, or his/her authorized designee, shall be present. In the case of a warrantless search conducted by a school principal, or his/her authorized designee, at least one witness other than the pupil shall be present. When feasible, the pupil shall be notified and present during a search.

Prohibited items found during a search shall be held by the school principal if needed as evidence. Items which do not belong to the pupil and which are not held as evidence shall be returned to the owner, if possible.

VI. Reports of the Searches

Promptly following any search, the school principal shall submit a Report of Search to the Superintendent. The report shall include the identity of the person or locker searched, the time of the search, the identity of the person conducting the search, the persons present, the items, if any, taken from the person, and, if known, the intended disposition of those items.

VII. Class Trips

Any search of a student, his/her personal property or room in which he/she is staying which may occur while on a class trip shall be governed by all sections elaborated above. All searches shall be conducted by a school official and not a parent or other chaperone who may accompany students. Prior to any class trip, written notice shall be given to each student and parent that the student, his/her personal property or room may be subject to a search by a school official pursuant to this policy.

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VIII. Notice

Student will be provided notice of this policy concerning search and seizure through publication in the student handbook during the first two weeks of every school year.

Policy Adopted: March 12, 1986

Policy Reapproved: January 11, 1989

Policy Revised: March 24, 1999

Policy Reviewed: February 8, 2011

5145

STUDENTS

Video Cameras on School Buses Video Cameras in School Facilities

The Regional District 13 Board of Education recognizes the District's continuing responsibility to maintain and improve discipline and to ensure the health, welfare and safety of its staff and students on school transportation vehicles and elsewhere on school facilities.

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the District's duty to ensure discipline, health, welfare and safety of staff and students, supports the use of video cameras on its transportation vehicles and elsewhere in school facilities when appropriate.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities and under other circumstances in which the Superintendent of Schools has determined that the use of video monitoring is in the best interests of the students and the school system.

Students in violation of District conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline.

The District shall comply with all applicable state and federal laws related to video recordings, including when such recordings are considered for retention as part of the student's behavioral record. Such records

will also be subject to established District student records procedures including retention, access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of these video cameras on school transportation vehicles and school facilities, and such other procedures as may be required for the implementation of this policy.

Legal Reference: CT General Statutes 7-109 Destruction of Documents
10-221 Boards of Education to prescribe rules
10-233d(a)(3) Expulsion of Pupils
Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400, et seq.
Family Education Rights and Privacy Act, 20 U.S.C. Sec. 1232g

Policy Adopted: February 13, 2002

5145

STUDENTS

Video Cameras on School Buses

Student Records

- 1. In using video recordings the District will comply with provisions of law regarding student records requirements, including the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act. Video recordings considered for retention as part of the student's behavioral record will be maintained in accordance with established student record procedures governing retention, access, review and release of student records.**
2. The District will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities and in other school facilities. The District will include as part of its notice procedure to all students and parents a copy of the District's video camera policy and procedures.
3. Students will not be notified when video camera is "on board" and in use on District vehicles or District facilities.

Staff Records

- 1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing retention, access, review and release of employee personnel records.**

2. The District will include notice in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities and in other school facilities.
3. Staff will not be notified when video camera is “on board” and in use on District vehicles or District facilities.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be retained and destroyed as prescribed by law.

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3. A video recording which is relevant to a student or staff disciplinary incident will be retained in its original form in accordance with the appropriate retention schedule for such records.

Use

1. Video cameras will be used on school transportation vehicles and elsewhere as determined by the Superintendent or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

Requests for viewing video recordings will be permitted, in accordance with the law.

Viewing

1. Actual viewing will be permitted at school related sites only, including the schools, District office or as otherwise required by law.
2. All viewing will include the Superintendent or his/her designee.
3. A written log will be maintained of those viewing video recordings when required by law.
4. Video recordings remain the property of the District and may be reproduced only in accordance with law, including applicable District student records policy and procedures and District personnel records policy, procedures and applicable labor agreements.

Regulation Adopted: February 13, 2002

5150

STUDENTS

Student Sexual Harassment

It is the policy of the Board of Education to create and maintain a learning environment that is free from sexual harassment and discrimination on the basis of sex. The District strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. Sexual harassment can occur adult to student, student to student, between members of the opposite sex, or between members of the same sex.

The District encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All students have the right to be free from retaliation of any kind. The District will promptly investigate all complaints of sexual harassment, and will take prompt corrective action to end the harassment.

Policy Adopted: March 24, 1999

Policy Reviewed: February 8, 2011

5150

STUDENTS

Student Sexual Harassment - Regulation

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other physical, verbal or non-verbal conduct or communication of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school-sponsored activities, or any other aspect of the student's education;

2. Submission to or rejection of the conduct is used as the basis for decisions affecting a student's academic performance, participation in school-sponsored activities, or any other aspect of a student's education;
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive educational environment.

While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:

1. Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extra-circular activities or job assignments, homework, etc.
2. Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "rating lists"; howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.
3. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating.
4. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating or demeaning.

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Complaint Procedures

It is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. Victims of sexual harassment shall be afforded avenues for filing complaints which are free from bias, collusion, intimidation or reprisal.

Step I – Informal Level

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. In the event that the student is uncomfortable, for any reason, with discussing the matter with the building principal, the student may speak with any other administrator regarding the alleged harassment. The principal or other school administrator shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the receipt of the meeting request.

Step II – Formal Level

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the Pupil Personnel Director. A student need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the office of the Superintendent of Schools, as well as the office of the building principal. In addition, written complaints may be brought to the attention of a building principal or the Pupil Personnel Director. Any student who is unable to file a written complaint may speak with one of the above mentioned district employees, who will then assist the student in filing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the principal and/or the Pupil Personnel Director/Title IX Coordinator.

The written complaint should state the name of the complainant and the date of the complaint, the date(s) of the alleged harassment, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation. Upon the filing of a written complaint, the complainant shall be provided with a copy of this regulation.

The Pupil Personnel Director shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Whenever possible, the District will make an effort to respect the privacy and confidentiality of all parties and witnesses to complaints brought under this policy. However, because an individual's need for confidentiality must be balanced with the District's obligation to investigate complaints, the District retains the right to disclose the identity of

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parties and witnesses to the extent necessary. Whenever, a sexual harassment complaint is made, the school administration will investigate the complaint or refer the complaint for investigation even if the student does not request any action or withdraws the complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting with the complainant, the Pupil Personnel Director/Title IX Coordinator shall render a written decision to the complainant as to the disposition of the complaint. Time lines herein for investigation and resolution of sexual harassment complaints may be extended to ensure a thorough investigation of the complaint.

If the decision results in a determination that sexual harassment has occurred, appropriate actions shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of employment or expulsion from school of the harasser. No adverse action will be taken against a student for filing a complaint of sexual harassment.

Regulation Approved: March 24, 1999

Regulation Reviewed: February 8, 2011
Grievance Form

Title VI, IX and Section 504

Name: _____

Employee _____ Student _____

School: _____

Statement of Complaint:

Solution Suggested by Complainant:

Signature Student/Employee

Date Submitted

Level One Procedure

The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the compliance coordinator.

The coordinator's responsibilities:

- a. investigate, within one (1) week, the circumstances of the complaint,
- b. render a decision, within two (2) weeks after receipt of the complaint, and notify the complainant,
- c. provide the complainant one (1) week to react to the decision before it becomes final.

Level Two Procedure

The compliance coordinator requests the Superintendent of Schools to review the complaint.

The Superintendent will schedule a meeting within one (1) week of the request for review. The participants shall be the complainant, the coordinator and the superintendent.

The Superintendent will make a decision within (1) week which shall be final. The complainant and the coordinator will receive copies of the decision.

I have read the above policy, regulation and complaint procedure on sexual harassment, and understand my rights and obligations under this policy.

Signature

Date

Name: _____

Employee _____ Student _____

School: _____

Statement of Complaint:

Solution Suggested by Complainant:

Signature Student/Employee

Date Submitted

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I have read the above policy, regulation and complaint procedure on sexual harassment, and understand my rights and obligations under this policy.

Signature

Date

INSTRUCTION

Participation in School Sponsored Activities

Students who reside in Durham and Middlefield but are full time students outside District 13 or are home schooled are not eligible to participate in any curricular or extra curricular activities provided by or sponsored by Regional School District 13. The only exception to this policy will be school-sponsored dances at the middle school and high school as long as the guest is invited by a student currently enrolled in Regional School District 13. All guests must be registered with the school's principal before the dance.

Policy Adopted: May 22, 2002

Policy Revised: January 8, 2003

Policy Reviewed: February 8, 2011

6153

INSTRUCTION

Field Trips

The Board of Education encourages and sanctions student trips and other out-of-school activities, including participation in interscholastic events and community service projects, which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The principal may place restrictions upon a student's participation when, in the staff's judgment, his/her welfare requires it.

Transportation for trips of significant educational value as described above may be free of cost to students. In some instances, transportation for trips may be provided for a fee set by the Superintendent of Schools, or his/her designee to cover costs.

If a fee is charged, the opportunity to participate in a field trip must be available to every member of a class who is unable to pay unless such fee is extraordinarily high.

The use of teacher and parent-owned vehicles for transportation of students on field trips shall be governed by policy 3532.2.

Field trips that are overnight or for more than one school day require Board of Education approval. Field trips that are not overnight or for more than one school day, but that are out of state, require approval by Superintendent of Schools. All other field trips require approval by the building principal.

Applications for trips requiring Board of Education approval must be submitted in writing to the Superintendent of Schools by the principal prior to the beginning of any fundraising, and every effort will be made to submit the request at least six weeks prior to the date of the trip on a form designated and approved by the Board of Education. All field trips are to be planned within the school year, any request for exception would require special Board of Education approval.

Applications for trip approval shall include the following information:

1. Statement of objectives
2. Description of activities
3. Statement of costs
4. Provision for students who cannot afford trip
5. Provision for supervision including number of students, number of staff, number of parents, and names of chaperones

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The criteria utilized by the Board of Education in determining whether to approve a field trip includes, but it is not limited to the following:

1. Degree of educational value
2. Cost to the District or to each student
3. Location of the trip
4. Amount of time missed from regular classes
5. Number of chaperones
6. Number of previous field trips undertaken by particular group
7. Age appropriateness of students for the trip

Approval by the Board of Education is also contingent upon all building requirements having been met.

If any trip is not approved by the Principal, Superintendent, or Board of Education, the Board of Education and Regional District 13 bears no responsibility or liability if such trip occurs without appropriate authorization.

Policy Revised: September 14, 1983

Policy Revised: January 8, 1992

Policy Revised: February 8, 1995

Policy Revised: May 10, 1995

Policy Revised: April 25, 2001

6159.1

INSTRUCTION

Section 504

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student who is a resident of the District, regardless of the nature or severity of the handicap.

It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced.

The Director of Pupil Personnel is the coordinator of Section 504 activities.

Policy Adopted: October 25, 1995

Notice of Intent to Release Directory Information Without Prior Consent

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- A. Name
- B. Address
- C. Telephone number
- D. Date of birth
- E. Major Field of Study
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited
- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- K. Most recent school attended
- L. Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15th.

2. Directory information may be released to the following:

- A. Federal, state and local government agencies
- B. Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- C. Employers or prospective employers
- D. Parent/teacher organizations
- E. Military Recruiters

3. Subject to the provisions of C.G.S. § 1-210(b)(17), high schools shall provide the same directory information and on-campus recruiting opportunities to military recruiters as are offered to non-military recruiters or commercial concern. (cf. 5145 On-campus Recruitment)

4. No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

Denial of Permission to Release Certain Directory Information Without Prior Written Consent

Dear Parent/Guardian:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies including military recruiters, as well as published programs for the athletic, music and theater presentations of the District.

Directory information included the following kinds of information.

- A. Name
- B. Address
- C. Telephone number
- D. Date of birth
- E. Major Field of Study
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited
- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- K. Most recent school attended
- L. Honors and awards received

Please circle the specific categories of information if any, listed above that you do **not** wish to be released without your specific prior written permission.

_____ The release of all Directory Information is denied.

This form must be completed and returned to the school principal within ten (10) days after receipt of this information.

_____	_____	_____
Name of Student	School	Date
_____	_____	
Parent's Signature	Date	

**Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)**

The PPRA affords parents as well as students who are 18 and emancipated minors (“eligible students”) certain rights regarding the conduct of student surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following subjects (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, except to the extent notification of such activities is not required by law.

3. Inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Amy Emory, Pupil Personnel Director
Regional District 13
P.O. Box 190
Durham, CT 06422

or

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

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 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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