

JOHN LYMAN SCHOOL

Handbook

SY 2021-2022

106 Way Road
Middlefield, CT 06455
Phone (860) 349-7240
Fax (860) 349-7242

<http://lyman.rsd13ct.org/>

2021-2022 QUICK REFERENCE

FREQUENTLY USED TELEPHONE NUMBERS AND INFORMATION

LYMAN	(860) 349-7240
LYMAN NURSE	(860) 349-7241
CENTRAL OFFICE	(860) 349-7200
CRHS	(860) 349-7215
STRONG	(860) 349-7222
MEMORIAL	(860) 349-7235
BREWSTER	(860) 349-7227
DATTCO	(860) 349-8479

JOHN LYMAN SCHOOL HOURS

FULL DAY	8:50 a.m. - 3:20 p.m.
EARLY DISMISSAL-SCHEDULED AND WEATHER	8:50 a.m. - 12:30 p.m.
2 HOUR DELAY	10:50 a.m. - 3:20 p.m.

**LYMAN SCHOOL
HANDBOOK**

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JOHN LYMAN SCHOOL

106 Way Road
Middlefield, CT 06455
(860) 349-7240
Thomas D. Ford, Principal

August 2021

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. Our goal is to provide 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 longtime Higher Order Thinking (HOT) School, John Lyman fosters an arts-integrated approach to learning 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, details about breakfast and lunch programs, 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 as many have been updated specifically for the current school year.

I recognize that this is a very unique time and information can and will change. Please refer to any subsequent district or school communications that may supersede information in the handbook.

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. We take great pride in our caring and dedicated staff. The Lyman staff always puts children 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 2021-2022 will be a great year!

Sincerely,

Thomas D. Ford

REGIONAL SCHOOL DISTRICT 13 MISSION STATEMENT

Through engagement in authentic learning experiences, all Regional School District 13 students are empowered to thrive and contribute as global citizens.

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.

Robert Moore, Chairperson

Melissa Booth	Lucy Petrella
Maura Caramanello	James Roraback
Dr. Victor Friedrich	Dr. Richard Andrew Taylor
Christine Geraci	Robert Yamartino
Norm Hicks	

Superintendent's Office

Dr. Doug Schuch	Superintendent of Schools
Kim Neubig	Business Manager
Jennifer Keane	Director of Student Services and Special Education
Cori-Ann DiMaggio	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 can be found on the district website. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. Meeting agendas can be found on the RSD13 website.

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 Meg Maloney, Central Office, 349-7200.

Grievances regarding Title IX (Sex Equity) should be addressed to Jennifer Keane, Central Office, (860) 349-7208

JOHN LYMAN SCHOOL STAFF SY 2021-2022

Principal

Thomas Ford

Secretary

Kate McLaughlin

Nurse

Ann Bourland

Kindergarten

Kristen Blake
Sarina Spotlow

Grade 1

Kristen Ciccone
Valerie Swiantek

Grade 2

Margo Novak
Carole Sibiskie

Grade 3

Angela Polansky
Amy Sorensen

Grade 4

Sarah Greco
Phil Moriarty

Special Education and Pupil Services

Julie Abbott	Math Interventionist
Christy Barrett	K-2 Literacy Coach
Katie Bodak	Special Education
Christine Davis	Reading Specialist
Amanda Dobler	Speech Language Pathologist
Noelle Durkin	K-2 Math Coach
Linda Frazer-Sierra	Social Worker
Erin Gonzales	Literacy Tutor
Danielle Hay	School Psychologist
Tara Heikkila	3-4 Math Coach
Deborah Mariani	3-4 Literacy Coach
Melissa Marteka	Reading Specialist
Sarah Sportelli	Special Education

Discipline Based Teachers

Tracey Earnshaw	Library Media Specialist
Jennifer Holland	P.E./Health
Carrie Howes	Art
Michael Meurs	Music
Scott Mongillo	Technology
Bridgette Schlicker	Technology

Support Staff

Robin Anderson	Food Service
Laura Arreguin	Teacher Assistant
Karen Balavender	Teacher Assistant
Sarah Durand	Teacher Assistant
Dara Einhorn	Teacher Assistant
Jeff Emack	Head Custodian
Derek Harris	Custodian
Nina Healy	10 Month Secretary
Pamela Hubeny	Teacher Assistant
Alicia Mancarella	Teacher Assistant
Kara Niland	Food Service
Tracey Pollitt	Teacher Assistant

REGIONAL SCHOOL DISTRICT 13's 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 School 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.

IMPORTANT INFORMATION

ARRIVAL AND DISMISSAL

----- Morning Drop-Off Procedures

- Parents may begin dropping students off at 8:30 a.m. once the staff arrival team is in position
- Cars will enter lot through center lane
- Cars will pull forward in a designated lane until stopped by a staff member
- When directed by a staff member, students will exit the car from the right side of the vehicle and will be directed to the sidewalk to enter the building through the main door
- Depending on the number of cars in line, a staff member will direct the first car in the group of waiting cars to pull forward and head toward the exit and all cars in that wave will follow
- The next group of cars will be given a signal to move forward until stopped by a staff member
- Process will repeat until all students have arrived and entered the building
- Students who arrive late to school should be brought to the main door by a parent/guardian; student will be buzzed in to enter the building and proceed to class (parents will not enter the building)

----- Afternoon Pick-Up Procedures

- Valet pick-up procedures will be in place and begin at approximately 3:05-3:10 p.m.
- Cars may wait in the circle prior to 3:05-3:10; the first wave of buses will not pull into the lot until 3:20
- Dismissal team members will have a list of students who are being picked up and who is picking up each child
- Cars will pull forward in a designated lane until stopped by a staff member
- Pick-up will proceed in waves with one group of cars moved forward at a time by a member of the outdoor dismissal team
- A staff member with a walkie-talkie will greet parents near the entrance and determine who is being picked up
- The staff member will radio into the building to inform the building team to prepare the student(s) to be escorted outside
- Staff members will bring students to the appropriate vehicle, check ID (if first time picking up), and release the child to the parent
- Once full wave is completed, the first car will be instructed to leave and the other cars in the wave will follow
- The next wave of cars will be instructed to move forward with the first car moving as far forward as possible
- Process will repeat until all students have been picked up

As always, we respectfully request that you avoid last minute calls to request dismissal changes. Thank you in advance for your cooperation.

ASSEMBLY

Typically held three times a month, assemblies are times when students come together to share their learning, sing songs, and enjoy a sense of community. Parents are always welcome to attend. Assemblies are held on Fridays at 2:20 p.m.

In-person assemblies with visitors will not be held to start the year. More information will be forthcoming.

BUS INFORMATION

Please refer to school and district communications for the most up-to-date information about bus transportation.

----- BUS RULES

1. Sit in your seat at all times.
2. Keep your 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 appropriate 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 and/or principal may assign seats as necessary.

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) as appropriate.
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. All changes must be approved by the Principal's office.

Students are only permitted to ride the bus(es) to which they are assigned.

----- BUS COMPANY INFORMATION

Dattco Bus Company

Telephone: (860) 349-8479

Parents with any valid concerns regarding the bus company and/or bus drivers may contact **Central Office at (860) 349-7200**. Your concerns will be recorded and appropriate actions will be taken.

CALL BACK SYSTEM – SCHOOL NURSE

1. If your child is to be absent on a given day, please **call the school nurse (349-7241)** between 8:20 and 8:50 am. **Please do not call the school office.**
2. If a child is absent whose parent has not called, ParentSquare will contact you 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.

CLASSROOM ASSIGNMENTS

The classroom placement process typically begins in May. Many factors are taken into account when determining where children are best placed. Balance between boys and girls, academic and social development stages, learning styles, and peer interactions, among other factors, are all considered. Our goal is to provide every student with a positive learning environment within a well-balanced classroom. Please understand that we do not accept requests for specific teachers.

FAMILY SHARES

“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.

In-person Family Shares will not be held until further notice.

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 as follows:

- 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 are 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.

In conjunction with health and safety guidelines, we are not planning to have off-campus field trips at this time.

FOOD CELEBRATIONS

RSD13 and John Lyman School will continue with a no food policy for birthdays, holidays, and/or other celebrations. The only outside food that can be sent to school is for individual student lunches and snacks. For birthdays or other celebrations, you may send in non-food treats for the class, but we ask you to coordinate in advance with your child's classroom teacher.

HOMEWORK

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.

----- RESPONSIBILITIES

Teachers are expected to:

- make clear the worth and purpose of homework to students and parents.
- make assignments 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 students 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 their 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 for missed work.

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 appropriate.

School administrators are expected to:

- periodically meet with teachers to ensure the successful implementation of this policy.

----- CONTENT

Homework, when given, will be based on individual student and curriculum 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.

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 the following:

- 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 that 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.

Please note that homework assignments may vary by teacher and grade level. Teachers will communicate expectations for assignments that are to be completed at home.

HOT SCHOOLS

John Lyman has historically been a Higher Order Thinking School (HOT). As such, we worked with grants from the Connecticut State Department of Economic and Community Development, Office of the Arts that helped us to integrate the arts into all areas of the curriculum. Teaching Artist residencies, student boards, and professional development continue to be just a few of the benefits of this partnership. Additional artist residencies, field trips and related activities are integrated closely with our curriculum and are provided through the efforts and support of the JLPA.

INTEGRATED DAY APPROACH

The Integrated Day Program at John Lyman School is a child-centered approach to teaching and learning. It provides a supportive and stimulating environment that encourages and guides the child in an investigative, active exploration of all curriculum areas. The Integrated Day approach promotes a holistic 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 teachers and peers to meet his/her individual needs.

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 interconnectedness of all things.
- develop academic skills which will prepare students for life in the 21st century.

LATE ARRIVAL

Students should arrive at school between 8:30am and 8:45am to be in their classrooms ready for the start of the day at 8:50am.

If your child arrives at school after 8:50am, please walk him or her to the main entrance. The office will note the arrival time and buzz the door open for the child to enter. Parents and/or guardians will not enter the building at this time.

LIBRARY PROGRAM

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.

In addition, all children are encouraged to register at the public library for their own free library card.

LOST and FOUND

Lost and Found articles are located in a plastic bin near the main office. Unclaimed articles are donated to charity periodically.

LUNCH AND BREAKFAST INFORMATION

For school year 2021-22, Regional School District 13 has opted to participate in the Seamless Summer Option of the NSLP. Therefore, all student meals offered will be free of charge for this school year. However, in order to determine if students are eligible for other benefits such as Pandemic Electronic Benefit Transfer (P-EBT) (as applicable), households are encouraged to complete and submit a free and reduced-price school meal application.

Please note that John Lyman School offers breakfast and lunch as part of this program.

Students residing in households with income at or below the Income Guidelines for Child Nutrition Programs are eligible for free or reduced-price meals or free milk. The application form and instructions are available on the RSD 13 website: www.rsd13ct.org in the School Lunch Information Section (see link above). To apply for free or reduced-price meals, households should fill out the application and return it to any RSD 13 school. Additional copies are available at the main office of each school. Only one application is required per household and an application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

Please refer to the RSD13 or John Lyman School websites for the most current information about our school lunch program.

MEDICAL/EMERGENCY INFORMATION

Parents need to check that students do not have a fever as well as observe for symptoms consistent with COVID-19 prior to the start of the school day. Students must stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19. Please contact Ann Bourland, our school nurse, if you have any questions.

Any changes or updated guidance regarding COVID-19 protocols that come after you receive this communication will be shared with you as necessary through ParentSquare.

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

---- EPINEPHRINE ADMINISTRATION

An important note Regarding Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine.

This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.

Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

---- ILLNESS

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

School nurses follow state guidelines of first aid care for accidents. 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 to individual students as circumstances warrant. If a problem exists with any student, the parent will be notified by phone, the student will be excused, and information about the treatment requirements will be provided. Head lice are transmitted through close personal contact. There is no immunity, so 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. More information can be found on the district website under Volunteer Student Accident Insurance.

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.

PARTY INFORMATION (OUTSIDE OF SCHOOL)

You are encouraged to schedule parties on weekends, rather than after school, especially if all students in a class (i.e. all girls, all boys) are not invited. Outside of school party invitations **will not** be distributed in school.

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!

PHYSICAL EDUCATION

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

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 with Special Education programs. The team is typically comprised of the following people:

Parent(s), Classroom Teacher, Special Education Teacher, Principal, Speech/Language Pathologist, Social Worker, and School Psychologist.

PROGRESS REPORTS AND CONFERENCES

Teachers complete progress reports three times a year (December, March, and June). Parent-teacher conferences are held in October and March. The March conference for second, third, and fourth graders is a family conference led by the student.

The format for this year's parent-teacher conferences, including virtual options, will be determined at a future date.

STUDENT ASSISTANCE TEAM (SAT)

Student Assistance Teams exist in each Regional School District 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 learners 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 pre-referral process in the event that a referral to special education is ultimately warranted.

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. Regional District 13 uses ParentSquare to let you know about school closings, delays and emergencies. More information about that system will be forthcoming at the beginning of the school year. However, having your latest contact information is the only way to ensure that we can contact you in an emergency. School closings and delays will still be listed on TV and on the radio.

SCHOOL HOURS

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

Early Dismissal Scheduled and Weather Related: 8:50 a.m. – 12:30 p.m.

2 Hour Delayed Opening: 10:50 a.m. - 3:20 p.m.

SCHOOL RULES

Our school rules were developed by children and teachers at John Lyman School. 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/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 are 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 two-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 the staff members responsible for supervising the individual play areas.

School rules, expectations, and protocols may be modified to align to updated health and safety guidance and protocols.

TECHNOLOGY – 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.

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

VISITORS

In an effort to protect our students and staff, John Lyman School and RSD13 will continue to control traffic flow into our buildings. Essential service providers will not be prohibited from entering into the school but other visitors will be restricted at this time. We will continue to hold virtual meetings as we did last year.

VOLUNTEERS

Per the previous section on visitors, we will be unable to have volunteers in the building until further notice.

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.

ADDENDUM

This addendum to the Parent and Student Handbook contains several 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.

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, 2020 and January 1, 2021), 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 Central Office at 349-7200. Central Office will arrange an appointment at which time the option may be signed and information about educational opportunities available in the district will be shared.

Policies

Regional School District 13's policies are updated periodically. Please check the Board of Education Policies section of the district website at www.rsd13ct.org for updates.

Please review all policies as you sign the bottom of the Student Information/Emergency Form.

There is a separate link for Policies on the John Lyman School Website.

An Important Note Regarding Administration of Epinephrine at Public Schools

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

Personnel – Certified/Non Certified

4118.11(a)4218.11

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 Prohibite
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

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

Family Policy Compliance Office (FPCO) Home

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, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). 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. 20202-8520

Student Records

Confidentiality and Access to Education Record

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. Definitions

- A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- C. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- D. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if

the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when

- used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- E. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
 - F. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
 - G. Education Records
 - 1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
 - 2. Education records do not include:
 - private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
 - b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;
 - d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
 - e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
 - f) grades on peer-graded papers before they are collected and recorded by a teacher.
 - H. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
 - I. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
 - J. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.
 - K. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity the student to whom the education record relates.
 - L. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - M. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/ Release of Directory Information

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. Confidentiality of Education Records

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.
- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. Access to Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible students.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.
- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.
- I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.
- J. Non-custodial Parents:
A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.
- K. Copies of Education Records/Fees:
 - 1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible students) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed \$.50 per page.
 - 2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or

- b. make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3) The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed \$.50 per page.

VI. Record Keeping Requirements/Documentation of Access of Education Records

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
 - 1) the name of any individual, agency, or organization that requested or obtained access to the student's records;
 - 2) the date of the request for access;
 - 3) whether access was given;
 - 4) the purpose for which the party was granted access to the records;
 - 5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
 - 6) the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
 - 1) a parent or eligible student
 - 2) a party seeking directory information;
 - 3) a party who has a signed and dated written consent from the parent and/or eligible student;
 - 4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 - 5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be re-disclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:
 - 1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 - 2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
 - 1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
 - 2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and re-disclosure of personally identifiable information from education records.
 - 3. The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.
 - 4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written
 - 5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
 - 6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a

student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.

7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.
8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.
11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.
14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
4. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
5. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.
6. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
 2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
- G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.
- H. **Records of the Department of Children and Families ("DCF")**
1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
 2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. Re-disclosure of Education Records

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
1. the party to whom the information is disclosed will not subsequently re-disclose the information to any other party without the proper consent of the parent or eligible student, and
 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be re-disclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.
1. The record of the original disclosure includes the names of the parties to whom re-disclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).
 3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 4. The information is considered directory information.
- C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly re-disclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
1. Request in writing that the school district amend the records;
 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. Hearing Rights and Procedures

- A. **Rights**
1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
 2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
 3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be

informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.

- a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
- b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. Waiver of Rights

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. Special Confidentiality Procedures for HIV-Related Information

- A. The following definitions shall apply to Section XII of this policy:
 1. Confidential HIV-Related Information
"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.
 2. Health Care Provider
"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.
 3. Protected Individual
"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.
 4. Release of confidential HIV-related information
"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.
 5. School Medical Personnel
"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.
- B. Confidentiality of HIV-related Information
 1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
 2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.
- C. Accessibility of Confidential HIV-related Information
 1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:

- a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
- b. any person who secures a release of confidential HIV-related information;
- c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
- d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
- e. a medical examiner to assist in determining cause of death; or
- f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy.

XIV. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 et seq.

Conn. Gen. Stat. § 10-15b

Conn. Gen. Stat. § 17a-28

Conn. Gen. Stat. § 17a-101k

Conn. Gen. Stat. § 19a-581 et seq.

Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at

<http://www.cslib.org/retschedules.htm>

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

USA Patriot Act of 2001, Pub. L. 107-56

No Child Left Behind Act of 2001, Pub. L. No. 107-110

34 CFR 99.1 - 99.67 (as amended)

34 CFR 300.560-300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Field Trips - 6153

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, specifically tied to the curriculum, must be available to every member of a class who is unable to pay. Efforts may be made to defray costs for enrichment field trips for students unable to pay.

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

Applications must be submitted well in advance because event dates are reserved only after applications have been approved. 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 45 days prior to the date of the trip or 90 days for any trip that includes air travel or is greater than 4 days in length on a form designated and approved by the Board of Education. Exceptions to the "prior notice" clause may be approved by the Superintendent.

All field trips must occur 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. Clear and detailed statement of educational 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

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.

Field trips will be offered exclusively to Regional School District 13 students who are enrolled at the time of the trip.

Chaperones for field trips that are out-of-state or overnight must be certified staff or adults over the age of 25. Spouses of certified staff who are chaperones may accompany a field trip at the discretion of the Superintendent. Students from other districts traveling simultaneously with a District 13 sanctioned field trip shall not be under the auspices of Regional School District 13.

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
Policy Revised:	September 12, 2012

School Sponsored Activities - 6145.3

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

Administration of Medication by School Personnel - 5141.21

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
9. and/or injectable medication to any student in need thereof on the school grounds, in the school building, **on school**
10. **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) 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

Video Cameras on School Buses - 5145

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.

Search and Seizure – 5145.2

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 on 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.

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.

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.

VIII. Notice

Students 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

TECHNOLOGY ACCEPTABLE USE POLICY

Students - 5131.3

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 staff 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: February 11, 2009
Policy Reviewed: February 8, 2011
Policy Revised: October 12, 2011

Computer Use and Internet Safety Introduction - 5131.3

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

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 email, 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
Policy Revised: November 14, 2012

POLICY 5135

STUDENTS

POLICY REGARDING WELLNESS

It is the policy of the Regional School District 13 Board of Education (the "Board") to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness ("Advisory Council") to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the Board, and members of the public and may also involve Supplemental Nutrition Assistance Program ("SNAP") coordinators or educators. The Advisory Council will be involved in the development and implementation of the policy, the triennial assessment and periodic updating of the policy.

I. GOALS AND GUIDELINES

The Board, following consultation with the Advisory Council, adopts the following goals and guidelines in order to promote student wellness:

A. Nutrition Education and Promotion

- Reviewing "Smarter Lunchroom" tools and strategies
- Setting an average weekly minimum time for classroom nutrition education
- Including nutrition education as part of health education classes and/or stand-alone courses for all grade levels, including curricula that promote skill development, such as meal planning, recognizing food groups within a meal, understanding health information and food labels to evaluate the nutrient quality and contribution of foods
- Integrating nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as in non-core and elective subjects
- Providing a minimum number of hours per year of training to classroom teachers on how to integrate nutrition education into other basic subjects
 - Including nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium and/or bulletin boards that are frequently rotated, updated or changed
- Providing developmentally appropriate and culturally relevant participatory activities, such as contests, surveys, promotions, food demonstrations and taste-testing, voting for school meal recipe names, cafeteria design or décor challenges, farm visits, and school gardens

- Offering information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families
- Partnering with community health agencies or organizations for school wellness activities

B. Physical Activity and Other School-Based Activities

- Offering staff wellness activities and professional development opportunities related to health and nutrition that inspire school staff to serve as role models and practice healthy eating, physical activity and other activities that support staff and wellness
- Sponsoring health fairs, TV-turnoff week, school-supported races, family wellness activities or family day activities that promote health and wellness
- Sending school newsletters or dedicated parts of newsletters or school websites promoting healthy eating, healthy recipes and physical activity
- Encouraging and promoting the use of Let's Move and other healthy initiatives that promote physical activity and healthy eating
 - Completing and reporting the results of the School Health Index self assessment process to assess the extent to which some or all components of the local school wellness policy are being implemented in schools
- Using the Centers for Disease Control School Health Guidelines to Promote Healthy Eating and Physical Activity
- Setting minimum physical education requirements including time, frequency and intensity
- Setting maximum student to teacher ratios for physical education classes
- Setting minimum requirements for recess, including amount of time and scheduling of recess time
- Requiring recess to be outdoors if possible
- Encouraging walking and biking to school through safe route programs
- Creating after school activity programs, student health council, and community/family programs that encourage healthy habits
- Scheduling school meals at appropriate times in appropriate settings
- Marketing healthy food in ways that increase its appeal
- Giving students and the community after-school access to school activity facilities
- Prohibiting use of physical activity as punishment
- Prohibiting withholding of physical activities as punishment

C. Nutritional Guidelines for School Food

- Monitoring compliance with updated meal patterns (e.g. offering fruits and vegetables each day, more whole grains and portion sizes and calories standards to maintain a healthy weight)
- The goal for the nutrition standards for school meals is to provide the students of RSD-13 a variety of healthy and nutritious food choices. Meals meet the National School Lunch Program, School Breakfast Program & Healthy Food Certification guidelines that include limiting fat and saturated fats as well as providing the recommended dietary allowance of protein, calcium, iron and vitamin A & C.
- Maintaining school lunch menus online at <https://www.rsd13ct.org/Central-Services/Food-Services/School-Lunch-Information/index.html>
- Participating in the National School Lunch Program, Healthy Foods Certification, School Breakfast Program and Seamless Summer Option.
- Complying with USDA nutrition standards for all food and beverages sold to students during the school day. Click link for standards Smart snack standards or visit https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Smart_Snacks_Nutrition_Standards.pdf
- Participation in the school meal programs is prompted and eligibility is determined by the following process.
 - Promotion – A media release is published in the local paper, The Town Times.
 - Notification – at the beginning of the school year, parents/guardians are sent a letter that details information on the Child Nutrition Program and the Application for Free and Reduced-price School Meals or Free Milk is included with the letter.
 - Eligibility Determination – A student is determined eligible either through a direct certification received from the State of Connecticut through their CSDE Direct Certification System or through an Application for Free and Reduced-price School Meals or Free Milk (household application) submitted by the parent/guardian. Household application determinations are made by the Determining Official who reviews the applications to see if the family meets the USDA's income guideline requirements for determining eligibility for free or reduced meals in Connecticut.
- Preparing school meals onsite.
- Timing and duration of school meals scheduling based on evidence-based research to support healthy eating.
- Providing free drinking water throughout the school day
- Regulating a la carte offerings in each school
- Regulating after school activity, field trip, school event and school party offerings
- Eliminating the use of food as a reward
- Eliminating the use of candy and other unhealthy foods as fundraisers
- Training and certification of food preparation and food service staff
- Evaluating food and drink contracts
- Prohibiting caffeine products from being offered to students.
- Meeting HFC standards for all a la carte snacks.
- Using local vendors when possible.
- Providing an alternate meal for students who do not have funds.
- Reimbursing the school lunch program each the end of each fiscal year for all unpaid school lunch accounts.

At a minimum, all reimbursable school meals (i.e. free and reduced lunches) meet the program requirements and nutritional standards established by the USDA regulations applicable to school meals.

D. Guidelines for the Marketing of Food on Campus

Food or beverage marketing on campus during school hours is only permitted for foods and beverages that may be sold on the school campus during the school day and that comply with competitive food standards. Food marketing includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage, product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. Food marketing includes the marketing of food or beverages on the exterior of vending machines, through posters, menu boards, coolers, trash cans and other food service equipment, as well as cups used for beverage dispensing.

II. MEASURING THE IMPLEMENTATION OF WELLNESS POLICY A. Oversight of the Wellness Policy

Pursuant to this policy, the Board shall designate the Director of Student Services and Special Education to be responsible for the implementation and oversight of the school district's wellness program. The Director of Student Services and Special Education will be responsible for ensuring that the goals and guidelines relating to nutrition promotion and education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school policies and school-based activities are consistent with the wellness policy.

B. Triennial Assessment

At least every three years, the Board will measure and make available to the public an assessment on the implementation of the wellness policy. In this triennial assessment, the Board will indicate the extent to which schools are in compliance with the wellness policy and how the Board's wellness policy compares with model school wellness policies. In addition, the triennial assessment will provide a description of the progress made in attaining the goals of the wellness policy and will provide the basis for appropriate updates or modification to the wellness policy.

C. Informing and Updating the Public

In accordance with federal law and applicable regulations, the Board will inform and update the public (including parents, students and others in the community) about the content and implementation of its wellness policy as well as the results of the triennial assessment. The results of the triennial assessment will be made available in an accessible and easily understood manner. The Board will make its wellness policy and any updates to the policy available to the public on an annual basis.

D. Recordkeeping

The Board of Education will retain records to document compliance with the local school wellness policy requirements. The Board shall retain the Wellness Policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment and documentation to demonstrate compliance with public notification requirements. Information pertaining to the Child Nutrition Program is kept confidential. RSD 13 stores this information in a locked cabinet and online in PowerSchool and LunchTime databases. Specific permission is needed to access the information in accordance with state standards. The district avoids overt identification at all times.

Legal References:

Connecticut General Statutes:

§ 10-215d Regulations re nutrition standard for school breakfasts and lunches. § 10-215f Certification that food meets nutrition standards.

§ 10-221o Lunch periods. Recess.

§ 10-221p Boards to make available for purchase nutritious and low-fat foods. § 10-221q Sale of beverages.

Public Act 16-132, *An Act Establishing a Red Ribbon Pass Program* Federal Law:

42 U.S.C. § 1751

Richard B. Russell National School Lunch Act § 9(f)(1) and § 17(a), codified at 42 U.S.C. § 1758(f)(1), 42 U.S.C. § 1758b and 42 U.S.C. § 1766, as amended by Pub. L. 111-296, § 204, *Healthy, Hunger-Free Kids Act of 2010*.

20 U.S.C. § 7118, as amended by Pub. L. 114-95, *Every Student Succeeds Act*.

7 C.F.R. § 210.10 Meal requirements for lunches and requirements for afterschool snacks.

7 C.F.R. § 210.11 Competitive food service and standards.

7 C.F.R. § 210.31 Local school wellness policy.

7 C.F.R. § 220.8 Meal requirements for breakfasts.

Policy Adopted: August 23, 2006

Policy Revised: February 12, 2014

Policy Revised: April 4, 2018 Policy Revised: June 9, 2021

Child Abuse or Neglect - 5141.5

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.
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

Student Sexual Harassment - 5150

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.

Student Sexual Harassment - 5150

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-curricular 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.

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 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.

Grievance Form**Title VI, IX and Section 504**

Name: _____

Employee _____ Student _____

School: _____

Statement of Complaint:

Solution Suggested by Complainant:

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**United States Department of Education – Office for Civil Rights, Region 1**

The Office for Civil Rights of the U.S. Department of Education located in Boston and serving New England has moved to a new building. The new address is

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491