

JOHN LYMAN SCHOOL  
Regional School District 13  
P.O. Box 446  
106 Way Road  
Middlefield, Connecticut 06455

THOMAS D. FORD, Principal

Telephone (860) 349-7240  
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August 2020

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, lunch costs, and a variety of other pertinent information. You will notice that our school rules are aligned with the district's Core Ethical Values. In addition, I would ask that you take the time to review the addendum at the end of the handbook. It contains the Board of Education policies that we must share with you. It is important that students and their families become familiar with these policies 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 the John Lyman School Reopening Plan, the RSD13 Reopening Plan, and any 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 2020-2021 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	

Dr. Kathryn Veronesi	Superintendent of Schools
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Kim Neubig	Business Manager
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Jennifer Keane	Director of Student Services and Special Education
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Cori-Ann DiMaggio	Director of Curriculum, Instruction and Assessment
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The Board of Education meets on the 2nd and 4th Wednesday of each month at 7:30 P.M. Meeting locations rotate among schools. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. The agenda for each meeting is posted prior to the meeting at John Lyman School, and at both the Middlefield and Durham Town Halls. The agenda can also be obtained from any of the Board members or the Central Office.

#### **Connecticut General Statutes Section 4-114a**

It is the policy of the Connecticut State Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, mental disability, or physical disability in any of its educational programs, activities or employment policies.

Grievances regarding Title VI (Race, Color, National Origin) and Section 505 (Handicapped) should be addressed to 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 2020-2021

### Principal

Thomas Ford

### Secretary

Darlene Allen

### Kindergarten

Kristen Blake

Kerry Chernovetz

### Grade 1-2

Kristen Ciccone

Margo Novak

Carole Sibiskie

Sarina Spotlow

Valerie Swiantek

### Grade 3-4

Sarah Greco

Noreen Grenier

Phil Moriarty

Angela Polansky

Amy Sorensen

### Special Education and Pupil Services

Julie Abbott

Isabelle Baranski

Katie Bodak

Ann Bourland

Christine Davis

Amanda Dobler

Linda Frazer-Sierra

Erin Gonzales

Danielle Hay

Tara Heikkila

Melissa Marteka

Jennifer Nickle

Sarah Sportelli

Math Interventionist

Special Education

Special Education

Nurse

Reading Specialist

Speech Language Pathologist

Social Worker

Literacy Tutor

School Psychologist

Math Specialist

Reading Specialist

Reading Specialist

Special Education

### Discipline Based Teachers

Tracey Earnshaw

Jennifer Holland

Carrie Howes

Michael Meurs

Scott Mongillo

Bridgette Schlicker

Library Media Specialist

P.E./Health

Art

Music

Technology

Technology

### Support Staff

Robin Anderson

Kara Niland

Karen Balavender

Dara Einhorn

Jeff Emack

Derek Harris

Mary Johnson

Alicia Mancarella

Kate McLaughlin

Tracey Pollitt

Food Service

Food Service

Teacher Assistant

Teacher Assistant

Head Custodian

Custodian

Teacher Assistant

Teacher Assistant

10 Month Secretary

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

Please refer to the John Lyman School Reopening School Plans for specific information about arrival and dismissal for the upcoming year. This includes bus arrival and dismissal, parent drop-off, and parent pick-up information.

*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.

As part of reopening guidelines, in-person Assemblies will not be held until further notice.

### BUS INFORMATION

Please refer to the RSD13 and John Lyman School Reopening School Plans for specific information about bus transportation for the upcoming year.

#### ----- BUS RULES

1. Sit in your seat at all times.
2. Keep head, hands and feet to yourself and inside the bus.
3. Follow the Core Ethical Values and school rules.
4. Do not eat or drink on the bus.
5. Be respectful and kind; use only 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.

#### ----- 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, grade levels, 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.

**As part of our reopening guidelines, 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.**

## **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 student and parents.

#### **Students are expected to:**

- listen carefully to all directions about assignments and ask for clarification if necessary.
- complete assignments independently to the best of 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 work missed.

#### **Parents are expected to:**

- help their child to choose an appropriate place to study.
- help their child with time management.
- assist with homework only as is appropriate to the assignment and/or developmental level of their child.
- support their child's completion of homework.
- give feedback to the classroom teacher as 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 look different in a hybrid or remote learning model than what is described above. 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 JLPAs.

**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 inter-connectedness 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 main entrance. The office will note the arrival time and buzz the door open for the child to enter. Parents will not enter the building per our reopening plan.

**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.

Per our reopening guidelines, students will not be checking out school library books at the beginning of the year.

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 INFORMATION**

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

Prices for lunch are \$3.50 for one lunch or \$17.50 for 5 lunches. Milk is \$.60 each or \$3.00 for 5 milks. Breakfast is \$2.00. Ice cream is also available for \$1.00. Students may also purchase yogurt, water and juice.

The lunch menu appears on the school website at [www.rsd13ct.org/lyman](http://www.rsd13ct.org/lyman).

Occasionally students forget their lunch or lunch money. They are allowed to charge a lunch but are expected to bring in the money on the next school day. **Students owing for three (3) lunches will be given a notice to replace the borrowed money and will be served an alternate meal (cheese sandwich, fruit, milk) until all charged amounts are paid.**

### **---- FREE AND REDUCED LUNCH**

The application for free and reduced price school lunches is now online. Please visit the Region 13 website, [www.rsd13.org](http://www.rsd13.org), and then navigate to “Parent Information” on the top right of the homepage followed by “School Lunch Information” on the subsequent page for detailed instructions on how to apply. The application must be printed out, completed, signed by a parent/guardian, and submitted to any Region 13 school office or to the Superintendent’s Office prior to or at the start of the school year. Only one application per household needs to be submitted even if you have children attending more than one school in district. The “Sharing Information with Other Programs” form should also be printed, completed, and submitted with your application. Children receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA), or Medicaid benefits may be directly certified and automatically eligible for free or reduced price meals without applying for further benefits. If you received a NOTICE OF DIRECT CERTIFICATION for free or reduced price meals by the start of school, do not complete the application; your child/children will automatically receive the benefit. If you do not have access to a computer or have difficulty printing the application, please contact your child’s school and a copy of the form will be sent home to you.

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

### **MEDICAL/EMERGENCY INFORMATION**

For the 2020-2021 school year, please refer to the RSD13 and John Lyman School Reopening Plan along with current policy and procedures for the most up-to-date information on Health. If you have any questions, please contact our school nurse.

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**

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

**Per our reopening plan, food will be allowed for any in-school birthday celebrations or school parties.**

## **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.

**Specific grade level schedules for Physical Education and other Related Arts classes may vary in the hybrid schedule.**

## **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 (November, 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 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 youngsters who may be experiencing difficulties in one or more of the following areas: academic, social, emotional, behavioral, motor, or communication.

The team discusses the concern, creates a short-term action plan, assigns roles for team members, and determines a future date for a progress update. Action plans can be changed or refined as needed. This data becomes part of the 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. - 1:30 p.m.

Early Dismissal for Professional Learning: 8:50 a.m. - 12:05 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 the RSD13 and John Lyman School Reopening Plans.

## **TECHNOLGY – 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**

Per the John Lyman School Reopening Plan, parents and visitors will not be allowed into the building (with limited exceptions noted in the plan).

## **VOLUNTEERS**

Per the John Lyman School Reopening Plan, we will be unable 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 of Board of Education Policies with which you should be familiar. We have given you the complete policy to avoid any misunderstandings or misinformation about these serious issues.

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

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

### **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, 2019 and January 1, 2020), 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.

The COVID-19 policy or regulation shall control in cases where there is conflict between the existing policy or regulation and the COVID-19 temporary policy or regulation. Please see the Revised Student Policies and COVID-19 Temporary Policies for current information regarding policies and COVID – 19 policies and regulations

## POLICIES

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

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

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

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

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

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

- (1) Enables students to anonymously report acts of bullying to school employees and requires students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enables the parents or guardians of students to file written reports of suspected bullying;
- (3) requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one

school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

(4) requires the safe school climate specialist or other appropriate school employee to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

(5) requires the safe school climate specialist or other appropriate school employee to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

(6) includes a prevention and intervention strategy for school employees to deal with bullying;

(7) provides for the inclusion of language in student codes of conduct concerning bullying;

(8) requires notification to the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;

(9) requires an invitation to the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;

(10) establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and makes such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

(11) directs the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

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

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

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

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

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

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

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

#### **Complaint Resolution Procedure**

Connecticut State Department of Education

## **I. Filing of Complaint**

### **A. Violation of Law**

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

### **B. Review of an Appeal**

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

### **C. Content of Complaint**

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

## **II. Review of Complaint**

### **A. Analysis**

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

### **B. Dismissal of Complaint**

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

## **III. Notification of Complaint and Investigation**

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

## **IV. Response to Complaint**

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

### **A. Content of Response**

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

### **B. Interview**

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

## **V. Complaint Investigation**

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure:

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

### **A. Data Collection**

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

### **B. Independent On-Site Investigation**

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary. Any on-site visit shall be coordinated with the respondent.

### **C. Complaint Investigation Report**

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report upon written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

### **D. Corrective Action Plan**

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official. Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

## **VI. Review of Final Decision**

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

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

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

1. Consent before students are required to submit to a survey that concerns one or more of the following subjects ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, except to the extent notification of such activities is not required by law.
3. Inspect, upon request and before administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

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

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

or

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

## STUDENTS 5114

### Student Discipline

#### I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance that, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon that by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

## II. Scope of the Student Discipline Policy

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

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

**B. Conduct off School Grounds:**

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

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

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

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walkout from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic

beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, two-way radio, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
  - a) Causes physical or emotional harm to such student or damage to such student's property.

- b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property.
- c) Creates a hostile environment at school for such student.
- d) Infringes on the rights of such student at school.
- e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

- 33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- 34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- 35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means or recording by electronic means acts of violence for purposes of later publication.
- 36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means or recording by electronic means sexual acts for purposes of later publication.
- 37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- 38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- 39. Any action prohibited by any Federal or State law.
- 40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions

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

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

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

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

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

#### **V. Procedures Governing Removal from Class**

- A. A teacher or administrator may remove a student from class if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

#### **VI. Procedures Governing Suspension**

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

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

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception:

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

- B. Hearing Panel:

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

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the Superintendent or his/her designee will introduce the charges into the record.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.

7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross-examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross-examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration followed by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

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

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

F. Stipulated Agreements:

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

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

**IX. Alternative Educational Opportunities for Expelled Students**

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

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

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

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

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

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

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

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

**E. *Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

**X. Notice of Student Expulsion on Cumulative Record**

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

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

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the

existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

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

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

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

A. *Suspension of IDEA students:*

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

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

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

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

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension that constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

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

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

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

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

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

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

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

XIV. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

#### **XV. Early Readmission to School**

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

#### **XVI. Dissemination of Policy**

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

#### **XVII. Compliance with Reporting Requirements**

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

#### **Legal References:**

##### **Connecticut General Statutes:**

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act)  
§§ 10-233a through 10-233e Suspension and expulsion of students.  
§ 10-233f In-school suspension of students.  
§29-38 Weapons in vehicles  
§53a-3 Definitions  
§53a-206 (definition of "weapon")  
Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).  
State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).  
State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

##### **Federal law:**

Honig v. Doe, 484 U.S. 305 (1988)  
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
18 U.S.C. § 921 (definition of "firearm")  
18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")  
18 U.S.C. § 1365(h)(3) (identifying "serious bodily injury")  
21 U.S.C. § 812(c) (identifying "controlled substances")  
34 C.F.R. § 300.530 (defining "illegal drugs")  
Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

Policy Adopted: May 11, 2005

Policy Revised: June 11, 2008

Policy Revised: January 9, 2013



*Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education of Children with Disabilities*, Office for Civil Rights (March 27, 2009), available at <http://www.ed.gov/about/offices/list/ocr/504faq.html>

Policy Adopted: October 25, 1995

Policy Revised: October 12, 2011

## **INSTRUCTION**

### **Section 504**

#### **ADMINISTRATIVE REGULATIONS REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

##### **Regional School District 13 Board of Education Section 504 Complaint Procedures**

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

##### *I. Procedures for Complaints Alleging Discrimination on the Basis of Disability*

- A. It is the express policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints, any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability should submit a written complaint to the district's designated Section 504 Coordinator within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Complaints regarding a student's rights with respect to his/her identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below in Section II.
- B. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent, who shall investigate or appoint a designee to do so.
- C. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.
- D. The written complaint should contain the following information:
  1. The name of the complainant;
  2. The date of the complaint;
  3. The date(s) of the alleged discrimination;
  4. The names of any witness(es) or individuals relevant to the complaint; and
  5. A detailed statement describing the circumstances in which the alleged discrimination occurred.
- E. Upon receipt of the written complaint, the Section 504 Coordinator (or Superintendent, as outlined above), shall:
  1. Provide a copy of the written complaint to the Superintendent of Schools;

2. Meet with the complainant to discuss the nature of the complaint;
  3. Provide the complainant with a copy of the Board's Section 504 Policy and applicable administrative regulations;
  4. Investigate the factual basis for the complaint, including interviews with individuals with information relevant to the complaint;
  5. Attempt to resolve the complainant's concerns, whenever possible;
  6. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
  7. Communicate the findings of the investigation to the complainant, along with intended remedial actions, whenever appropriate, while keeping in mind confidentiality obligations; and
  8. Ensure that appropriate remedial and/or disciplinary action is taken whenever allegations are verified.
- F. If, following the investigation by the Section 504 Coordinator, the complainant is not satisfied with the results of the investigation or the proposed resolution, the complainant may request, in writing, that the Superintendent review the findings of the Section 504 Coordinator. Upon receipt of a written request from the complainant, the Superintendent shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted.

*II. Complaint Resolution Procedures for Complaints Involving a Student's Identification, Evaluation, and/or Educational Placement*

Complaints regarding a student's identification, evaluation, or educational placement shall generally be handled using the procedures described below, **However, at any time, the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).**

**A. Submission of Complaint to Section 504 Coordinator**

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student's identification, evaluation or educational placement under Section 504 should be forwarded to the District's Section 504 Coordinator within thirty (30) days of the alleged date that the dispute regarding the student's identification, evaluation or education placement arose. Timely reporting of complaints facilitates the resolution of potential educational disputes as it assists the district in gathering current, accurate information and enables the district to take corrective actions when necessary to ensure that a student is provided with an appropriate educational program.
2. The written complaint concerning a student's identification, evaluation or educational placement should contain the following information:
  - a. Full name of the student, age, and grade level;
  - b. Name of parent(s);
  - c. Address and relevant contact information for parent/complainant;
  - d. Date of complaint;
  - e. Specific areas of disagreement relating to the student's identification, evaluation or placement; and
  - f. Remedy requested.
3. Upon receipt of the written complaint, the Section 504 Coordinator shall:
  - a. Forward a copy of the complaint to the Superintendent of Schools;
  - b. Meet with the complainant within ten (10) business days to discuss the nature of his/her concerns and determine if an appropriate resolution can be reached;
  - c. If, following such a meeting, further investigation is deemed necessary, the Section 504 Coordinator shall promptly investigate the factual basis for the complaint, consulting with any individuals reasonably believed to have relevant information, including the student and/or complainant; and

- d. Communicate the results of his/her investigation to the complainant within fifteen (15) business days from the date upon which the complaint was received by the Section 504 Coordinator.

**B. Review by Superintendent of Schools**

1. If the complainant is not satisfied with the findings and/or resolution offered as a result of the Section 504 Coordinator's review, he or she may present the written complaint to the Superintendent for his/her review.
2. The Superintendent shall review the complaint and any relevant documents maintained by the Section 504 Coordinator and shall consult with the Section 504 Coordinator regarding attempts to resolve the complaint. The Superintendent shall also consult with the complainant. The Superintendent may attempt to resolve the complainant's concerns alone, or with another appropriate administrator.
3. Following the Superintendent's review, he or she shall communicate his/her findings to the complainant within ten (10) business days following his/her receipt of the written request for review by the Superintendent.
4. If the complainant is not satisfied with the Superintendent's decision or proposed resolution, he/she may request that the Superintendent submit the matter to a mediator or to an impartial hearing officer. This request for a hearing/mediation should be made within fifteen (15) days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties.

**C. Mediation Procedures:**

1. The mediator must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
2. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.
3. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
4. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

**D. Impartial Hearing Procedures:**

1. The impartial hearing officer must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
2. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to have legal counsel or other representation at the complainant's own expense, if desired.
3. The impartial hearing officer shall hear all aspects of the complainant's appeal and shall reach a decision within forty-five (45) calendar days of receipt of the request for hearing. The decision shall be presented in writing to the complainant and to the Section 504 Coordinator.
4. A Section 504 impartial hearing officer does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual's disability unless such a claim is **directly related** to a claim regarding the identification, evaluation, or educational placement of a student under Section 504.

- E. The time limits noted throughout Section II may be extended if more time is needed to permit thorough review and opportunity for resolution.

**III. The Section 504 Coordinator for Regional District 13:**

Amy Emory, Pupil Personnel Director

Regional School District 13  
135A Pickett Lane  
P.O. Box 190  
Durham, CT 06422  
860-349-7208

*IV. Complaints to State and Federal Agencies*

At any stage in these complaint procedures, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111). Any such complaints must be filed within one hundred and eighty (180) days of the date of the alleged violation of Section 504.

Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (TELEPHONE NUMBER 860-566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02114 (TELEPHONE NUMBER 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within one hundred and eighty (180) days of the date when the alleged discrimination. Remedies for discrimination include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Regulation Adopted: October 12, 2011

**STUDENTS - 5150**

**Student Sexual Harassment**

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

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

Policy Adopted: March 24, 1999

Policy Reviewed: February 8, 2011

## **STUDENTS**

### **Student Sexual Harassment - Regulation**

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

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

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

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

### **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.

Regulation Approved: March 24, 1999

Regulation Reviewed: February 8, 2011  
Grievance Form

Title VI, IX and Section 504

Name: \_\_\_\_\_

Employee \_\_\_\_\_ Student \_\_\_\_\_

School: \_\_\_\_\_

Statement of Complaint:

Solution Suggested by Complainant:

\_\_\_\_\_  
Signature Student/Employee

\_\_\_\_\_  
Date Submitted

**Level One Procedure**

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

The coordinator's responsibilities:

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

**Level Two Procedure**

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **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

## **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 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

## I. Filing of Complaint

### A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

### B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

### C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

## II. Review of Complaint

### A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

### B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. **Corrective Action Plan**

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. **Review of Final Decision**

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

**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

(last modified 2/15/15)

## **Nondiscrimination Statement**

**Regional School District 13 does not discriminate on the basis of disability, race, color, religion, age, sex, marital status, sexual orientation, gender, gender identity and expression, national origin, or ancestry with respect to employment practices or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and grievances regarding these non-discrimination policies and practices: Amy Emory, Pupil Personnel Director, 135A Pickett Lane, Durham, CT 06422. Phone: 860-349-7208.**

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

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - Inspect, upon request and before administration or use –*
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents who believe their rights have been violated may file a complaint with:*

Amy Emory, Pupil Personnel Director  
Regional School District 13  
135A Pickett Lane  
P.O. Box 190  
Durham, CT 06422

or

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

**REGIONAL SCHOOL DISTRICT 13**  
**FOODSERVICE PROGRAM**  
**135 PICKETT LANE, DURHAM, CT 06422**  
**Phone: 860-349-7200**  
*mbasil@rsd13.org*

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Mark Basil

Foodservice Director

**MEAL CHARGING PROCEDURES**  
**for RSD 13 (DURHAM / MIDDLEFIELD)**  
**PUBLIC SCHOOLS**

**Sponsor Name:**        **Regional School District 13**  
**Number:**                **10048**

Although not required by law, but due to its participation in the Child Nutrition Program, the Board approves the establishment of a system to permit students to charge a meal in certain situations.

First, the Board recognizes that funds from the non-profit School Food Service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children, and these funds may not be used to subsidize meals for teachers, staff or visitors. Therefore, adults are not permitted to charge meals.

Charging is not encouraged by the Board, but on those occasions that a student does not have lunch money, she/he will be permitted to charge a standard Type-A meal or be offered an alternate meal.

An alternate meal is any meal that differs from the day's advertised, reimbursable Type-A meal. An example of an alternate meal include, but are not limited to, the following:

- a cheese sandwich, a piece of fresh fruit, bagged baby carrots and low fat milk.

The cost for providing such alternate meals cannot be incurred by the School Food Service, and the charge for such alternate meals will be the same amount as the standard Type-A or reimbursable meal.

1. Students may not charge more than three (3) Type-A reimbursable meals.
2. The School Food Service will inform students verbally when they have a low account balance, or when they have begun charging. Ala carte menu items cannot be charged.
3. Parents of elementary school students who charge will be notified by a letter given to the student by her/his classroom teacher or by telephone that their child has received charged meals. Middle and High School students' parents will receive a notification letter through the districts POS system (Lunchtime) through email stating the status of their child's lunch account.
4. After the third charged meal, the School Food Service will provide an alternate meal.
5. Alternate meals will be provided until all charged amounts, including full pricing for alternate meals, are paid.
6. The Board reserves the option to discontinue alternate meals should payment not be forthcoming after two (2) week's time.
7. In the event of hardship situations, parents/guardians may contact the Board's business office to discuss application for free or reduced price meals.