

**NEW MILFORD PUBLIC SCHOOLS
STUDENT/PARENT HANDBOOK 2016-2017**

APPENDIX A



Please Note:

The New Milford Board of Education policies that are replicated or referenced herein are policies that are currently in effect. On occasion, the Board adopts new policies, deletes existing policies, or otherwise revises its policies to conform with changes in applicable federal and state law or in response to other factors. Consequently, it is possible that during the course of the school year, the Board policies contained herein may be supplemented, rescinded, or otherwise revised. Should any such amendments to these policies occur, the school will notify you of such changes. Students and their parents or guardians will be presumed to be familiar with any such changes in these Board policies. These policies can be accessed at the New Milford Public Schools website at www.newmilfordps.org.

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It is the policy of the New Milford Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the school district without discrimination on account of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression, marital status, parenthood, pregnancy, alienage or any other basis prohibited by local, state and federal law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The New Milford Board of Education complies with all laws pertaining to student disabilities, including but not limited to Section 504 and the Rehabilitation Act of 1973, as amended from time to time, and the Individuals with Disabilities Educational Act, as amended from time to time (IDEA), and applicable state laws and federal and state regulations. Additionally, the Board of Education provides equal access to the Boy Scouts of America and other designated youth groups.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, Guidance Counselor or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools. The Title IX Coordinator may be reached at the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860-354-3235.

5111 Admission/Placement/Age of Entrance*Last revision October 2012***Age of Entrance**

No child shall be admitted to the first grade of the public schools of New Milford any school year unless the child will have attained his sixth birthday by December 31st of any school year.

No child shall be admitted to kindergarten in the public schools of New Milford in any school year unless the child will have attained his fifth birthday by December 31st of any school year.

Admission

District schools shall be open to all children five years of age and over who reach age five by December 31st of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, age, marital status, national origin, disability or sexual orientation. Exceptions from routine admission may be granted on an individual basis if, in the judgment of the Administrative Team, early entrance will significantly benefit the child without placing him/her at high risk for serious immediate or long-term issues. Parents and those who have the care of children age five to eighteen years of age inclusive who are residents of the Town of New Milford or otherwise entitled to attend the New Milford Public Schools are obligated by Connecticut law to require their children to attend public day school in the district in which such child resides, unless the parent or person having control of such child is able to demonstrate that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

The parent or person having legal guardianship of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having legal guardianship of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

The parent or person having legal guardianship shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person having legal guardianship with information on the educational opportunities available in the school system.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall, upon the recommendation of the Board, be paid by the Town. Proof of residence may also be requested by the building Principal or his/her designee.

The parent or person having control of a child seventeen years of age may consent to their child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The withdrawal form shall include an attestation from a guidance counselor or school-based administrator that the school district has provided such parent or person with information on the educational opportunities available in the school system and in the community.

Readmission after voluntary withdrawal

If a student voluntarily withdraws from enrollment in school and subsequently seeks readmission within ten (10) school days, the student must be provided school accommodations within three (3) school days after the student seeks readmission. If a student subsequently seeks readmission more than ten (10) school days after terminating, the Board of Education may deny school accommodations for up to ninety (90) school days from the date of the withdrawal.

Provisions for Special Education

Special education will be provided for children who have attained the age of three and who have been identified as being in need of special education. If a special education student is being considered for an exception, the Planning and Placement Team will make such recommendation and shall inform the administrator in charge of special education.

Alternative School Placement

A student enrolling in school who is nineteen years of age or older and cannot acquire a sufficient number of credits for graduation by age twenty-one may be placed in an alternative school program or other suitable educational program.

5112.3 School Attendance

Last revision October 2012

Pursuant to state law, parents and those who have the control of children five years of age and over and under eighteen years of age, shall require their children to attend public school in which such child resides during the hours and terms the public school is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The Administration will identify potential dropout students and provide reasonable and appropriate resources in order to assist such students.

Option to withdraw from enrollment at age 17

Any student who seeks to drop out of school shall be referred immediately to a guidance counselor or school administrator. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. The withdrawal form shall include an attestation from a guidance counselor or school-based administrator that the school district has provided such parent or person with information on the educational opportunities available in the school system and in the community. Parental consent shall not be required if the student is at or above the age of majority.

Readmission after voluntary withdrawal

If a student voluntarily withdraws from enrollment in school and subsequently seeks readmission within ten (10) school days, the student must be provided school accommodations within three (3) school days after the student seeks readmission. If a student subsequently seeks readmission more than ten (10) school days after terminating, the Board of Education may deny school accommodations for up to ninety (90) school days from the date of the withdrawal.

5113 Truancy

Last revision October 2015

Attendance

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The attendance policy is intended to promote student success.

The New Milford Board of Education requires parents to ensure that their children attend school regularly during the hours and terms the public schools are in session.

Regular attendance at school is not only required by state law, but is an integral component in student success and a matter of self-discipline which will prove important later in life. Class time is an invaluable opportunity for students and teachers to interact with each other and exchange ideas. It is also the forum for a wide range of learning opportunities which cannot be duplicated outside of the classroom. Therefore, in order to avail themselves of the maximum opportunity for learning, students need to be present in each and every class.

The success of a student is determined by the cooperative effort of the student, parents, school, and the community. Failure of these groups to live up to their responsibilities can result in failure for the student. For this reason, responsibilities must be clearly defined and followed.

The procedures and regulations shall be in accordance with Board policy and Connecticut State law. The Superintendent shall insure that administrative procedures and disciplinary actions for student attendance will be contained in each student/parent handbook.

Procedures and regulations shall be maintained and implemented for the schools to provide age-appropriate measures which promote regular and punctual attendance. Schools that share the same grade levels shall have the same procedures and regulations. The procedures and regulations shall clearly define the responsibilities of parents and students regarding attendance in class and school, tardiness, early dismissal, completion of missed work, and other areas which affect the classroom learning experience.

The Principal will give annual written notice to parents/guardian of their obligations according to Connecticut General Statute 10-184. At the beginning of each academic year -- or, in the case of students who enroll during the school year, at the time of enrollment -- the school district will require from the parents/guardians a telephone number where they can be contacted during the school day (i.e. from first bell to dismissal).

The official school day, during which all students are the responsibility of the high school, begins when the student either boards a school bus to come to school or otherwise when the student arrives on campus for the day. Students may neither get off the bus prior to arrival at school nor may they leave campus once they have arrived, without prior approval of the Principal or the Principal's designee.

Standards

A. Student Responsibilities:

1. To attend all classes except for reasons stated under "Excused Absence" and to be punctual.
2. To report directly to the Attendance Office or School Office when tardy to school, in accordance with school procedures.
3. To notify teachers of anticipated absence and to make arrangements to make up work promptly upon return from an excused absence. In the case of an extended absence, to seek faculty assistance if needed and to make up work in a reasonable time frame.
4. To communicate with parents, teachers, and/or school administrators any problems related to lack of attendance and/or tardiness to school or any class.
5. To report one's own absences from school or class in accordance with school procedures if one is legally emancipated.

B. Parent Responsibilities:

1. To communicate and work cooperatively with the school for the benefit of the student.
2. To emphasize the importance of regular attendance and punctuality. To authorize only those absences that are included under "Excused Absence." Also, to make every effort to schedule appointments and vacations outside of school hours.
3. To contact the school regarding an absence or tardy the morning of that absence or tardy.
4. To assist students with arrangements to seek faculty assistance and make up missed work resulting from an absence.

C. School Responsibilities:

1. To take all actions necessary to ensure the success of the student, including parent conferences, counseling, and interaction with the community in making use of community services.
2. To keep accurate attendance records.
3. To notify parents promptly (when parents have not called the school) of all absences whether, for one class or the entire school day.
4. To arrange opportunities for the students to make up missed tests, quizzes and assignments resulting from absences, upon their return to school. In the case of extended absence, to prepare with the student a plan for faculty assistance and an opportunity to make up work in a reasonable time frame.

D. Community Responsibilities:

1. To realize that the success of students contributes to the success of the community.
2. To encourage regular school attendance as a prerequisite for student employment.
3. To encourage area businesses to refrain from allowing students to congregate during school hours.
4. To encourage medical and dental offices to arrange student appointments outside of school hours.
5. To do all that is possible under current state law to ensure that all students attend school regularly.

Definitions

1. **Truant** - Shall mean a student age 5 – 18 inclusive who has four unexcused absences in any one month or ten unexcused absences in one school year.
2. **Tardy** - A student shall be considered tardy if he/she arrives at class after classes have begun.
3. **Absence** - any non-attendance of an enrolled student. A student is considered to be in attendance if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular school day.
4. **Disciplinary Absence** - an absence that is the result of school or district disciplinary action such as an out-of-school suspension or expulsion. Disciplinary absences are neither excused nor unexcused.
5. **Documentation of absence** – a written explanation of the nature of and the reason for the absence as well as the length of the absence. This includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed

medical professional, as appropriate. Separate documentation must be submitted for each incidence of absenteeism. Non-English speaking parents/guardians may submit documentation in their native language.

6. **Excused Absence** - A student's non-attendance from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes (when the school medical advisor provides notice to a parent or guardian that a student has symptoms of a communicable disease) and meets the following criteria:
 - A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
 - B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. student illness (all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. student's observance of a religious holiday;
 3. death in the student's family or other emergency beyond the control of the student's family;
 4. mandated court appearances (additional documentation required);
 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
 - C. Up to ten absences will be considered excused for students to visit with parents or legal guardians who are active members of the armed forces and have been called to duty for, are on leave from or have immediately returned from deployment to a combat zone or combat support posting. The Board of Education may grant additional excused absences for such purposes.
7. **Unexcused absence** – Any absence that does not meet the criteria for an excused absence (including proper documentation) or a disciplinary absence.
8. **Dismissal** - No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee. No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal. No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.
9. **Chronically Absent Child** - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten per cent of the total number of days that such student has been enrolled at such school during such school year.

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until age six or seven. The parent or person having control of a child of age five or six shall exercise such option by personally appearing at the school district office and signing an option form. At such time, school personnel shall provide the parent or person with information on the educational opportunities available in the school system. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Parents and guardians shall be notified when a student has reached nine (9) absences and reminded of the stricter rules that apply to further absences for the remainder of the school year.

The Superintendent of Schools or designee shall periodically audit a small percentage of the documentation provided for student absences in order to ensure general compliance with this policy.

Excessive Absences/Truancy

It is the policy of the Board of Education to monitor school attendance so as to identify students who are truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises. The following truancy procedures are hereby adopted:

For purpose of these procedures, "Parent" means the parent, guardian or other person having control of a child.

1. Whenever a student in grade K-8 is absent from school on a regularly scheduled school day and no indication has been received by school personnel that the parent or other person having control of the child is aware of the student's absence, school personnel or volunteers under the direction of the building principal shall make a reasonable effort to notify the parent of the student's absence. Notification shall be by telephone and by mail. The mailed notice shall include a warning that two unexcused absences from school in a month or five unexcused absences in a year may result in a complaint filed with the Superior Court that the child's family is a family with service needs.
2. When a student is identified as a truant, the Superintendent or his/her designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or the tenth (10th) unexcused absences in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. In reviewing and evaluating the reasons for the student's truancy, the participants of the meeting should consider the appropriateness of referring the student to the school's [Student Assistance Team] or planning and placement team. At the meeting, school personnel shall be designated to coordinate services with and referrals of children to community agencies providing child and family services if appropriate.
3. If the parent of a child who is a truant fails to attend the meeting held pursuant to paragraph 2 above, or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file not later than fifteen (15) calendar days after such failure to attend or failure to cooperate, a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

Chronic Absenteeism

The Board will report data to the state regarding the number of students who are truant and chronically absent as required by law. In the event that a school experiences high rates of chronic absenteeism, the Superintendent will form an attendance review team to address the problem. Such attendance review teams may utilize resources developed by the State Department of Education for chronic absenteeism prevention and intervention.

5113.1 Work Permits

Last revision October 2015

Employment of Students

The Board of Education supports the employment of students as an educational experience in the world of work. Such experience includes (1) general employment of students inside or outside of school in which students obtain their own employment or are aided by placement services of the Guidance Department and the Department of Vocational Education; and (2) specific employment of students in state-approved training stations as part of funded work-study or vocational-study related programs as an extension of the cooperative work educational classroom activities.

School Employment

Whenever feasible, the school system shall provide a program of part-time employment opportunities for high school students ages 15 and older to work within the schools under the supervision of qualified staff personnel. Such part-time employment shall be open to all students in keeping with their individual abilities and with the particular needs of the school(s) for student help. Employed students shall be paid for services rendered at least the minimum hourly wage rate. Student eligibility for employment shall be based upon full-time school attendance, good academic standing, and reliable work performance in assigned duties. In cases where it may be deemed essential, students may be scheduled for early school release to report to their designated training stations.

Student After-School Employment

If a student wants to work while attending school, guidance personnel shall make efforts to help them obtain employment. However, the student shall be cautioned against assuming work commitments that will interfere with studies and achievements in school.

Work-Study Student Employment

In cooperation with various local and area business and industries, the school system shall establish and maintain work-study programs for juniors and seniors in the high school. Such cooperative work-study programs are defined as programs of vocational education approved by the State Board of Education and the Commissioner of Labor for students, who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, provided these experiences are planned and supervised by the school and employers so that each contributes significantly to the student's education and to his/her employability.

Insofar as feasible, each of those work experience programs shall be tailored to meet the vocational needs of the individual students by his/her guidance counselor and teacher/coordinator, the first in guiding him/her in the choice of appropriate academic subjects as early as possible in his/her school career and the latter in the proper placement in the most relevant employment training station in his/her senior year.

Students enrolled in work-study programs such as diversified occupations, business and office occupations, marketing education, allied health, occupational food services, automobile mechanics, appliance repair, graphic arts, trade and industry occupations, etc., may earn a total of two Carnegie units per year (one for classroom, one for on-the-job training) toward graduation per year for their successful work experience and may be scheduled for early release time from school to report to their work experience assignments.

All work-study programs shall be conducted by the school system in accordance with state/federal education and labor department guidelines and regulations.

Working Papers for Minors

Statement of Age Forms are used as a verification of a minor's legal age for employment purposes. This employment certification is also commonly referred to as "working papers." Working papers are required for minors 16 and 17 years of age who desire nonhazardous jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment; minors 15 years of age who desire nonhazardous jobs in any mercantile establishment; and minors over 14 years of age who wish to work as a caddie or in a pro shop at any municipal or private golf course.

Minors age 14 to 18 receive employment certificates from the Superintendent of Schools or his/her designated agent. The high school issues working papers only to resident students in the town.

If a Connecticut resident secures employment in another state, that state issues the papers. A minor who is an out-of-state resident may apply to the Superintendent or designee for working papers if the prospective employment is located in New Milford.

Evidence of Age

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificate, Driver's License, Baptismal Certificates, Service ID's and (as a last resort) Information on School District Cumulative Records.

Written Promise of Employment

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alternations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

Working Papers

Working papers are made out in triplicate -- one copy for the minor, one copy for the employer, and the original for school files. It should be signed, not typed, in the appropriate place by issuing officer. Records may be destroyed when the minor reaches 18 years of age.

5113.14 Senior Privileges

Last revision June 2007

As part of a developing plan to encourage independent study and self-responsibility, the Board of Education approves as policy the practice of permitting high school seniors released time from school.

To be eligible for senior privileges, students must meet the following requirements:

1. Seniors must take at least 5 units of credit.
2. Seniors must have written parental consent regardless of their age.
3. Seniors who have 17.50 credits completed at the end of their junior year are eligible to apply.
4. Students must maintain a C average with no failing grades.
5. Seniors who are suspended (internally or externally) will be immediately removed from the senior privilege program.
6. Seniors who have this privilege, but remain in school, must follow their regular schedule.
7. Seniors will not disrupt any school activity or class upon leaving school grounds nor take any underclassmen or senior without privileges with them.
8. The high school administration reserves the right to remove any senior(s) from this program at any time if this privilege is being abused.
9. Senior privileges may only be used for study halls that begin or end the school day. They cannot be used for lunch only.
10. Seniors returning for after-school activities must park in the student parking lot.
11. Senior privileges may not begin until the senior is issued a senior privilege card.

This program would be part of the high school scheduling program and would be limited to only those seniors who qualify. Seniors may only apply for senior privilege if they meet the necessary requirements.

Seniors will need a high school administrator's signature of approval for any schedule changes. This policy will be reviewed annually by the high school administrators, department chairpersons and representatives of the senior and junior classes.

Neither the Board nor its personnel is responsible for seniors who exercise their senior privilege and leave school grounds, nor is the Board responsible for ensuring that only students with the appropriate senior privileges leave school grounds. Similarly, neither the Board nor its personnel is responsible for any actions or failure to act by students who leave school grounds, regardless of whether or not they are entitled to do so.

5114 Removal/Suspension/Expulsion

Last revision October 2015

SECTION I DEFINITIONS

- A. **"Bullying"** is defined as (A) the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student in the school district; or (B) a physical act or gesture by one or more students repeatedly directed at another student in the school district that (1) causes physical or emotional harm to such student or damage to the student's property; (2) places such student in reasonable fear of harm to himself/herself or of damage to his/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 educational process or the orderly operation of the school. Bullying shall include but not be limited to a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socio-economic 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.
- B. **"Cyberbullying"** is 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.
- C. **"Dangerous instrument"** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- D. **"Days"** is defined as days when school is in session.
- E. **"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.
- F. **"Emergency"** is defined as a situation under which the continued presence of the student in the school imposes 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.
- G. **"Exclusion"** is defined as any denial of public school privileges to a student for disciplinary purposes.
- H. **"Expulsion"** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- I. **"Firearm"** means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.
- J. **"In-school suspension"** is defined as an exclusion from regular classroom activity for not more than ten (10) consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the Board. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- K. **"Martial arts weapon"** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- L. **"Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.
- M. **"Removal"** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- N. **"School sponsored activity"** is defined as any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- O. **"Suspension"** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- P. **"Vehicle"** means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

SECTION II REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

SECTION III STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C below will be cause for suspension and/or expulsion when such conduct:
 - 1. Violates a publicized policy or code of student conduct in effect in the schools; or
 - 2. Seriously disrupts the educational process; or
 - 3. Endangers persons or property
- B. Conduct off school grounds as described in paragraph C below will be cause for suspension and/or expulsion when such conduct:
 - 1. Violates a publicized policy of the Board and
 - 2. Seriously disrupts the educational process
- C. The following conduct is prohibited and will be considered cause for suspension and/or expulsion:
 - 1. Threatening, harassing or intimidating another member of the school community in any manner, including orally, in writing, via electronic communication, or by gestures or other physical behavior such as stalking. Members of the school community include any school employee, fellow student, consultant, volunteer, or visitor to a school.
 - 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 - 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - 4. Willfully causing, or attempting to cause, damage to school property;
 - 5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, performance enhancing drug, amphetamine, barbiturate, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind including inhalants, prescription drugs for which the possessor, user or transmitter has no legal prescription, or drug paraphernalia;
 - 6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
 - 7. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - 8. Possession or transmission of any weapon, including but not limited to any firearm, deadly weapon, dangerous instrument, martial arts weapon, knife, box cutter, razor, blade, chemical sprays, electroshock weapons or facsimile of any weapon or instrument.
 - 9. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
 - 10. Possessing, smoking or consuming tobacco products or using vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor on school grounds;
 - 11. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - 12. Intentional and successful incitement of truancy by other students;
 - 13. Bullying or cyberbullying, including such conduct that may occur outside of the school setting if such bullying (1) creates a hostile environment at school for the victim; (2) infringes on the rights of the victim at school; or (3) substantially disrupts the education process or the orderly operation of a school.
 - 14. Any violation of the Board's policies prohibiting sexual, racial and other unlawful harassment including any act of harassment based on an individuals' race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression or religion;
 - 15. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
 - 16. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
 - 17. Making false bomb threats or other threats to the safety of students, staff members and/or other persons;
 - 18. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property system or the use of such property or system for unauthorized or non-school related purposes;
 - 19. Create, use, access, upload, download, possess, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications including but not limited to electronic data and communications;
 - 20. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment and;
 - 21. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored

activity; 2) off school grounds, did possess a firearm in violation of Connecticut General Statutes §29-35, or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes §§21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis. In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C.1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

- E. Students in kindergarten, first and second grade may not be expelled except for mandatory reasons as described in the previous paragraph and in section V below.

SECTION IV SUSPENSION PROCEDURE

- A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to ten (10) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The school administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.

Suspensions shall be in-school suspensions, except an out-of-school suspension may be imposed if:

GRADES K to 2: the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

GRADES 3-12: the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (B) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

- B. In the case of suspension, the school administration shall notify the Superintendent within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. 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 a hearing as provided in section V(B) of this policy is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V(B) of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.
- G. The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any other conditions specified by the administration. Any such program shall be at no expense to the student or his/her parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier.

SECTION V EXPULSION PROCEDURES

The Board of Education may expel any student in grades three to twelve, inclusive, for one or more of the reasons stated in section III if, in the Superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the Superintendent has reason to believe a student in grades kindergarten to twelve, inclusive has engaged in the conduct described in section III (D). The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority

of the Board members sitting in the expulsion hearing vote to expel, except that when only three Board members are presiding at the hearing, a unanimous vote shall be required for expulsion.

- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Board chairperson, as appropriate, but shall include the right to:
1. Notice of the proposed hearing which shall include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished;
 - e. a statement, where appropriate, that the Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VII on Alternative Educational Opportunity);
 - f. information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services.
 2. The opportunity to be heard;
 3. The opportunity to present witnesses and introduce documentary evidence;
 4. The opportunity to cross-examine adverse witnesses and challenge the introduction of documentary evidence;
 5. The opportunity to be represented by counsel; and
 6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the Board of Education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case or, if these are not transcribed, any recording or stenographic record of the proceedings.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education, but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The Board of Education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made. A transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension, or expulsion.
- F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- G. Except as provided for in Section VII, any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law.
- H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall not be expunged at any time if the expulsion was based upon possession of a firearm or deadly weapon and the student was in grade nine through twelve. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. The expulsion notice may be expunged from the student's record prior to graduation if the student has demonstrated to the Board that his/her conduct and behavior in the years following the expulsion warrants expungement.

- I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the student's cumulative educational record and the Board shall complete the expulsion hearing and render a decision.
- J. Except in cases where an expulsion is based upon the possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period of a student who is expelled for the first time and who has never been suspended if the student successfully completes a program and any other conditions specified by the Board. Any such program shall be at no expense to the student or his/her parents/guardians. For a student whose expulsion period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the Board chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier. Nothing herein shall be deemed to restrict the ability of the Board to shorten or waive the expulsion period, based upon completion of any program or meeting of conditions, for students who have been previously suspended or expelled, as may be permitted by law and as provided in Subsection L, below.
- K. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the Board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board. 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 and this policy.
- L. In addition to such rights specified in Section J, above, an expelled pupil may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education; however, the Board may delegate authority for readmission decisions to the Superintendent. If the Board delegates such authority, readmission shall be at the discretion of the Superintendent. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.
- M. A student requiring special education and related services as described in Connecticut General Statutes §10-76a(5)(A) shall not be referred to an expulsion hearing until a planning and placement team is convened to determine whether the misconduct was caused by the student's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be referred to an expulsion hearing and shall not be expelled.
The planning and placement team shall reevaluate the child for the purpose of modifying the child's individualized education program to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the student's disability, the student may be expelled in accordance with the provisions of this section applicable to children who do not require special education and related services. Notwithstanding the provisions of this section VII, below, whenever a student requiring such special education and related services is expelled, an alternative educational opportunity, consistent with such child's educational needs shall be provided during the period of expulsion.
- N. 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 using the procedures of this policy. The period of expulsion shall run concurrent with the period of commitment. If a student who committed an expellable offense seeks to return to the school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and the student has not been expelled for such offense, the district shall allow such student to return and may not expel the student for additional time for such offense.
- O. A student who has been identified as eligible for school accommodations pursuant to Section 504 of the Rehabilitation Act, shall not be referred to an expulsion hearing until the student's Section 504 Team is convened to determine whether the misconduct was caused by the student's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be referred to an expulsion hearing and shall not be expelled. Where appropriate, the Section 504 Team shall modify and otherwise review the student's accommodations plan to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the student's disability, the student may be expelled in accordance with the provisions of this section applicable to non-disabled students.

SECTION VI NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

SECTION VII ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the Board of Education to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.

If the Board expels a student for the sale or distribution of such a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes §10-76a.

SECTION VIII GUN FREE SCHOOLS ACT

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §7151, et seq.

- A. As used in this section, "preschool program provider" means a local or regional board of education, state or local charter school or interdistrict magnet school that offers a preschool program. No preschool program provider shall expel any child enrolled in such provider's preschool program, except an expulsion hearing shall be conducted, in accordance with the provisions of subsection B, below, whenever there is reason to believe that any child enrolled in such preschool program was in possession of a firearm, on or off school grounds or at a preschool program-sponsored event. Such child shall be expelled for one calendar year if, at the expulsion hearing it is determined, that the child did so possess such a firearm. A preschool program provider may modify the period of expulsion for a child on a case-by-case basis.
- B. An expulsion hearing required under this subsection shall be conducted by (1) the program provider, as set forth above, or (2) the board of education, in accordance with section V above, if (a) the preschool program provider is the board of education, or (b) the preschool program provider is a regional educational service center or a state or local charter school pursuant to an agreement between such preschool program provider and the board of education, Unless an emergency exists, as set forth in section I, above, no child shall be expelled under this subsection without a formal hearing held pursuant to section V. If an emergency exists, such hearing shall be held as soon after the expulsion as possible.
- C. No preschool program provider may authorize a suspension of a child enrolled in such provider's preschool program, unless the suspension is an in-school suspension. Except that an out-of-school suspension may be imposed if the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

5114.12 Student Due Process

Last revision December 2012

Student Handbooks

In order to inform students, parents and staff members of pertinent board policies, regulations, and school rules and procedures, the administration shall publish and annually revise student handbooks containing information about the school unit as a whole and the individual schools. The contents of student handbooks must conform with school board policies, administrative regulations, and state and federal laws and regulations. The administration shall conduct an annual review of the student handbooks to ensure compliance with current board policies and law. Revisions to student handbooks should be reviewed by legal counsel as needed. The Board shall be provided with all revised student handbooks.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll.

5117 School Attendance Areas

Last revision June 2007

Attendance Outside of Assigned Area

Parents requesting that their children may attend a school other than the one in the area in which they are living must file a statement to this effect on a form provided by the school or central office.

In general, permission or refusal will be based on whether or not:

1. There is room within the grade and/or school which the parent has requested.
2. Parents will be responsible for transportation.
3. The request is justified by good and sufficient (educational or medical) reason. Supportive data such as recommendations from professional sources must be provided by the parent(s) or guardian(s).

Such permission, if granted, shall be in keeping with the guidelines established under the accompanying guidelines to this policy. (cf. 5117 - School Attendance Areas)

Once a student enters grade nine and thereafter if he/she is granted an out of area transfer request that results in a change of school, the same athletics restrictions shall apply as in the change in high school district residency policy (cf. 6145.2 - Interscholastic Athletics)

The Planning and Placement Team, of which the parent of a special education student is a part, is responsible for determining on at least an annual basis what constitutes an appropriate placement in the least restrictive environment for the student. Therefore, parents of students who are receiving special education services must raise any requests with respect to school placement with the Planning and Placement Team.

5118 Nonresident Students

Last revision June 2007

Definition

A nonresident student is a student who:

1. Resides outside of the school district; or
2. Resides within the school district on a temporary basis; or
3. Resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. Resides within the school district for the sole purpose of obtaining school accommodations; or
5. Is a child placed by the State of Connecticut Department of Children and Families or by other agencies in a private residential facility. Under this circumstance, however, children may attend local schools with tuition paid by the home district unless a special education student's Planning and Placement Team determines that attendance in local schools and programs does not constitute an appropriate public education in the least restrictive environment. Children not requiring special education who live in town as a result of placement by a public agency, other than another school board and except as provided otherwise in this paragraph, are resident students. Students requiring special education who are placed by a public agency other than another school board may attend local schools, with special education cost reimbursements in accordance with statutes, unless the student's Planning and Placement Team determines that attendance in local schools and programs does not constitute an appropriate public education in the least restrictive environment.

Nonresident Attendance Without Tuition

Upon written parental request, nonresident students may be allowed by the Board of Education to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year, however, if parents so request, a child may complete the marking period regardless of when the family moves from town;
2. A family residing outside of a district has firm plans to move into the school district by November 1st of the current school year as evidenced by a contract to buy, build, rent or lease;
3. A student currently enrolled in twelfth grade wishes to complete his or her education in the district; or
4. A family has been identified as "homeless" and wishes to permit his or her child to remain in the district during the period of homelessness.

Foreign Exchange Students

No tuition is required for foreign exchange students living within the district under the American Field Service Program or under other programs or circumstances approved by the Board.

Nonresident Attendance With Tuition

Nonresident students who do not meet one or more criteria under previous sections of this policy, may attend local schools only with tuition payment. The Superintendent may approve nonresident student attendance with tuition if class size, transportation, and other considerations permit, and shall notify the Board of Education of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon recommendation of the Superintendent of Schools, if the Board deems such termination in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

Evidence of Residency

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe the student(s) may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole

purpose of obtaining school accommodations. This additional documentation may include, but is not limited to, at least three of the following:

1. Driver's License
2. Car/Vehicle Registration
3. New Milford Tax Bill
4. At least two utility bills, such as electric, telephone, cable television or water
5. Certificate of Occupancy
6. Lease/Rental Agreement

Removal of Nonresident Student From District Schools

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education, (if known), where the child should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

Board of Education Hearing

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

5118.1 Homeless Students

Last revision June 2007

The Board of Education shall make reasonable efforts to identify homeless children residing within the district, encourage their enrollment and eliminate any existing barriers to their education.

The Board of Education shall ensure that homeless students are not stigmatized, segregated or discriminated against on the basis of their status as homeless. Homeless students, as defined by law, residing within the New Milford Public School District or residing in shelters within the school district shall be entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school that the student attended when permanently housed or the school of last enrollment ["school of origin"]; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the student's school of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided with educational services that are comparable to those provided to other students enrolled in the district, including but not limited to: Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

The Assistant Superintendent of Schools shall coordinate such efforts and be designated as the District's Homeless Liaison. The Assistant Superintendent shall refer identified homeless children under the age of eighteen who may reside within the school district – unless such children are emancipated minors – to the State of Connecticut Department of Children and Families ["DCF"].

The administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors of school age as follows:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted immediately to obtain records.
2. Other enrollment requirements that may constitute a barrier to education of the homeless child may be waived at the discretion of the Superintendent. If the school district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child, may be waived at the Superintendent's discretion.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the Superintendent's discretion in compliance with federal and state statutes.
6. The school district shall make a reasonable effort to locate immunization records from available information. The Assistant Superintendent shall assist the parent/guardian in obtaining the necessary immunizations and records.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

If the school district where the child would otherwise be located cannot be identified, the school district in which the temporary shelter is located shall be financially responsible for the child's educational costs, except that if DCF places a student who requires special education and related services in a temporary shelter, the school district in which the child resided immediately prior to the DCF placement shall be responsible for the cost of such special education and related services.

If a student requiring special education has been placed in an out-of-district program by either a school board or by a state agency, the school district in which the child would otherwise reside shall continue to be responsible for the child's education until such time as a new residence is established, even though the child or the child's family resides in a temporary shelter.

The Superintendent of Schools or the Superintendent's designee shall develop administrative regulations, including a procedure for mediation of disputes, to ensure compliance with this policy and applicable law.

5121 Examination/Grading/Rating

Last revision October 2015

The Board of Education seeks, through performance objectives in its instructional program, to make achievement both recognizable and possible for students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Evaluation of student progress is a primary responsibility of the teacher. Every teacher shall maintain an evaluation record for each student in the teacher's classroom.

Students shall take statewide mastery examinations as required by Connecticut General Statutes §10-14n.

Achievement of a satisfactory score on the mastery or proficiency test shall not be required as the sole criterion for promotion or graduation.

5121.2 Eligibility For Honor Rolls

Last revision June 2015

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting all their responsibilities, the Board of Education hereby establishes the following categories of honors and the criteria for eligibility for said honors.

High School (9-12)

Highest Honors:	All grades 90 or better in all subjects.
High Honors:	An average of 90 or better in all subjects. No grade below 70.
Honors:	An average of 85 or better in all subjects. No grade below 70.

Middle School (6-8)

Highest Honors:	All grades 90 or better in all major subjects.
High Honors:	An average of 90 or better in all major subjects. No grade below 70 in minor subjects.
Honors:	An average of 85 or better in all major subjects. No grade below 70 in minor subjects.

A middle school “major subject” includes English, mathematics, science, social studies, and world language. All other subjects are considered minor subjects.

5122 Student Placement

Last revision June 2007

The appropriate placement of students is an integral component for student achievement.

It is the policy of the New Milford Board of Education that the grade and classroom placement of students be determined by the Principals of the respective schools. Students shall be placed at the grade level for which they are best suited, and a student's individual learning style shall be given consideration for teacher and classroom assignments.

The placement of students shall be based upon objective data, as well as upon administration and/or faculty observations and reports, and shall conform with the standards established by the educational objectives of the district.

Students transferring from another school district shall normally be placed at the grade level that they have reached elsewhere, but adjustments may be made by the School Principal if it is determined to be in the best interest of the student.

The placement of special education students shall be reviewed and determined by the Planning and Placement Team.

Standards

1. School Principals shall ensure that the criteria for assigning students be consistent and enhance a student's ability to achieve.
2. Parental concerns regarding student placement shall be directed to the School Principal, but shall be reviewed by the Superintendent or the Superintendent's designee upon parental request. The decision of the Superintendent or the Superintendent's designee shall be final.

5123 Promotion/Acceleration/Retention

Last revision June 2015

It is the policy of the Board of Education that all students should be placed in instructional programs in which they can achieve academically, emotionally, and socially. The Board is dedicated to minimizing the incidence of social promotion and ensuring that students are promoted from grade to grade based upon objective criteria that recognize the individual needs of the student. The decision to promote a student to the next grade level shall be based upon successful completion of grade-level requirements, with appropriate consideration being given to the mental, physical, emotional and social maturity of the student. When high academic achievement is evident, the Superintendent or designee may approve a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

It is expected that the vast majority of students will progress satisfactorily through their elementary and secondary school programs with similarly-aged peers. Some students may require individual attention and supplemental services to realize their potential. Schools shall identify students in danger of failing and being at risk for retention. This identification shall also include those students who fail to meet the remedial standards of the statewide standardized or mastery assessments. Prior to deciding on retention for a student not mastering the appropriate skills, the district shall provide and may require the student to attend one or more alternatives for

remedial assistance. Students who have substantial academic deficiencies may be required to attend after school tutorial programs, Saturday tutorial programs, summer school, instruction during school vacations or during week-end programs, cross-age tutoring, student mentoring or any other programs offered by the school district that are designed to assist students in remedying such deficiencies. In certain situations, it may be in the best interests of the student to spend an additional year at a particular grade level.

The following criteria shall be used to determine the appropriateness of a student's promotion to the next grade level:

1. Academic achievement in all subject areas, especially the basic skill areas of reading, writing, and mathematics as revealed by tests and teacher assessment
2. Emotional maturity
3. Social maturity
4. Relative chronological age
5. Relative physical size
6. Learning ability as determined by tests and teacher assessment
7. Work and study habits
8. Attendance record
9. Teaching situations into which the student will be placed
10. Placement of siblings
11. Parent or guardian opinion toward retention or promotion
12. Other relevant factors that impact the student's school experience and ability to progress satisfactorily

The Superintendent of Schools shall ensure that teachers, parents and students are made aware of the criteria that the school district uses in making decisions about student promotion and retention. The Superintendent shall also ensure that each school has a reliable system of informing parents and guardians in a timely manner of a student's risk of retention. The parent/guardian is to be fully involved and informed throughout the promotion/retention decision making process. Parents will be notified as early as possible that retention is being considered and, except in very unusual circumstances, no later than March 15. Grade placement shall be the Principal's responsibility. In the event that a parent/guardian is in disagreement with the Principal's decision, the parent/guardian may request a review of the decision by the Superintendent or Superintendent's designee. The decision of the Superintendent or designee shall be final.

5124 Reporting to Parents/Guardians - Report Cards

Last revision March 2013

It is the belief of the Board that communication between school and home is vital to the growth and education of each student. A good rule of thumb is that parents should be kept informed enough so that they are not surprised by any grade reported on the report card.

Parent-Teacher Communication

Recognizing its responsibility to keep parents/guardians informed of student welfare and progress in school, it is the policy of the New Milford Board of Education to maintain an accurate and effective system of reporting that will adequately communicate a student's level of achievement.

The Superintendent of Schools is authorized to develop and implement procedures to encourage parent-teacher communication. These procedures shall require at least two flexible parent-teacher conferences for each school year. In addition, such procedures may include school newsletters, required regular contact with all parents, additional flexible parent-teacher conferences, drop-in hours for parents, home visits and the use of technology such as student/parent database communication systems, email, or homework hotlines to allow parents to check on their children's assignments and students to get assistance if needed. The Superintendent of Schools shall be responsible for the establishment and maintenance of the District's reporting system, as approved by the Board.

Standards

1. The reporting system shall be appropriate to grade level and curriculum content.
2. The reporting system shall include regularly scheduled written reports, such as report cards and progress reports, as well as parent-teacher conferences and any other means of communication that may be deemed necessary and effective. The school calendar shall include the dates that report cards will be issued and parent-teacher conferences held. Parent-teacher conferences shall be scheduled at such times to ensure the greatest participation by parents/guardians.
3. The reporting system shall be clear and easily understandable.
4. Teachers shall maintain the standard to notify parents/guardians regarding a student's performance whenever such notification would serve the best interest of the student (ex: when a student is in danger of failing or when there is a significant drop in grade or class, performance).
5. Individual results of standardized tests shall be available to parents/guardians.
6. If parents are separated or divorced, both have equal rights to be informed of their child's progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a written request to the School Principal.

Unless a specific request has been obtained from a parent to act otherwise, report cards are to be given only to the student to whom the report card belongs and not to a sibling or friend.

A non-custodial parent, upon written request to the Principal, may receive a copy of his/her child's report card unless there is a court order to the contrary.

Unless otherwise required by law, grades, transcripts and report cards may be withheld from release to those students who owe money for lost or damaged textbooks, library materials or other educational materials until such time as the student pays for or returns the materials.

5125 Student Records: Access, Confidentiality, and Amendment

Regulation revised October 2013

I. DEFINITIONS

1. **“Education records”** Records directly related to a student which are collected, maintained or used by the District. It includes information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. The term does not include records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Furthermore, this term does not include the records of a law enforcement unit of the District
2. **“Directory information”** means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.
3. **“Parent”** means a natural parent, an adopted parent, or legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right of access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access. Whenever a student has attained eighteen (18) years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student. The parents of such a student may continue to have access to education records or personally identifiable information without the prior written consent of their child if the child is their legal dependent (as defined by the U. S. tax code, section 152 of the Internal Revenue Code of 1986) or if the disclosure is in connection with health or safety emergency.
4. **“School official”** School officials are broadly defined as persons who are employed by the District in an administrative, counseling, supervisory, academic, student support services, research position, or a support person to these positions as well as certain contractors, consultants, volunteers or other parties engaged to perform a special task or service for the District. Using this criteria, the term “school official” includes, but is not limited to the following: employees of the school district such as the superintendent, administrators, supervisors, teachers, school nurses, medical advisors, psychologists, social workers, guidance counselors, occupational therapists, speech and language therapists, paraprofessionals, support or clerical staff, security personnel, school resource officers, members of the Board of Education, attorneys who represent the District, accountants, auditors, bus contractors, medical or educational consultants or therapists; or a person serving on a Board of Education committee or as a hearing officer in discipline cases.
5. **“Disclosure”** means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, by any means including oral, written, or electronic means except the party identified as the party that provided or created the record.
6. **“Personally identifiable information”** The term includes, but is not limited to: the student's name; name of the student's parent or other family members; address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record (measurable characteristic such as handwriting, fingerprints, retina or iris pattern, voiceprints, DNA sequence, facial characteristics); other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
7. **“Access”** means a personal inspection and review of a record or an accurate copy of record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record.
8. **“Student”** means a person who is or was enrolled in a school.
9. **“Eligible student”** means a student who has attained eighteen (18) years or is attending an institution of post-secondary education.

II. ACCESS

A. Parents have the right to inspect and review their child's education records.

1. Access rights of non-custodial parent
The District gives full rights of access to either parent, unless it has been provided with evidence that there is a court order or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
2. Parents' access rights when student is age 18 or older
When a student reaches the age of majority (18), the rights accorded to, and consent required of parents transfer from the parents to the student. The parents of such a student may continue to have access to education records or personally identifiable information without the prior written consent of their child if the child is their legal dependent (as defined by the U. S. tax code, section 152 of the Internal Revenue Code of 1986) or if the disclosure is in connection with health or safety emergency.
3. Surrogate parent
A surrogate parent (person appointed by the Commissioner of Education pursuant to Connecticut General Statutes §10-94g to advocate for a student with a disability in the educational decision-making process) of any child shall have the same right of access as the natural parents or guardian to all records concerning the child.

B. Procedure to inspect, review and request copies of education records:

1. Written request
A parent or eligible student may request to inspect, review or obtain copies of a student's education records. All requests shall be made in writing and submitted to the principal of the student's school. For students who receive special education, a copy of the request should also be submitted to the Director of Pupil Personnel and Special Services. The school shall also respond to reasonable requests for explanations and interpretations of the records.
2. Time for District to respond to request
The District shall comply with a request for access to records from a parent or eligible student within a reasonable period of time and without unnecessary delay, but not more than 45 days after it has received the request. If the student who is the subject of the request receives special education, the District shall comply with a request for records before any meeting regarding an individualized education program or any due process proceeding and no later than ten (10) school days after the request has been made.
3. Fee for copy of education records
 - a. Standard fee for copies:
The fee for copies of education records is fifty (50) cents per page.
 - b. Waiver of fee:
If the imposition of the fee effectively prevents a parent from exercising the right to inspect and review the student's education records, the fee shall be waived.
 - c. No fee for search:
The District will not charge a fee to search for or to retrieve the education records of a student.
 - d. One free copy for students receiving special education:
If the student who is the subject of the request receives special education, the parents have the right to one free copy of those records. A request for the free copy shall be made in writing.
4. Situations where access to records and information may be limited:
 - a. Records relate to more than one student:
If the education records of a student contain information on more than one student, the parents may only have access to the specific information about their child.
 - b. Privileged communications between student and professional employee:
Administrators, teachers and nurses are not required to disclose information concerning a student's alcohol or drug problem if the information was revealed during a communication made privately and in confidence by the student to the professional employee.
 - c. Access to copyrighted instruments:
Any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest shall not be copied. The parent may review and inspect such information at the location where the records are kept if the records have been retained (state law allows test protocols to be discarded at the discretion of the school administration). The District shall respond to reasonable requests from the parent for explanations and interpretations of the copyrighted material.
 - d. Confidential HIV-related information:
If the education records include confidential HIV-related information (whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions), such information may not be released without a written authorization specifically allowing for the disclosure of confidential HIV-related information.

III. CONFIDENTIALITY

A. Written consent required to disclose information

1. Requirements for the written consent

Before the District discloses education records or personally identifiable information from a student's educational records to persons other than the parent or eligible student, the parent or eligible student shall provide a signed and dated written consent. The written consent shall specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made.

2. Sufficiency of identification

The District uses reasonable methods to authenticate the identity of parents, students, school officials, and any other parties to whom personally identifiable information from education records is disclosed. "Signed and dated written consent" may include a record and signature in electronic form that identifies and authenticates a particular person as the source of the electronic consent; and indicates such person's approval of the information contained in the electronic consent.

3. Copy of records disclosed

If a parent or eligible student so requests, the District shall provide him or her with a copy of the records disclosed subject to payment of appropriate fees.

B. Exceptions to the requirement for written consent of parent or eligible student

FERPA and its federal regulations give the District discretion to disclose education records or personally identifiable information from education records without the prior written consent of a parent or eligible student in a number of situations. Among these exceptions are the following:

1. Parents of eligible students

The disclosure is to the parents of an eligible student who is a dependent as defined in section 152 of the Internal Revenue Code of 1986.

2. School officials who have a legitimate educational interest:

The disclosure is to other school officials, including teachers who have legitimate educational interests.

a. Criteria for determining who constitutes a "school official":

School officials are broadly defined as persons who are employed by the District in an administrative, counseling, supervisory, academic, student support services, research position, or a support person to these positions. Contractors, consultants, volunteers or other parties to whom the District has outsourced its functions may also be considered as "school officials" provided that such persons or entities perform a function for which the District would otherwise use employees, are under the direct control of the District with respect to the use and maintenance of education records and are subject to the same requirements regarding redisclosure as any other recipient of such information.

b. Examples of school officials:

Using the criteria in section (a), the term "school official" includes, but is not limited to the following: employees of the school district such as the superintendent, administrators, supervisors, teachers, school nurses, medical advisors, psychologists, social workers, guidance counselors, occupational therapists, speech and language therapists, paraprofessionals, support or clerical staff, security personnel; school resource officers, members of the Board of Education; attorneys who represent the District, accountants, auditors, bus contractors, medical or educational consultants or therapists; or a person serving on a Board of Education committee, or as a hearing officer in discipline cases.

c. What constitutes a "legitimate educational interest":

A legitimate educational interest exists where access to information in a student's education records is necessary for a school official to fulfill his or her professional responsibility.

3. Directory Information:

The disclosure is information deemed to be "directory information" by the District and the parent or eligible student has not refused disclosure of such directory information. The term "directory information" refers to information that would not generally be considered harmful or an invasion or privacy if disclosed.

a. Definition of "directory information:"

The District considers the following categories to fall within the definition of directory information: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school previously attended.

b. "Directory information" does NOT include either of the following: a student's social security number; a student identification number that, by itself, may be used to gain access to education records.

c. Annual notice of right to refuse disclosure of directory information:

On an annual basis, the school district shall provide parents and eligible students with notice of the right to refuse to let the District designate any or all of the above types of information about the student as directory information. The annual notice shall give the parent or eligible student two weeks to notify the District in

writing that he or she does not want any or all of those types of information about the student designated as directory information.

4. Recruiters- Military and Colleges

The disclosure of name, address, and telephone listing is to recruiters and the parent or eligible student has not requested that prior written consent be obtained.

a. Access to certain information:

Upon a request made by military recruiters or an institution of higher education, the school district will provide access to secondary school students' names, addresses, and telephone listings.

b. Annual notice of right to refuse recruiter access to information:

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released to recruiters without prior written consent. On an annual basis, the school district shall provide parents and eligible students with notice of the right to file such a request.

5. Student's new school:

The District will forward education records to other agencies or institutions that have requested the records and in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. This includes the transfer of disciplinary records with respect to a suspension or expulsion. When such records are requested without a written consent of a parent or eligible student, notification of the transfer of records shall be sent to the parent or eligible student at the same time that the records are transferred.

6. Health or safety emergency

The school district may disclose education records or personally identifiable information from such records to appropriate parties (including the parents of an eligible student) if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making the decision to disclose information under this exception, the district must look at the totality of the circumstances. Disclosure is permitted where there is an articulable and significant threat to the health or safety of students, staff or other individuals. The disclosure should be limited to parties who need the information to address the emergency situation. The amount of information disclosed shall be narrowly tailored to the specific need and limited to the duration of the emergency. Disclosures for health and safety emergencies must be recorded in the student's education records (see "Recordkeeping").

7. Financial Aid

The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount or conditions for the aid or enforce the terms and conditions of the aid.

8. Judicial order or subpoena:

The disclosure is necessary to comply with a judicial order or lawfully issued subpoena. Unless the law requires otherwise, the school district must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action.

9. Organizations conducting studies

The disclosure is to organizations conducting studies for, or on behalf of the school district to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction as long as specific conditions are met as provided by law. This exception shall only apply when the District has entered into a written agreement with the organization as required by FERPA.

10. Certain federal and state officials:

The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of the U.S. Department of Education; or state and local educational authorities.

11. Criminal justice involvement or dangerousness:

The disclosure is to state and local officials related to the juvenile justice system's ability to effectively serve the student whose records are released or about information received from state or local officials. This includes the following:

a. Physical assaults upon school employees by students:

School Principals shall report physical assaults made by a student upon a school employee to the local police when such assaults occur on school property or while the employee was in performance of school duties and the employee files a written report with the Principal.

b. Students on probation:

For students who are on probation, the school district may release information to the courts as long as officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party, except as provided under State law, without the prior written consent of the parent of the student.

c. Arrested students:

When the Superintendent of Schools receives notice of a student's arrest from law enforcement authorities, the Superintendent may disclose such information to the Principal of the school that the student attends. The Superintendent shall maintain the written report of the arrest in a secure location. The Principal may disclose such information only to special services staff or a consultant (such as a psychiatrist, psychologist or social

- worker) for the purpose of assessing the risk of danger posed by such child and determining appropriate placement, educational plan or disciplinary action.
- d. Potentially dangerous students:
When the Superintendent of Schools receives notice from the Department of Children and Families regarding a student's potential dangerousness, the Superintendent shall notify the Principal of the school that the student attends. The Principal may disclose such information only to special services staff or a consultant (such as a psychiatrist, psychologist or social worker) for the purpose of assessing the risk of danger posed by such child and determining appropriate placement, educational plan or disciplinary action.
 - e. Registered sex offenders:
The disclosure concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, [42 U.S.C. 14071](#), and the information was provided to the school district under [42 U.S.C. 14071](#) and applicable Federal guidelines.
 - f. State operated detention facility or community detention facility:
Upon the request of a state operated or community detention facility, the board of education shall disclose the student's educational records. If the student's parent/guardian did not give prior written consent for the disclosure of such records, the board shall send notification of such disclosure to the parent or guardian at the same time that it discloses the records.

IV. AMENDMENT

The District recognizes its responsibility to permit parents and eligible students to seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A. Request for amendment of education records:

1. A parent or eligible student must submit a request for amendment of education records in writing to the school principal. The request should clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the privacy rights of the student.
2. The school will respond within a reasonable amount of time after receiving the request. If school officials decide not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of their right to a hearing regarding the request for amendment.

B. Hearing requirements:

1. The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
2. The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
3. The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.
4. The District shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in the request for amendment. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The District shall make its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
 - a. If the decision is in favor of the parent or eligible student, the education record shall be amended.
 - b. If the decision is that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the District shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the District, or both. When such a statement is placed in the education records of a student the District shall: maintain the statement with the contested part of the record for as long as the record is maintained; and disclose the statement whenever it discloses the portion of the record to which the statement relates.

V. RECORDS MANAGEMENT

A. Safeguarding confidentiality

The District shall use reasonable methods to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

1. Warning recipients of records about redisclosure of information
The District will inform parties receiving a disclosure of education records that they may use the information only for the purposes for which the disclosure was made and that they are obligated to not disclose the information to any other party without the prior consent of the parent or eligible student. This warning regarding further disclosure of education records need not be given to the parent or eligible student or party receiving directory information.
2. School officials' access to education records

The District shall use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

3. Additional requirements for safeguarding the records of students receiving special education
 - a. The Director of Pupil Personnel and Special Services is the person responsible for ensuring the confidentiality of any personally identifiable information.
 - b. District personnel who collect or use personally identifiable information will receive instruction regarding confidentiality of student records and information.
 - c. The Superintendent of Schools, or his/her designee, shall maintain, for public inspection, a current listing of the positions of those employees within the agency who may have access to personally identifiable information.
 - d. Upon request, the District shall provide parents with a list of the types and locations of education records collected, maintained, or used by the agency.

B. Recordkeeping Requirements

1. List of requests and disclosures of education records disclosure of personally identifiable information from the education records of each student.
 - a. This record shall be kept with the education records of the student.
 - b. There is no requirement to record requests made by or disclosures given to the following parties: the parent or eligible student; school officials with a legitimate educational interest; a party with written consent from the parent or eligible student; a party seeking directory information; and *some* types of subpoenas or court orders.
 - c. This list may be inspected by the parent or eligible student, school personnel who are responsible for the custody of the records or have a legitimate educational interest and federal, state or local authorities responsible for auditing the recordkeeping procedures.
2. Information that must be documented in this record
 - a. For each request or disclosure this record must include the names of the parties requesting or receiving information from education records, the date access was given and the purpose the parties had in requesting or obtaining the information.
 - b. In cases where personally identifiable information regarding a student has been disclosed due to a health or safety emergency, the record of the disclosure must include the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the names of the parties to whom the District disclosed the information.
 - c. If the District discloses personally identifiable information to a party and authorizes the party to redisclose information on behalf of the District pursuant to 34 C.F.R. 99.33(b), the District shall record the names of the additional parties to which the receiving party may disclose the information and the legitimate interests under 34 C.F.R. 99.31 which the additional parties have in obtaining the information.

5131 Student Conduct

Last revision June 2007

I. Philosophy of Discipline

Discipline begins in the home with the responsibility of parents to develop a positive attitude towards study and behavior. No code established or action taken by school officials can be effective without parental acceptance of this primary responsibility. Discipline continues in the classroom with the relationship between the teacher and the student.

The school district is unequivocally committed to the principle that disorderly and disruptive behavior should not be permitted to interfere with the right of other students to pursue an education. While most discipline problems should be handled by the teacher, student and parent, the Administration and the Board of Education have the responsibility to support and maintain the enforcement of discipline within the building.

All students shall be required to conduct themselves at all times in accordance with established codes of student conduct. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only where appropriate according to established school policy. In this connection, students are reminded that:

1. The exercise of any of the student's rights must be weighed against the rights of another individual or group.
2. No student has the right to disrupt the educational process within a school.
3. All students will have the right to due process procedures in matters of suspension, transfer, and expulsion.

II. Areas of Responsibility

A. Board of Education

The Board of Education holds the certified personnel responsible for the implementation of these rules with respect to students who are legally under the supervision and jurisdiction of the school and charges the Superintendent to see that such responsibility is effectively carried out.

B. Principal

The Principal shall implement immediate and necessary procedures and rules to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents and citizens of the community to this end.

C. Teachers

Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for assisting in the implementation of these rules and regulations. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

D. Parents

Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

E. Students

Each student is expected to act in accordance with the school behavior code, which emphasizes respect, cooperation, honesty, caring and responsibility. In doing so, students will develop life-long social and decision-making skills.

III. Student Behavior

Students shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein. Any student who fails to comply with these laws and rules concerning student behavior is liable to suspension, exclusion or expulsion. Physical endangerment of another student or person shall be treated with especial strictness.

5131.1 Student Behavior On School Transportation

Last revision June 2007

It is the responsibility of the Board, within the limits of the law, to ensure that the behavior of students on school vehicles or at school bus stops will promote the environment necessary for the safe transportation of students.

The New Milford Board of Education directs the Superintendent of Schools to establish and enforce uniform rules and procedures that will govern the behavior of students who are transported by a school vehicle to and from school and/or to and from a school sponsored activity. The rules and procedures shall be in accordance with Connecticut General Statutes and the guidelines set forth in this policy.

Parents or guardians are responsible for the behavior and safety of a student while on route to, from, and at the bus stop. Students at the bus stop shall behave in a manner that does not endanger the physical or emotional safety of self or others. Students who misbehave at a bus stop may, as a result, have the privilege of bus transportation denied as outlined in state statutes.

The Board of Education is responsible for student safety while students are in the Board's custody, that is, from the time a student boards the bus and until the student is discharged at the bus stop. The Board shall expect that the following general regulations will be followed:

1. The bus driver shall be in charge and treated respectfully by the students. All reasonable requests by the bus driver shall be obeyed.
2. Students shall remain seated until the bus is stopped at its destination and it is time for a student or students to leave the bus.
3. Students shall not tamper with any equipment that is part of the vehicle, including the rear exit door which is to be used only in an emergency.
4. All articles belonging to students, such as athletic equipment, books and backpacks, musical instruments, etc. shall not be placed in the aisle, in the driver's compartment, in the stairwell of the bus, or blocking any door.
5. Except for service animals that are individually trained to provide assistance to an individual with a disability, animals of any kind shall not be allowed on school vehicles.
6. Disruptive behavior shall not be permitted and shall result in disciplinary action, up to and including expulsion, suspension from school or suspension of transportation privileges; as well as payment for damage to a school vehicle as a result of the disruptive behavior.

The Superintendent shall establish the "Rules for Student Behavior on School Transportation" (5131.1); which shall be distributed to parents and students by the beginning of the school year.

5131.111 Conduct: Camera Surveillance

Last revision February 2014

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students, staff and visitors as well as to safeguard district facilities and equipment.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff on an annual basis that camera surveillance may occur on or in any school property or building or on any transportation vehicle. The district shall incorporate said notice in the student handbook and written notification to staff;
2. The use of camera surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of camera surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Camera surveillance shall only be used to promote the health, welfare, safety and security of students, staff and property and safeguard district facilities and equipment. Evidence of student or staff misconduct may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.
5. Cameras may be located on transportation vehicles or anywhere on school grounds provided that there will be no surveillance in areas where students and school personnel have a reasonable expectation of privacy, such as locker rooms and lavatories.
6. The retention of camera surveillance recordings shall be in accordance with the requirements of state and federal law as well as other district policies.

Video recordings from which students may be identified shall be maintained as confidential educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act.

As a general rule, video surveillance recordings need not be maintained in excess of two weeks. However, subject to applicable law, video recordings will be preserved for longer periods of time if any of the following circumstances exist:

1. The recording becomes an education record;
2. The recording contains information that is relevant to pending litigation for which the school district has received notice;
3. The recording is a public record that is subject to longer retention schedules;
4. The administration has had cause to review the recording as part of an investigation of any alleged accident, misconduct or criminal activity; or
5. As directed by the Superintendent of Schools or designee.

5131.3 Student Driving and Parking

Last revision June 2007

Motorized Recreational Vehicles

The Board of Education declares that the grounds of the school (including roads and parking lots) are off-limits to use at all times by scooters, mini-bikes, motorcycles, snowmobiles, or other recreational type vehicles. When school is being occupied for school community purposes, parking lots are available for parking only.

Use of Automobiles

The student use of automobiles on school grounds whether to drive or to park is a privilege and is governed by Board of Education policy. In order for cars to be driven or parked on school grounds, students must first obtain a permit from the administration of New Milford High School. Vehicles that do not have a valid permit shall be subject to towing at the operator's expense. The Board assumes no responsibility for parking; the owner/operator assumes all risk. The Board assumes no responsibility for any damage or other loss to vehicles that are driven or parked on school grounds.

Permits shall be issued according to the following criteria:

1. Adequate space
2. Late admissions or early dismissal
3. Engaged in extracurricular activities
4. Employed on a part-time basis which requires the use of a car. Employer's signature required.
5. Meeting and maintaining the following responsibilities:
 - a. A valid driver's license, vehicle registration, and insurance as required under Connecticut Law.
 - b. Maintaining an attendance record without invalid absence or tardiness to homeroom or school.
 - c. Maintaining slow and safe control of the vehicle on the school grounds and streets surrounding school parking area.
 - d. Leaving after the departure of the school buses at dismissal.
 - e. Coming immediately and directly into the building from the parking area.
 - f. Signing of release by parents waiving all liability or property damage claims against the school, school officials and the Board of Education.
6. Seniors will have the first opportunity for available parking spaces in the teachers' parking lot. Remaining students will park in the parking lot designated by the building Principal.

7. A suspension for any reason during the school year for which the student is applying may result in a revocation of parking privileges without a refund. An expulsion during the school year for which the student is applying shall result in the immediate revocation of parking privileges without a refund.
8. By signing the application for and receiving a parking permit, the student and parent consent to a search of the student's car by the administration of the New Milford Public Schools at anytime while the vehicle is on school grounds or at a school-sponsored activity.

No item, the possession of which is illegal or in violation of Board of Education policies or regulations or of school rules or which endangers the health, safety or welfare of persons or property, shall be stored in or on a vehicle parked on school property. If the administration believes that a vehicle on school property is being used in a manner which may be injurious or illegal, it shall refer the matter to the police.

NO ONE IS TO LOITER IN THE STUDENT PARKING AREAS.

5131.5 Vandalism

Last revision June 2007

Vandalism by Minors

The Board of Education believes it is the right of every student to be educated in a clean and well-maintained environment. Vandalism, graffiti and the defacement of school property are an impediment to education and will not be tolerated.

The parent or guardian of any minor/unemancipated child, who willfully or maliciously cuts, defaces or otherwise injures in any way any property real or personal, belonging to or maintained by the school district shall be held liable for all such damages up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law. Liability shall include all costs incurred to remedy the situation.

The parent or guardian of a minor child shall also be held liable for any damage to or failure to return textbooks, library materials or other materials loaned to the student. The student may also be subject to disciplinary action, up to and including suspension and expulsion, in addition to the withholding of grades, transcripts or report cards until the pupil pays for or returns the textbook, library book or other material. Furthermore, the student can be denied the opportunity to borrow any library or other books or materials until the pupil pays for or returns the missing books or materials.

Vandalism by an Adult Student

An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. The student may also be subject to disciplinary action, up to and including suspension and expulsion.

Theft

Any and all thefts are to be reported to the administration immediately. Employees or students should not leave money or other valuables in a desk or room or any other unsupervised location. Students who are found to have engaged in theft may be subject to disciplinary action, up to and including suspension and expulsion.

5131.6 Drugs, Alcohol and Tobacco

Last revision October 2014

The Board of Education is committed to maintaining a drug and alcohol free environment for students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the use, possession, sale or distribution of drugs, controlled substances, drug paraphernalia or alcoholic beverages, including the unauthorized use or possession, or the sale or distribution of a prescription drug, is prohibited on school premises or at any school sponsored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds. The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there are reasonable grounds to suspect that the search will produce evidence that the student has violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook

or other appropriate means of notification.

Smoke Free Environment

There shall be no smoking or any other unauthorized use of tobacco by students in any school building or school vehicle at any time, or on any school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, field trip, extracurricular event, or school related activity such as a work-study program. For the purpose of this policy, the term “smoking” includes the use of vapor products and electronic devices that simulate smoking by delivering nicotine or other substances by the inhalation of a vapor. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit. Students who violate this policy are subject to discipline.

Definitions

For the purposes of this policy, the following definitions shall apply:

1. “Controlled Substance” is a drug, substance, or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to section 21a-243 of the Connecticut General Statutes.
2. “Drug” is any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to section 21a-243 of the Connecticut General Statutes, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs.
3. “Drug Paraphernalia” is any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing into the human body, any controlled substance. This includes, but is not limited to objects used, intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with screens, permanent screens, hashish heads or punctured metal bowls; water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips; meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; chillums; bongs or ice pipes or chillers.
4. “Professional Communication” is any communication made privately and in confidence by a student to a professional employee of such student’s school in the course of the latter’s employment.
5. “Professional Employee” means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school.

Disclosure or Discovery of Drug/Alcohol Problem

In this policy, it is the intent of the Board of Education to differentiate between voluntary and involuntary disclosure or of a student’s substance abuse problem.

1. Voluntary Disclosure

If a student voluntarily tells a professional employee during a professional communication information concerning the student’s alcohol or drug abuse, the following guidelines shall apply:

- (a) The professional employee may, but is not required, to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student. The professional employee may elect to disclose such information when the employee has a good faith belief that such disclosure is necessary or appropriate, including but not limited to safeguarding the health and well-being of the student. In no event is the professional employee required to do so.
- (b) The professional employee should make every effort to guide the student to obtain the kind of help he/she needs. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to students and refer the student to such resources.
- (c) If a professional employee obtains physical evidence from a student indicating that a crime has been or is being committed by the student, such employee shall be required to turn such evidence over to school administrators or law enforcement officials within two school days after receipt of such physical evidence. In no such case shall the employee be required to disclose the name of the student from whom he obtained such evidence.
- (d) Any physical evidence surrendered to a school administration pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (e) No parent or legal guardian shall be entitled to information concerning drug and alcohol abuse that is considered to be a privileged communication between a student and a professional employee.

- (f) If a student consents to the disclosure of his/her alcohol or drug abuse problem, or if the professional employee deems disclosure to be necessary to safeguard the health and well-being of the student, such employee will make a report to the student's guidance counselor or Department of Student Services mental health professional and the building Principal.
- (g) The guidance counselor or Department of Student Services mental health professional will, upon confirmation of an alcohol or drug abuse problem by a student under the age of eighteen hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.
- (h) Copies of the conference minutes will be kept in the guidance counselor or Department of Student Services worker's professional file. The counselor or Department of Student Services mental health professional will maintain contact with the student and his/her family regarding the problem.
- (i) The building principal will be informed of all activity relative to assisting the student to solve his/her alcohol or drug abuse problem.

2. Involuntary Disclosure

When a professional employee obtains information related to a student who, on or off school grounds or at a school sponsored activity, is under the influence of or possesses, uses, dispenses, distributes or sells a controlled substance, drug paraphernalia, or alcohol from a source other than the student's confidential disclosure, such information is considered to have been disclosed involuntarily and the following guidelines apply:

- (a) The employee will report the information immediately to the building principal.
- (b) Any physical evidence in the form of alcohol or drugs obtained from a student must be turned over to the building principal immediately. Because the discovery of the student's drug or alcohol problem was made without the voluntary disclosure of the student, the professional employee must disclose the name of the student from whom evidence was obtained.
- (c) Any physical evidence surrendered to a school administration pursuant to this section shall be turned over by such school administrator to the Commissioner of Consumer Protection or the appropriate law enforcement agency within three school days after receipt of such physical evidence, for its proper disposition.
- (d) Students found in possession and/or use of a drug, controlled substance, or alcoholic beverage in school or on school property are subject to arrest. In the event that a student is to be arrested, the building principal or his/her designee will attempt to contact the parent prior to calling the police and inform them of the potential arrest.
- (e) Students found to have been in possession and/or use of a drug, controlled substance or alcoholic beverage in school are required to meet with the building principal or his/her designee along with the student's parents or guardian, guidance counselor, Department of Student Services mental health professional and school nurse. Corrective plans will be recommended with written notification to the parents. Arrangements for further follow-up will be made. The counselor or Department of Social Services mental health professional will maintain contact with the student and his/her parents regarding the problem.

Use of Alcohol Detection Devices

1. Introduction

In order to promote a safe environment for our students at school and on school buses and for students and their guests at school sponsored and/or Board-authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or active alcohol detection devices.

The Superintendent shall develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training of administrators and designated personnel, and student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner, to the extent practicable.

If the Principal and/or other administrator or any law enforcement officer has reasonable suspicion that a student or a guest is under the influence of alcohol, then the trained administrator or law enforcement officer may employ the use of an alcohol detection device.

2. Definitions

- a. Reasonable suspicion shall include, but not be limited to, any of the following:
 - Observed use or possession of alcohol; or
 - Odor of an alcoholic beverage or the presence of an alcohol container; or
 - Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes or otherwise impaired motor functions; or
 - Marked change in personal behavior not attributable to other factors; or
 - Behavior that is risky, aggressive or disruptive; or
 - Involvement in or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- b. A passive alcohol sensor device is a non-invasive high-speed breath alcohol-screening instrument which can be used

as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use. An active breathalyzer test is administered when the result of a passive alcohol sensor screening is positive.

- c. A guest is any person who is accompanying a student to a school-sponsored or Board-authorized activity or event. When a guest is a parent/guardian of the student and there is a reasonable basis to believe that the parent/guardian’s condition could jeopardize the safety of the student, police shall be notified and shall administer the alcohol screening when the police deem that such screening is warranted.

3. Screening Procedures

When an administrator has reasonable suspicion that a student or guest is under the influence of alcohol at school, on a school bus or a school-sponsored event, the student or guest shall be given a passive alcohol sensor screening. If the student or guest fails the passive assessment, he/she will be given a fifteen minute wait period after which the passive screening will be re-administered. If screening results are negative, no action shall be taken. However, if the student or guest tests positive, he/she will be given an active breathalyzer test. If the student declines to take the screening, when reasonable suspicion exists, or if such screening proves positive he/she shall be subject to appropriate disciplinary action as set out in the Board’s disciplinary policies.

4. Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of Board authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

5. Refusal to Screen

Students and/or their guests who refuse to submit to alcohol detection screening at events where prior notice has been given will not be permitted to attend the Board authorized activity. No refunds will be provided to these students or their guests. Parents/Guardians of these students will be contacted and informed of their refusal to screen. Students will be subject to disciplinary action consistent with Board policies and regulations.

6. Testing Positive

Students and/or their guests who test positive for consumption of alcoholic and/or intoxicating beverages will not be allowed to attend the Board-authorized activity. Students will be subject to disciplinary action consistent with Board policies and regulations. Parents/Guardians will be called to pick the student up from school or from the school-sponsored event.

7. Maintenance of Screening Devices and Training

All devices used to screen students shall be checked for accuracy and for full calibration at least as frequently as recommended by the manufacturer. Designated school personnel and/or the school resource officer(s) shall be trained in the use of such devices.

Consequences for the Possession, Use, Sale or Distribution of Drugs, Controlled Substances or Alcohol

1. Any student found to use, possess, sell, distribute or aid in the procurement of drugs, controlled substances, drug paraphernalia or alcohol either on or off school grounds or at a school sponsored function is subject to discipline up to and including expulsion pursuant to the Board’s student discipline policy.
2. Students who are expelled for violating this policy may be referred to appropriate counseling and rehabilitation agencies. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. Law enforcement officials will be contacted by the building principal in cases where a student is found to have distributed or sold drugs, controlled substances or alcohol on school property or at a school sponsored activity. In all cases of emergency or of clear danger, the schools will cooperate with local law enforcement officials.

Emergencies

1. If an emergency situation results from a student’s drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or guardian will be notified.
2. If the student is in need of immediate medical attention, the student will be transported to an area hospital.
3. If immediate medical attention is not necessary, the parent or guardian will be asked to take the student home.
4. The building principal will be immediately notified when an emergency involving a student’s use of drugs or alcohol arises. The school nurse will advise the principal of the severity of the emergency. Written records of the incident will be kept in the principal’s confidential file.
5. In the event that a student is hospitalized for alcohol, drug or substance abuse related problems, school personnel will consult with the student’s medical and/or psychiatric advisers, his/her parents or guardian and, if feasible, the student to determine an appropriate plan of action. The Board of Education will assume only legitimate educational costs.

Drug Free Awareness Program

The Superintendent of Schools shall direct a drug free awareness program for students regarding the following topics:

1. Dangers of drug abuse;
2. Board of Education policy of maintaining drug free schools;
3. Availability of drug counseling and rehabilitation programs;
4. Penalties for violating the drug and alcohol policy in school.

Instruction

1. The program of instruction in the schools shall include the subject matter of substance abuse prevention.
2. Annually, the teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco and drugs on health, character and personality development wherever appropriate in the health education program and other such contexts which touch upon the subject.
3. The professional staff shall become more aware of substance abuse issues among students and learn to recognize and address the symptoms of such problems.
4. The administration may make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this policy.

5131.61 Inhalant Abuse

Last revision June 2007

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in Board policy #5131.6, Alcohol, Drugs and Tobacco, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with the intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process balance or coordination.

For purposes of this policy, inhalants are defined as follows:

*Nitrous Oxide - Laughing Gas, Whippets, CO2 Cartridge
Amyl Nitrite - "Locker Room," "Rush," "Poppers," "Snappers"
Butyl Nitrite - "Bullet," "Climax"
Chlorohydrocarbons - Aerosol Paint Cans, Cleaning Fluids
Hydrocarbons - Aerosol Propellants, Gasoline, Glue, Butane*

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No person shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body a abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Students who violate this policy shall be subject to disciplinary action, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

5131.8 Out-of-School Misconduct

Last revision June 2007

Students are subject to discipline, up to and including suspension and expulsion, for misconduct that occurs off school property, even when it is outside the school day, if the misconduct constitutes a violation of a publicized Board policy and is seriously disruptive of the educational process. Disciplinary action may result, whether (1) the incident was initiated on school property, or (2) was initiated off-school property, whether during school time, or not.

The Board considers conduct which is "severely disruptive of the educational process" to be conduct that "markedly interrupts or severely impedes the day-to-day operations of a school." In making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students were involved, whether gang related or otherwise; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Section 29-38 of the

Connecticut General Statutes, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol or illegal drugs.

Examples of out-of-school misconduct that may result in discipline, up to and including suspension and expulsion, include but are not limited to:

1. A bomb threat;
2. A threat to cause death or physical injury to an administrator, teacher, school employee, student, or other member of the community;
3. Use, possession, sale, or distribution of firearms, deadly weapons, dangerous weapons or dangerous instruments, as defined in Connecticut General Statutes Sections 29-35, 53-206 and 53a-3, for which expulsion is not otherwise mandatory;
4. Use, possession, sale or distribution of alcohol;
5. Use or possession of illegal drugs, including medications for which the student does not possess a valid prescription;
6. Violent conduct;
7. A pattern of conduct that constitutes bullying, harassment, or stalking of another student;

Mandatory Expulsions for Out-of-School Misconduct

Students shall be referred to an expulsion hearing and shall be expelled for one calendar year, provided that the Board may modify the period of expulsion on a case-by-case basis, if it is found that:

1. The student, off school grounds, did possess a firearm in violation of Connecticut General Statutes Section 29-35, or did possess and use such a firearm, instrument or weapon in the commission of a crime under Chapter 952 of the Connecticut General Statutes, Sections 53a-24, *et seq.*
2. The student, off school grounds, offered for sale or distribution a controlled substance, as defined Connecticut General Statutes Section 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under Sections 21a-277 and 21a-278.

5131.81 Electronic Devices

Last revision June 2012

Use of Beepers - Paging Devices/Cellular Telephones and Laser Pointers

Students shall not use cellular telephones during the instructional day except as permitted by the school district's "Bring Your Own Device" ("B.Y.O.D.") guidelines.

Students shall not possess or use a laser pointer, unless under teacher supervision for instructional purposes, while on school property, on school transportation or while attending a school sponsored activity on or of school property.

The School Principal may grant written permission for possession and use of a remotely activated paging device by a student if the student or his parent or guardian establishes to the satisfaction of the Principal that a reasonable basis exists for the possession and use of the device.

Nothing in this policy shall be interpreted to prohibit a student with a disability from possessing and using a paging device or cellular telephone in a manner consistent with the student's Individualized Education Plan (IEP) or 504 Plan.

Bring Your Own Device (B.Y.O.D.)

Regulation revised June 2012

Guidelines for the Use of Personal Technology on Campus

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the New Milford Public Schools may use their own technology at school for educational purposes.

Definition of Personal Technology

For purposes of this policy, "personal technology" means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Use of Technology for Instructional Purposes

Use of technology in school is a privilege which comes with great responsibility. Students will only be allowed to use their laptops, tablets, cell phones or other electronic devices for educational purposes at school. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day.

Internet Access on School Grounds

Only the internet gateway provided by the school may be accessed while on campus. Personal technology, including cell phones and cell network adapters are not permitted to be used to access outside internet sources at any time.

Compliance with other Board Policies

When participating in B.Y.O.D., students must adhere to the Student Code of Conduct, as well as all Board policies, particularly the New Milford School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

Additional Guidelines

- Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers' requests to shut down or put away personal technology.
- All personal technology must be in silent mode.
- Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel.
- Students shall not transmit, post or otherwise publicly share photographs or videos that they have taken of any person on school grounds or in a school vehicle.

Security and Damages

Responsibility to keep a student's personal technology secure rests with the individual owner. New Milford School District, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases.

The New Milford School District Technology Department will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

Failure to Follow B.Y.O.D. Guidelines

Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

5131.911 Safe School Climate Plan/Bullying

Last revision October 2014

I. PURPOSE

The Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel safe in school, socially, emotionally, intellectually and physically. The purpose of this policy is to address the existence of bullying in schools and teen dating violence and to establish the district's Safe School Climate Plan.

II. BULLYING PROHIBITED

- A. Bullying is prohibited 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.
- B. Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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.
- C. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.
- D. Any student who engages in bullying as defined in this policy may be subject to discipline up to and including expulsion. Any school employee who fails to respond to bullying as required by this policy and the district's Safe School Climate Plan may be subject to discipline up to and including termination.

III. DEFINITIONS

- A. "**Bullying**" means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (2) 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, or
- (e) Substantially disrupts the education process or the orderly operation of a school.

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

- B. “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.
- C. “Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.
- D. “Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- E. “Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- F. “Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- G. “Safe School Climate Coordinator” means the individual appointed by the Superintendent of Schools from existing staff who is responsible for:
 - 1. Implementing the district’s Safe School Climate Plan;
 - 2. Collaborating with the safe school climate specialists, the Board of Education and the Superintendent of Schools to prevent, identify and respond to bullying in the schools of the district;
 - 3. Providing data and information, in collaboration with the Superintendent of Schools of the district, to the State Department of Education regarding bullying, in accordance with state law; and
 - 4. Meeting with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Safe School Climate Plan.
- H. “Safe School Climate Specialist” means the principal of each school, or the principal’s designee who is responsible for:
 - 1. Investigating or supervising the investigation of reported acts of bullying in the school in accordance with the district’s Safe School Climate Plan;
 - 2. Collecting and maintaining records of reports and investigations of bullying in the school; and
 - 3. Acting as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.
- I. “School employee” means
 - 1. A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or
 - 2. Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- J. “School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults;
- K. “Teen Dating Violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

IV. SAFE SCHOOL CLIMATE PLAN

The district’s Safe School Climate Plan consists of this policy as well as the administrative regulations developed by the Superintendent of Schools to implement this policy. This policy clarifies the legal mandates regarding the district’s response to bullying in its schools. The administrative regulations shall address the broader topic of school climate and may incorporate the National School Climate Standards or other applicable evidence-based standards. Revisions to any part of the Safe School Climate Plan shall be approved by the Board of Education.

A. Reporting Procedures

- 1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees.
- 2. Parents or guardians of students may also file written reports of suspected bullying.
- 3. School employees who witness acts of bullying or receive reports of bullying are required 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.

B. Investigation

1. The safe school climate specialist shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. Parents of both the alleged bully and the alleged victim must receive prompt notice that an investigation has begun.
2. The safe school climate specialist shall review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
3. The investigator shall assess whether there is a necessity to take immediate interim measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.
4. The investigator shall remind involved parties that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.
5. At all times the investigator must be mindful of the requirements regarding the confidentiality of education records.
6. If the allegations of bullying involve acts that may also constitute unlawful harassment based upon a student's race, color, national origin, sex, disability, religion, sexual orientation or gender identity or expression, the investigator shall notify the district's Title IX Coordinator. The student who has made a report of bullying and his/her parent or guardian will be provided with information about the district's policies and procedures for making a complaint of unlawful harassment.
7. After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by this policy.

C. Response to Verified Acts of Bullying

1. If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reassignment, transfer, suspension, or expulsion.
2. Each school shall notify 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. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
3. Each school is required to invite 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. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. The meeting with parents of the bully shall be separate and distinct from the meeting with the parents of the victim.
4. A student safety support plan shall be developed for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. When meeting with the parents of a student who has been the victim of bullying, school officials shall communicate not only the details of the student safety support plan, but also the policies and procedures in place to prevent further acts of bullying.
5. Case-by-case interventions shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.
6. The principal of a school, or designee, shall notify the appropriate local law enforcement agency when such principal, or designee, believes that any acts of bullying constitute criminal conduct.

D. Prevention and Intervention Strategy

Students shall be provided with a variety of prevention and intervention strategies which may include, but are not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the State Department of Education;
2. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying and teen dating violence is likely to occur;
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school;
5. Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;
6. School-wide training related to safe school climate;
7. Student peer training, education and support;
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
9. Culturally competent school-based curriculum focused on social-emotional learning, self-awareness and self-regulation;

10. Referrals to a school counselor, psychologist or other appropriate social or mental health service, and periodic follow-up by the safe school climate specialist with the bullied student.

E. Documentation and Record Keeping

1. Safe school specialists shall establish a procedure for each school to:
 - a. Document and maintain records relating to reports and investigations of bullying in such school.
 - b. Maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.
2. The district's safe school climate coordinator shall annually report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education.
3. The Safe School Climate Plan shall be submitted for approval by the State Department of Education in accordance with state law.

F. Training

1. All school employees must annually complete training on the prevention, identification and response to bullying, teen dating violence and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator, provisional educator or professional educator certificate via in-service training. (Such in-service training may not be required if the district implements any evidence-based model approach that is approved by the State Department of Education and is consistent with state law.) All other school employees shall receive such training as provided by the State Department of Education.
2. As part of the prevention and intervention strategies, schools may also implement school-wide training related to safe school climate and student peer training, education and support.

G. Safe School Climate Committee

Each school year, the principal of each school shall establish a committee (or designate at least one existing committee in the school) to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal. Parents or guardians who serve on such committee shall not participate in the activities described in subparagraphs (1) and (2) below or any other activity that may compromise the confidentiality of a student. The safe school climate committee of each school shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and make recommendations to amend school policies relating to bullying;
4. Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;
7. Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.

H. Periodic Assessment of School Climate

1. On and after July 1, 2012, and biennially thereafter, each school in the district shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education. The assessments for each school in the district shall be submitted to the State Department of Education so that the state can monitor bullying prevention efforts over time and compare each district's progress to state trends.
2. Assessment tools may also be used by Safe School Climate Committees to review and make recommendations for revisions to the district's Safe School Climate Plan.
3. Assessment tools shall include student assessment instruments, including surveys that contain uniform grade-level appropriate questions that collect information about students' perspectives and opinions about the school climate at the school and allow students to complete and submit such assessments and survey anonymously.

I. Notice Requirements

1. At the beginning of each school year, each school will provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.
2. Students and the parents or guardians of students shall be notified annually at the beginning of the school year of the process by which students may make reports of bullying.
3. Students shall be provided with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying.
4. The district's Safe School Climate Plan shall be made available on the board's and each individual school in the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

1. In order to promote a positive learning environment the Board of Education supports these standards for safe and appropriate student dress; nothing in this policy shall be intended to infringe upon students' freedom of expression or their religious beliefs.
 - a. Headwear: All headwear shall be removed prior to entering school and must be placed in the students' locker or where outer garments are stowed, for the entire school day.
 - b. Blouses/Shirts: Blouses/shirts should be constructed so that the tops of the shoulders are covered. Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff or exposure of the chest.
 - c. Skirts/Shorts/Dresses/Pants: Skirts, shorts and dresses should have hemlines that are mid-thigh. With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered.
 - d. Outdoor Garments: All outdoor garments will be placed in the students' locker immediately upon entering the school and will remain there for the entire school day.
 - e. Shoes: Safe footwear must be worn at all times.
 - f. Attire: Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Pajamas, slippers and other lounging attire are not allowed.
 - g. Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.
2. The school administration and faculty are responsible for the implementation of this policy. Exceptions to the above dress standards will be considered for medical reasons, special events and cultural beliefs or to promote school spirit as determined by the school principal or his/her designee.
3. When the above stated standards have not been met, any or all of the following will occur:
 - a. individual counseling
 - b. sending the student home to change and return to school;
 - c. parental conferences;
 - d. suspension for insubordination (refusal to change and/or follow the directions of the administration/designee).

5133 Behavior of Participants in Athletic Events*Last revision June 2007*

Players are expected to comply fully and wholeheartedly with the intent and spirit of the rules of the game and to respect the dignity of the game, the officials, the opponents, and the institution which they represent. Any display of unsportsmanlike behavior at any time will bring proper penalties and discipline and, if necessary, a temporary or a permanent forfeiture of playing privileges for any transgressing student.

Conduct of the participants during the contest is under the control of the appointed game officials who have jurisdiction to levy any penalties they feel necessary, which penalties may include ejection from the game and suspension from future games.

Any action taken by a coach to suspend a player from any future games should immediately be communicated in writing to the Athletic Director, giving the name of the student involved, date and reason for suspension.

5141 Student Health Services*Last revision October 2014***School District Medical Advisor**

The Board of Education shall appoint a school district medical advisor and appropriate medical support service personnel including nurses. School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment.

The medical advisor shall:

1. Plan and administer the health program for each school;
2. Advise on the provision of school health services;
3. Provide consultation on the school health environment;
4. Perform other duties as determined by the Board.

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. No record of any medical examination made or filed in accordance with Sections 10-205, 10-206, 10-207 or 10-214 of the Connecticut General Statutes ["C.G.S."], or any psychological examination made under the supervision or at the request of a Board of Education, shall be open to public inspection. Furthermore, all other health records maintained by the school district shall be treated in the same manner as the student' cumulative academic record.

Regular Health Assessments

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents or guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education:

1. a legally qualified practitioner of medicine;
2. an advanced practice registered nurse, or registered nurse; licensed pursuant to chapter 378
3. a physician assistant licensed pursuant to chapter 370, [or by the]
4. a school medical advisor, or
5. a legally qualified practitioner of medicine, an advanced practice nurse or a physician assistant stationed at any military base.

Students entering from out of state must meet State of Connecticut health requirements. All new students entering school district must fill out a questionnaire with the school nurse to assess the risk to exposure to tuberculosis. Any student who has any risk factors will have Mantoux test prior to entry.

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. §10-204a;
3. Vision, hearing, postural, gross dental screening and a chronic disease assessment, which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to C.G.S. §19a-62a;
4. A determination at each mandated examination as determined by the Connecticut Department of Public Health of the risk of exposure to tuberculosis. All students from high-risk countries (as defined by the Connecticut Department of Public Health) who are entering the system for the first time must receive a Mantoux test. A history of bacilli Calmette-Guerin (BCG) is not a contraindication to testing nor should it be considered interpretation of the skin test results. Test should be read prior to entry. All students who are identified as positive reactors to the Mantoux test for the first time shall consult a physician and bring verification to the school nurse stating that they have had a chest x-ray and are free of active tuberculosis;
5. Any other information including a health and developmental history as the physician believes to be necessary and appropriate.

The assessment form shall include (A) a check box for the provider conducting the assessment to indicate an asthma diagnosis; (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian; and (C) screening questions be answered by the medical provider. Health assessments shall also be required at school entry and in grades 6 and 9 (effective school year 2009-10) by a legally qualified physician of each student's parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. §10-204a;
3. Vision, hearing, postural, gross dental screening, and a chronic disease assessment which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to C.G.S. §19a-62a;
4. Students in high risk groups for TB who have not had a positive test should receive a Mantoux tuberculin skin test;
5. Any other information including a health and developmental history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance. Students who are homeless will be permitted to attend school even if they are unable to provide proof of required immunizations. Such students shall be referred to the district's homeless liaison who will assist the parent or guardian with obtaining the necessary immunizations and/or records.

Health assessments will be provided by the school medical advisor or the advisor's designee without charge to all students whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program. The Board may utilize existing community resources and services in the provision of such assessments.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. If a student permanently leaves the jurisdiction of the board of education, the student's original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. Each physician, advanced practice registered nurse, physician assistant or registered nurse performing health assessments and screenings shall completely fill out and sign each form and any recommendations concerning the student shall be in writing. When in the judgment of appropriate school health personnel, the results and recommendations of such assessment reflect that a student is in need of further testing or treatment, the Superintendent of Schools, or designee, shall notify parents of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

Vision Screening

All students in grades K-6, and grade 9 will be screened annually using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

Hearing Screening

All students will be screened for possible hearing impairments in grades K-3, grade 5, and grade 8. Additional audiometric screening will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

Postural Screening

School nurses will screen all students in grades 5 through 9 inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent or designee shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, modifications and/or accommodations shall be made for students with physical disabilities.

Immunizations/Vaccinations

Except as required by law, no student will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Hepatitis B
10. Varicella (chickenpox)
11. Pneumococcal (Pre-K and K students less than 5 years old)
12. Hepatitis A (students who entered Pre-K or K on or after August 1, 2011)
13. Meningococcal (Grades 7-9)
14. Influenza (Pre-K students less than 5 years old)
15. Any other vaccine required by law

Such list and the required number of doses may be amended as required by State of Connecticut guidelines and schedules.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or

4. in the case of measles, mumps or rubella, present a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of pertussis, has passed his or her sixth birthday.

The school nurse will report to the local Director of Health any occurrence of State of Connecticut defined reportable communicable diseases.

Health Assessments/Interscholastic Sports Programs

Any student participating in an interscholastic sports program must have a health assessment, within thirteen months prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every year. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.

Student Medical Care at School

Student medical problems and emergencies are outlined in Categories I through IV in administrative regulation #5143. Schools personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. Depending upon specific circumstances, Category V issues may also be considered emergencies by attending school personnel.

Schools shall maintain files of emergency information cards for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, 911 will be called and the student will be transported to the nearest hospital. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

5141.21 Administration of Medication

Last revision November 2015

A licensed nurse, or in the absence of such nurse, qualified personnel for schools may administer medication to students in the school system. Administration of medications by qualified personnel for schools shall be under the general supervision of the school nurse and in accordance with a student's individual medication plan.

Students will be permitted to self-administer medications only when they follow the procedures established by this policy and obtain prior approval from the school nurse. This requirement applies even to students who are age 18 or older.

Nothing in this policy prohibits parents or guardians from administering medication to their own children on school grounds.

Definitions

For the purpose of this policy, the following definitions shall apply:

“**Medication**” means any medicinal preparation including over-the-counter, prescription and controlled drugs.

“**Administration of Medication**” means any one of the following activities:

- Handling, storing, preparing or pouring of medication;
- Conveying it to the student according to the medication order;
- Observing the student inhale, apply, swallow, or self-inject the medication;
- Documenting that the medication was administered;
- Counting remaining doses to verify proper administration and use.

“**Qualified personnel**” (A) for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before- and after-school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medication;

“**Authorized Prescriber**” means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

“**Self-Administration of Medication**” means that the medication is controlled by the student at all times and self-managed by the student according to an individual medication plan.

Documentation Required

Except for the emergency administration of epinephrine to students who do not have a written prior authorization or order, prior to any administration of medication to students, the school nurse must be in possession of the following documentation:

1. The written order of an authorized prescriber;
2. The written authorization of a parent, guardian or student who is 18 years of age or older; and
3. The written permission for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of the medication.

Self-Administration of Medications by Students

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication [or maintenance medication for diabetes] will be permitted to self-administer such medication provided that:

1. The required documentation for self-administering medication at school includes the following additional items:
 - a. The written order must include the recommendation for self-administration by the authorized prescriber;
 - b. The written authorization of the parent/guardian or student who is 18 years of age or older for the self-administration of medication;
 - c. An assessment by the school nurse that the student is competent to self-administer in the school setting;
 - d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.
2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.
3. The medication is transported by the student and maintained under the student's control in accordance with school policy and the student's plan.
4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge injectors at all times while attending school and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian.

Administrative Regulations

The Superintendent of Schools, with the advice and approval of the school medical advisor and the school nurse supervisor shall develop administrative regulations to implement this policy. The regulations shall address the following topics:

1. Administration of medications by qualified personnel for schools
2. Limitations of LPNs, paraprofessionals, coaches and athletic trainers
3. School readiness and before- or after-school programs
4. Training and supervision of qualified school personnel
5. Self-administration of medications by students
6. Procedures in the event of a medication emergency
7. Handling, storage and disposal of medications
8. Documentation and record-keeping
9. Notification and documentation of errors in the administration of medication
10. Procedures for the administration of epinephrine by qualified school employees for the purpose of emergency first aid to students who experience allergic reactions and who do not have a prior written authorization for the administration of epinephrine

Biennial Review of Policy and Regulations

This policy and administrative regulations shall be reviewed and revised biennially with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

5141.22 Students with Chronic Infectious Diseases

Last revision June 2007

The Board of Education recognizes that all children have a right to a free, suitable program of educational experiences. The Board of Education has established reasonable health requirements as prerequisites to admission or attendance, including the requirement that students undergo physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others because of the nature of the disease or the personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with appropriate procedural due process safeguards. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

A child with an infectious disease may be considered disabled, if the condition presents such physical impairment that substantially limits one or more major life activities. In such circumstances, Section 504 of the Rehabilitation Act or the Individuals with Disabilities

Education Act may apply. The parent, guardian or the school administration may make a referral to the individual school's Section 504 Team for determination whether the student is handicapped and entitled to protection under Section 504. In appropriate cases, a referral may be made to a Planning and Placement Team to determine whether the student is qualified to receive special education and related services under the Individuals with Disabilities Education Act. All students should be educated in the least restrictive environment in which they can receive an appropriate public education.

5141.23 Students with Special Health Care Needs

Last revision June 2007

General Statement of Policy

Students with health impairments have educational needs similar to those of students without such impairments. For these students, access to education requires:

- assessment and periodic reassessment of the child's health status and level of functioning on a daily or intermittent basis in order to determine what special services or program modifications he/she may need;
- policies which support close collaboration with families;
- safe professional practice;
- appropriate instructional programs;
- related services necessary to ensure successful functioning in educational settings;
- enhanced communication and collaboration with health and social service providers in the community;
- education of school personnel; and
- smooth interdisciplinary teamwork

Recognizing the above, the Board of Education will adopt the State of Connecticut Department of Education Guidelines for Serving Students with Special Health Care Needs – 1992 as may be amended by the State. As it was intended that these guidelines be built upon to develop, enhance and promote safe and appropriate educational opportunities for students with special health care needs, modifications to these guidelines will be made as necessary, by the school nurses and the School Medical Advisor.

Administrative Responsibility

The administration is responsible for notifying the school nurse that a student with special health care needs is entering or reentering the school, and to collaborate with the school nurse and other appropriate personnel to provide for the student's safe transition into school, and meeting his subsequent health care needs while in school.

General categories (with examples of each type) of students with special health care needs are as follows (this list is not inclusive):

- **Chronic Disease:** asthma, cancer, cystic fibrosis, diabetes, seasonal respiratory allergies, sickle cell anemia
- **Chronic Infectious Disease:** hepatitis B infection, HIV infection, mononucleosis
- **Physical Conditions:** congenital heart defect, spina bifida
- **Psychological Condition:** childhood psychosis, chronic depression, conduct disorder
- **Acquired Disability:** traumatic brain injury, lead poisoning, drug addiction, broken leg
- **Severe Acute Illness:** (which may require complex medical care over several weeks or months) nephritis (kidney infection), osteomyelitis (bone infection), pneumonia (lung infection)

School Nurse Responsibility

All students with special health care needs entering or reentering New Milford Public Schools will be assessed by the school nurse prior to entering or returning to school. The school nurse will collaborate with any other appropriate personnel to develop a care plan for the student's safe transition into school and meeting his subsequent health care needs while in school.

5141.231 Psychotropic Drug Use

Last revision May 2013

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

School health or mental health personnel (nurses, nurse practitioners, medical advisers, psychologists, and social workers) may recommend to a parent or guardian that a child be evaluated by an appropriate medical practitioner. In addition, school health and mental health personnel may request written consent from a parent or guardian to communicate about such child with a medical practitioner outside the school.

Communications between and among school health, mental health personnel and other school personnel (school nurse, school psychologist or school social worker) pertaining to a child in possible need of a recommendation for a medical evaluation shall be accomplished through the District's established child study teams, Section 504 Team and/or the planning and placement team and its procedures, in conformity with state and federal special education statutes.

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

The Superintendent of Schools or his/her designee shall promulgate this policy to district staff and parents/guardians of students annually and upon the registration of new students.

5141.25 Students with Special Health Care Needs

Last revision December 2009

Accommodating Students with Special Dietary Needs

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.

The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

Management of Life Threatening Food Allergies

The New Milford Board of Education recognizes the importance of developing and implementing a plan for the management of food allergies in the student population. This plan must provide a balance between the health, social normalcy and safety needs of students with life-threatening food allergies and the educational, health and safety needs of all students.

Food Allergy Management Team

The Board of Education delegates the responsibility for developing, implementing, monitoring, reviewing and revising the school district's Guidelines for Food Allergy Management to a multidisciplinary food allergy management team. The district's wellness advisory council is the designated food allergy management team and should include the following members: Superintendent or designee, building administrator, medical advisor or designee, school nurse, director of pupil personnel and special services, food and nutrition services director, teacher representative, parent representative, student representative, transportation coordinator, supervisor of custodial staff, other school personnel or community representatives as appropriate.

Guidelines established by the food allergy management team shall address the following areas:

1. The process for identifying students with life-threatening food allergies including provisions for parents/guardians to provide adequate medical documentation
2. The process for developing individual health care plans for students with life-threatening allergies consistent with applicable state and federal law
3. Strategies to reduce the risk of exposure to life-threatening food allergens in school buildings
4. Provisions for the ongoing education of school personnel and the school community regarding the management of life-threatening food allergies
5. Emergency medical response plan including communication strategies between individual schools and local providers of emergency services
6. A method for monitoring and assessing of the food allergy management plan on at least an annual basis.

The Guidelines for Food Allergy Management shall be posted on the Board's website or the website of each school under the Board's jurisdiction. Parents and guardians shall be provided notice of the District's food allergy management plan annually, at the beginning of each school year in conjunction with the provision of the written statement of the Board's pesticide application policy.

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine health status of students, facilitate the removal of handicaps to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.C.S. 10-206.

Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian.

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

Students may be exempt from immunization requirements only in accordance with state law. To claim a religious exemption, an exemption form must be submitted to the school nurse before enrolling the student for the first time and before entering seventh grade. The exemption form must be submitted with a properly signed acknowledgement.

No record of any student's medical assessment may be open to the public.

5144 Discipline

Last revision June 2013

The policy of the New Milford Board of Education is to maintain an orderly environment in which teaching and learning can take place, to encourage students to respect the need for authority reasonably exercised and accept responsibility for their own actions, and to help them develop self-discipline consistent with the needs and expectations of the educational system and the society at large.

Student Behavior

Appropriate behavior is expected from all students at all times. The Board realizes that appropriate behavior is not always automatic or easy. Often mistakes are made as students learn to be responsible for their own actions. Therefore, it is expected that each Principal and each teacher will have guidelines that will maintain discipline without inhibiting growth. The guidelines should be consistent with this policy while allowing for individual application reflecting the differences among administrators, teachers, students, grade levels, and circumstances.

Self Discipline

The ultimate goal of school discipline should be to help students develop self-discipline, a capacity for personal restraint in view of the needs and rights of themselves and others that will guide them throughout life. Students should learn the meaning and value of deferred rewards.

Preventive Discipline

The Board of Education believes that when certain conditions exist in a school many discipline problems will be prevented. These conditions, which each school should attempt to establish as part of a preventive discipline program, include:

1. A consistent application of reasonable rules and procedures beginning in the primary grades.
2. Adequate instruction at appropriate levels by competent teachers who are well-prepared in their subject matter areas.
3. Varied instructional and activity programs.
4. Sincere attempts to communicate with the home.
5. Genuine concern by the staff for individual student problems and growth.
6. Student involvement as appropriate in formulating rules and behavior standards.

Discipline should be a cooperative effort between home and school. It must begin at home and be reinforced in the schools. School discipline must be supported by parents. To secure maximum cooperation and support, the schools should inform parents about school discipline policies and about their child's behavior, and consult them promptly in the event of serious and/or persistent disciplinary problems.

Corrective Discipline

When student behavior disrupts the learning environment, infringes on the rights of others, or endangers the student or other individuals, the educational system cannot achieve its purpose. Teachers and administrators may employ appropriate disciplinary measures as needed to control and correct inappropriate behavior. The measures should be consistent with this policy and appropriate to the student's age and the nature and seriousness of the behavior.

The Board of Education does not consider mass punishment or corporal punishment acceptable disciplinary measures. The Board does recognize that it may occasionally be necessary for a staff member to restrain a student or to use force to break up physical conflicts.

When persistent disciplinary problems occur, every effort should be made to resolve them through conferences with the student and the parents with the assistance of administrators and student personnel services. Although it may sometimes be necessary to temporarily remove a student from regular classes to help resolve personal problems that are causing misbehavior, the objective should be to help the learner to function constructively and responsibly in the normal school environment.

5144.3 Discipline of Students with Disabilities

Last revision June 2007

The District shall comply with state and federal laws and regulations pertaining to the rights of students with disabilities when disciplining such students.

1. Expulsion of Students with Disabilities

- A. No school administrator shall recommend the expulsion of a student with a disability without first convening the appropriate qualified personnel to determine whether the misconduct was a manifestation of the student's disability. If the student's misconduct is determined to be a manifestation of his or her disability, the student may not be expelled for the misconduct. Instead, the misconduct will be addressed by the PPT or Section 504 team in a review of the student's special education program.
- B. Any special education student whose misconduct is determined to *not* be a manifestation of his or her disability may be referred for expulsion pursuant to the Board's student expulsion procedures. If a special education student receiving services pursuant to the Individuals with Disabilities Education Act is expelled from school, the student's PPT shall determine the services that are necessary to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

2. Suspension of Students with Disabilities

- A. A special education student receiving services under IDEA may be suspended for up to 10 school days in any school year regardless of whether the student's misconduct is a manifestation of his or her disability. There is no need for the district to provide any educational services during the first ten days of suspension in any school year except to the extent that such services are provided to non-disabled students.
- B. A special education student may be suspended in excess of an aggregate of 10 school days during any school year. Commencing upon the eleventh, aggregate day of suspension in any school year, however, district personnel, in consultation with at least one of the student's teachers, must provide services that are designed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.
- C. A series of suspensions may be deemed a change of placement for a special education student if: 1) the suspensions total more than 10 school days; 2) the behavior leading to a suspension is substantially similar to the conduct that resulted in prior suspensions; 3) the length of each suspension is similar; 4) the total amount of time the student has been removed is significant; and 5) the suspensions are in relatively close proximity to one another. The PPT shall determine whether a pattern of removals constitutes a change of placement on a case-by-case basis. If a series of suspensions is deemed a change in placement, the student's PPT must determine the appropriate services for the child during the period of removal. Furthermore, the PPT must conduct a manifestation determination and provide, if appropriate, a functional behavioral assessment and behavioral intervention services and modifications.

3. Alternative Educational Settings

- A. School personnel may remove a special education student to an interim alternative educational setting for up to 45 school days, regardless of whether the student's behavior was a manifestation of the student's disability if the student: 1) carries a weapon to or possesses a weapon at school, on school premises, or to a school function; 2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or a school function; or 3) inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.
- B. A special education student may be temporarily placed in an appropriate alternative educational setting for up to 45 school days by order of a duly appointed state hearing officer if the hearing officer determines that the student's current placement is substantially likely to result in injury to the student or to others.

- C. A court may exclude a special education student from the student's current placement for an indefinite period if the court determines that maintaining the student in the student's then-current placement is substantially likely to result in injury to the student or to others.
- D. Should a special education student be removed to an alternative educational setting, the student's PPT shall determine the services that are necessary to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

5145.12 Student Search and Seizure

Last revision June 2013

The school administration is authorized to search any student locker or desk, and any student automobile located on school premises, for weapons, contraband or the fruits of a crime when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated the law or school rules.

No Expectation of Privacy in Use of School Property

Desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Although students are given use of these items, the Board retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes. Inspections of school property may be accomplished with or without advance notice to students. Students should have no expectation of privacy in the use of desks, lockers and other similar school property. School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk

When and How School Officials May Conduct Searches

The school administration also is authorized to search a student's person where there exist reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating the law or school rules. The search of a student's person includes a search of a student's clothing and personal effects. Under no circumstances shall school district personnel conduct a "strip" search of a student. In the event that a student is reasonably suspected of concealing evidence of criminal activity that can be obtained only by removal of clothing and the student refuses to deliver such evidence, the assistance of the police shall be obtained.

Any search of a student's desk or locker or of a student's person shall be reasonably related in scope to the circumstances that justified the search in the first place. The scope of the search is reasonable when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A search of a student's person shall be conducted by a person of the same sex as the student and in the presence of a witness of the same sex of the student.

1. Only the Principal or designee shall be responsible for determining whether or not a search shall be conducted of a student's person or personal property. The Principal should consider involving the appropriate law enforcement officials.
2. When deemed appropriate, the Principal should consider the proper involvement of the lawful custodian of the student.
3. A second staff member shall be present during a search of either a student or a student's personal property.
4. The seizure or confiscation of items located in property in a student's immediate possession and/or on a student's person shall be accomplished in the following manner:
 - a. The seizure shall be witnessed by the student and a second staff member.
 - b. The search shall be conducted as discreetly as possible and in private.
 - c. Each and every item seized must be identified and not commingled with other items previously or subsequently seized.
 - d. The Principal shall prepare a summary report identifying the item(s) confiscated. The report should include the facts upon which reasonable suspicion was based, where the search occurred, the reason for the seizure, who was present, time, and the disposition of item(s).
 - e. A copy of the summary report shall be given to the student and/or lawful custodian(s) of the student.

Vehicle Searches on School Grounds

Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination of the privilege of bringing a motor vehicle onto school premises.

Seizure of Property Belonging to Student

School personnel may temporarily take control of property belonging to a student (including items such as a cell phone or other electronic device) when the student's use or possession of such property violates school rules or is otherwise disruptive of the educational process. Items taken from students should be made available for return to the student or the student's parent or legal guardian as soon as feasible or upon the conclusion of disciplinary proceedings associated with the item(s). Any illegal substance, weapon, item that may not be legally possessed by a student or other "fruit of a crime" that is confiscated from a student or discovered in an inspection of school property or search may be turned over to law enforcement officials.

Notice

Students shall be notified annually of this policy by publication in student handbooks and in any other manner that the Superintendent of Schools may deem effective.

5145.122 Search and Seizure: Use of Dogs to Search School Property

Last revision June 2013

The Board of Education considers the possession or use of illegal drugs and other illicit substances on school grounds or at school-sponsored activities to be highly detrimental to the learning process as well as the health and safety of students and staff. As part of its commitment to eliminate the presence of illegal drugs and other contraband from its schools, the Board of Education has authorized the school administration to use trained dogs to conduct searches on school property.

Students, parents, and visitors are advised that desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Students should have no expectation of privacy in the use of desks, lockers and other similar school property. Furthermore, all lockers, desks and other storage places on school property as well as vehicles parked on school property are subject to search by school officials whenever there are reasonable grounds to believe that a search would produce evidence of illegal activity or a violation of Board policy or school rules.

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
 - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.
7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances(s) on school property.

5145.123 Search and Seizure: Use of Metal Detectors

Last revision December 2010

In view of the escalating presence of weapons in our schools, the Board authorizes the use of mobile or stationary as follows:

- When a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and/or personal effects.
- When a school experiences a pattern of violence involving weapons or the discovery of weapons on school grounds or at school sponsored events or other circumstances indicating a likelihood of the presence of weapons at school, the administration shall be authorized to use metal detectors to conduct random checks for weapons. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

A student's refusal to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

Notice

Prior to instituting the initial use of metal detectors at any school, the administration shall notify students, parents and guardians of the intent to implement the use of metal detectors. Thereafter, upon enrollment and at the beginning of each school year, students and parents/guardians shall receive notice that the district uses metal detector checks as part of its program to promote safety and deter the presence of weapons. Signs shall be posted at all schools to explain that anyone may be scanned by metal detector for guns, knives or other illegal weapons when on campus or attending athletic or extracurricular events.

Military Recruiters

The high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Regional and Inter-district Specialized Schools

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

Release of Student's Personal Information to Recruiters

Upon a request made by military recruiters or an institution of higher education, the school district will provide access to secondary school students names, addresses, and telephone listings. A parent of a secondary school student or the student himself or herself if he or she has reached the age of majority ["eligible student"] may request at any time that the student's name, address, and telephone listing not be released to military recruiters without the prior written consent of the parent or the eligible student. The Superintendent of Schools or his/her designee will notify parents and eligible students annually of their right to file such a request.

On-Campus Recruiting Activities

The school administration may determine when recruitment meetings will take place and reserves the right to deny a request to schedule such meetings at a time that will materially and substantially interfere with the proper and orderly operation of the school.

Any person denied the rights accorded under this policy may request in writing that the Superintendent of Schools review the school administration's decision. The Superintendent shall consider the request and conduct an appropriate investigation; the Superintendent may meet with the person requesting the review and the school administrator involved in the decision. After investigation, the Superintendent may reconsider the denial if in his/her judgment the holding of the meeting would not materially and substantially interfere with the proper and orderly operation of the school.

A person adversely affected by the decision of the Superintendent of Schools may request review of the decision by the Board of Education by filing a written request for such review with the Chairman of the Board of Education.

5145.2 Freedom of Speech/Expression*Last revision June 2007*

Responsible criticism and reasonable dissent are basic to the free expression of ideas. No idea will be suppressed simply because it is not shared by the majority. However, expressions which are vulgar, lewd, plainly offensive, or involve false statements, substantially disruptive or potentially dangerous content, the use of obscenities, the advocacy of violation of law or official school regulations, or which are inconsistent with the fundamental values of public school education are unacceptable.

Bulletin Boards

School officials may restrict the use of certain bulletin boards of school announcements. Ample bulletin board space shall be provided for the use of students and student organizations including a reasonable area for notices relating to out-of-school activities or matters of general interest to students. The following general limitations on posting apply:

1. That which is obscene, vulgar, lewd, plainly offensive, libelous, likely to inflame or incite so as to substantially disrupt order, advocate violation of the law or school regulations, or inconsistent with the fundamental values of public school education will be prohibited.
2. Identification shall be required on any posted notice of the student or student group issuing same.
3. The school shall require that notices or other communications be officially dated before posting and that such material be removed after a prescribed reasonable time to assure full access to the bulletin board.

Petitions, Leaflets, Posters, Etc.

Any student desiring to distribute handbills, leaflets, petitions or other printed materials in the school, in which he or she is enrolled, must receive prior approval from the Principal of that school or the Principal's designee. After presenting such material to the Principal, the student will receive a decision within two days regarding the distribution thereof. The following limitations apply:

1. The time of such activity shall be limited to periods before school begins and after dismissal.
2. The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
3. The manner of conducting such activity shall be restricted to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions.
4. Student identification shall be required on all printed matter and petitions distributed or circulated on school property.
5. The school shall prohibit the distribution of materials which are obscene, vulgar, lewd, plainly offensive, libelous, likely to inflame or incite so as to substantially disrupt order, advocate violation of the law or school regulations, or inconsistent with the fundamental values of public school education.

Buttons, Badges, Printed Shirts, Etc.

The school shall prohibit the wearing of buttons, badges, printed shirts, etc. if the message thereon is obscene, vulgar, plainly offensive, libelous, likely to inflame or incite so as to disrupt order, advocate violation of the law or school regulations, or inconsistent with the fundamental values of public school education.

5145.5 Sexual and Other Unlawful Harassment of Students

Last revision October 2011

It is the policy of the New Milford Board of Education to maintain a working and learning environment that is free from sexual, racial and other unlawful harassment. The Board will not tolerate the harassment of any student based on race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression, alienage or any other basis prohibited by law.

This policy prohibits unlawful harassment of students by employees, other students, or third parties. This includes protection from harassment by teachers, administrators, Board of Education members, volunteers, visitors and any other individuals who are on school premises, at school-sponsored activities and at other places where such persons may come in contact with students in connection with educational programs and activities.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information or any other basis prohibited by law.

Definition of Unlawful Harassment

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

Such conduct constitutes sexual harassment whether or not a threat of adverse consequences is carried out and whether or not the student actually suffers any tangible adverse consequences.

Sexual harassment includes a wide range of behaviors – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Unwelcome sexual flirtations and advances, offensive touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and displays in the work place of sexually suggestive objects or pictures are some of the additional behaviors that constitute sexual harassment. Behavior appropriate outside the school setting may not be appropriate in the school environment. Sexual harassment may be subtle and even unintentional. It may be directed towards members of the opposite or same sex.

Examples of Sexual Harassment

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

- Suggestive or obscene letters, notes, e-mail messages, voice mail or text messages, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display or transmission of sexually suggestive objects, pictures or cartoons, graffiti, sexual assault, attempted sexual assault.
- Continuing to express sexual interest after learning of or being informed that the interest is unwelcome;
- Coercive sexual behavior used to control, influence, or affect educational opportunities, academic achievements, and/or learning environment of a student, such as threats of reprisal, implying or withholding support for an honor, program, recommendation, benefit or activity;
- Suggesting a poor grade or evaluation will be prepared;
- The creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive learning environment; and
- Inappropriate attention of a sexual nature.

Relationships in the Educational Environment

Sexual or romantic relationships between employees and students are strictly prohibited whether or not they constitute sexual harassment as defined in this policy. Furthermore, such relationships may violate state and federal criminal laws.

Examples of Other Unlawful Harassment

Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, sex, religion, national origin, sexual orientation, gender identity or expression, disability, or alienage is also prohibited by this policy. Examples of such unlawful harassment include, but are not limited to, the following:

- Intimidation and implied or overt threats of physical violence or physical acts of aggression or assault upon another or damage to another's property that is motivated by race, color, sex, religion, national origin, sexual orientation, gender identity or expression, disability or alienage;
- Depending upon the circumstances and context, demeaning jokes, taunting, slurs, derogatory nicknames, innuendos or other negative or offensive remarks relating to an individual's race, color, sex, religion, national origin, sexual orientation, gender identity or expression, disability or alienage;
- Depending upon the circumstances and context, graffiti, slogans, or visual displays such as cartoons, graphics or posters depicting slurs or derogatory sentiments relating to an individual's race, color, sex, religion, national origin, sexual orientation, gender identity or expression, disability or alienage.

Complaint Procedure

All members of the school community are responsible for helping to assure that unlawful harassment is avoided. The Superintendent of Schools is authorized to develop and maintain regulations establishing a complaint procedure for reporting violations of this policy. Any student who feels he or she has been harassed or victimized in violation of this policy should promptly report such incidents to a Guidance Counselor, Principal, Assistant Principal, or the district's Title IX Coordinator in accordance with said regulations. Any staff member who has observed or otherwise become aware of conduct prohibited by this policy is required to bring the matter to the immediate attention of the Title IX Coordinator.

The district's Title IX Coordinator for students is:

Assistant Superintendent
50 East Street, New Milford, CT 06776
(860) 354-3235

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken as warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion. He or she may also be personally liable in any civil or criminal legal action brought against him or her.

Retaliation

Retaliation against an individual because she or he has reported harassment or has co-operated in an investigation of alleged harassment is a violation of Board policy and state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of unlawful harassment.

Responsibilities of the Title IX Coordinator

The Title IX Coordinator is responsible for the following:

1. Ensuring that all complaints of unlawful harassment are investigated in a prompt and objective manner;
2. Ensuring the school district's compliance with various statutory record keeping, notice and training requirements in the area of harassment;
3. Reviewing the Board's policy on harassment and these accompanying administrative regulations periodically for appropriate updating, and monitors them on an on-going basis for effective implementation;
4. Ensures that the Board's policy and administrative regulations are distributed to all students annually;
5. Ensuring that the definition of "harassment" as well as the process by which any person may make a complaint of sexual, racial or other unlawful harassment is part of the orientation for all students at the start of the school year and new students during the school year;
6. Ensuring students are aware of who is serving as Title IX Coordinator for student for the District and how he or she may be reached.

A copy of this policy or appropriate summary notice shall be distributed annually to all students and employees.

The Board of Education does not tolerate sexual, racial or other unlawful harassment of any student by another student, school employee, or third person based upon race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression or alienage. This includes protection from harassment by people who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the school district.

Students who believe they been subjected to unlawful harassment as defined in Board Policy 5145.5 are encouraged to promptly report such incidents to a Guidance Counselor, Principal, Assistant Principal or the Assistant Superintendent/Title IX Coordinator. Timely reporting of incidents of discriminatory conduct enables the school district to properly investigate and resolve such complaints. All reports of conduct that violates these policies shall be reviewed regardless of whether the report has been made in writing.

Complaints will be investigated promptly and corrective action will be taken when warranted. Confidentiality will be maintained to the extent practical. Any reprisals or retaliations found to have occurred as a result of reporting unlawful harassment are considered to be a violation of this policy and may result in disciplinary action against the retaliator.

The school district will provide staff development for new district administrators and will publish its policy and complaint procedure and orient students and employees in an effort to maintain an environment free of sexual, racial and other unlawful harassment.

Responsibilities of Students and Personnel

All Students. Any student who feels that he or she has been a victim of harassment in violation of school policy is strongly urged to immediately report the harassment to a Guidance Counselor, Assistant Principal, Building Principal or Title IX Coordinator. Any student who is not the target of harassment but is aware of it occurring should likewise report such information.

All Employees. Any employee who observes or otherwise becomes aware of any incident of sexual, racial or other unlawful harassment of a student is required to immediately report such incident to the district's Title IX Coordinator.

Guidance Counselors and Administrators. Any complaint, report or other communication from a student or other individual, a government agency, or an attorney concerning potential harassment against a student must be immediately shared with the Title IX Coordinator. If notification to the Title IX Coordinator is impractical or implausible under the circumstances, the Superintendent should be contacted. Any and all investigations should be conducted with the guidance of the Title IX Coordinator or Superintendent or his or her designee.

Title IX Coordinator. The Title IX Coordinator shall be responsible for the investigation of all verbal and written complaints of alleged discrimination including unlawful harassment. The Title IX Coordinator shall ensure a prompt and equitable resolution of all complaints.

Reporting a Complaint of Unlawful Harassment

Any student who feels that he/she has been harassed on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression or alienage in violation of Board Policy 5145.5 should immediately bring his/her complaint to the attention any of the following school officials: Guidance Counselor, Assistant Principal, Building Principal, or district's Title IX Coordinator.

The district's Title IX Coordinator may be contacted at:

**Office of the Assistant Superintendent
50 East Street, New Milford, CT 06776
(860) 354-3235**

Upon any notice from a student or other individual that unlawful harassment of a student may be occurring, the school official should inform the student of the school district's policy and regulations, including the school district's legal obligation to investigate every report even where the complainant is hesitant to pursue the complaint.

If the complainant is a minor, the school official to whom the complaint is given should consider whether a child abuse report should be completed.

Although there is no requirement that the complaint be in writing, the school official should encourage the student to commit the

complaint to writing and may assist the student in writing the complaint. The school official should document the complaint even if the student refuses to commit the complaint to writing.

The written complaint should state the following (the form in Appendix A may be provided for the convenience of the complainant, but is not required):

1. name of the complainant;
2. date that the complaint was made;
3. name(s) of the alleged harasser(s);
4. date and place of the alleged harassment;
5. names of any witnesses, if any;
6. list of documentary evidence, if any;
7. statement of the facts supporting this complaint of harassment.

The school official should advise the student that confidentiality will be maintained to the extent possible. The school official cannot make a blanket promise of complete confidentiality since information gained from the investigation may have to be disclosed to other students, school personnel or may be needed in subsequent government or court proceedings.

The school official should carefully document his or her knowledge of all communications and actions concerning student complaints, including any student efforts or failure to take advantage of the opportunities provided by the school district's policy and procedure. Such documentation should be maintained in a separate investigative file.

The Building Principal, Assistant Principal or Guidance Counselor shall immediately forward the complaint to the district's Title IX Coordinator without screening or investigating the report.

If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so. If the Superintendent is the subject of the complaint, it shall be submitted to the Board of Education and the Board shall appoint the investigator.

Investigation of Complaints of Unlawful Harassment

Investigator: The Title IX Coordinator is responsible for investigating or supervising the investigation of any complaints unlawful harassment. The advice of legal counsel should be sought as necessary. The investigation may also be conducted by outside counsel or an outside investigator.

Interim measures: The investigator shall assess whether there is a necessity to take immediate interim measures to prevent further allegations of unlawful harassment or retaliation of any kind while the investigation is pending.

Investigation: The investigation shall be conducted with objectivity and completed in a timely manner. The investigator shall consult with all individuals believed to have relevant information including the complainant, the person(s) accused of the unlawful harassment, potential witnesses and other possible victims of the alleged harassment. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the investigative process, the due process rights of the alleged harasser(s) shall be preserved. The investigator shall keep the complainant apprised of the status of the investigation on a periodic basis.

Documentation: The investigator should carefully document all aspects of the investigation. Documentation should be maintained in an investigative file. Documentation of disciplinary actions taken should be maintained in the employee's personnel file or the student's disciplinary file.

Written Report: After an impartial and prompt investigation of the complaint, the investigator should ascertain (1) whether the alleged conduct occurred, and (2) whether such conduct constitutes a violation of the Board's policy. In determining whether there is a violation of the policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or patterns of behavior, the relationships between the parties involved and context in which the incidents occurred. If there is a violation, the investigator should determine what remedial action is necessary to eradicate the harassment and prevent any recurrence of such conduct in the future. The investigator should commit the findings and recommendations to writing and forward the report to the Superintendent of Schools. Unless unusual circumstances exist, the written report shall be completed without delay. If the Superintendent is the subject of the investigation, the Board of Education shall receive the findings and recommendations.

Notification of Results of Investigation: The results of the investigation will be communicated to the parties involved in a manner consistent with state and federal laws regarding data and records privacy.

Request for Review: If the complainant is unsatisfied with the results of the investigation, he/she may request a review by the Superintendent of Schools within 10 school days of the notification of the results of the investigation. The Superintendent (or designee) shall review the investigator's written report and further investigation may be conducted if necessary. The complainant may present additional evidence or witnesses for the reviewer to consider. Absent unusual circumstances, the Superintendent shall promptly notify the complainant in writing of the results of his/her review.

Corrective Action: If unlawful harassment in violation of Board policy is determined to have occurred, the school district will take prompt corrective action that is reasonably calculated to stop the harassment and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to one or a combination of the following: counseling, awareness training, warning, reprimand, reassignment, transfer, suspension, termination or expulsion. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and other school district policies.

Alternative Complaint Procedures

The federal and state agencies that investigate complaints of unlawful harassment of students are the Office for Civil Rights, U.S. Department of Education (OCR) and the Connecticut Commission of Human Rights and Opportunities (CHRO). Any student who wants his or her complaint to be investigated by either of these agencies may do so by contacting the following: CHRO is located at 21 Grand Street, Hartford, CT 06106, (860)-541-5737; Office for Civil Rights-Boston, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (617)289-0111. The OCR and CHRO apply a statute of limitations of one hundred and eighty (180) days to such complaints.

NOTICE TO ALL STUDENTS
DISCRIMINATION IS AGAINST THE LAW
SEXUAL, RACIAL AND OTHER UNLAWFUL HARASSMENT
IS AGAINST THE LAW

Everyone in the New Milford Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policies to prevent unlawful harassment and other forms of discrimination.

The New Milford Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity or expression, or sexual orientation, in any of its programs, activities and employment practices and provides equal access to the Boy Scouts of America and other designated youth groups. Furthermore, it is the policy of the Board to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression, alienage or any other basis prohibited by law.

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs.

Harassment may include the following when based upon a student's race, color, national origin, sex, disability, religion, sexual orientation, gender identity or expression, or alienage:

1. name calling, jokes or rumors;
2. pulling on clothing;
3. graffiti;
4. notes or cartoons;
5. unwelcome touching of a person or clothing;
6. offensive or graphic posters or book covers;
7. any words, images or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words, images or actions make you feel uncomfortable or fearful, you need to tell a guidance counselor, the Principal, Assistant Principal or the district's Title IX Coordinator. You may also make a written report.

Your right to privacy will be protected as much as possible.

We take seriously all reports of harassment or violence and will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you because you have reported harassment.

This is a brief summary of the district's policies on non-discrimination and unlawful harassment. Complete policies (Nos. 5000, 5145.5) are available at the Board of Education offices.

Students who harass other students or school employees may be subject to discipline as severe as expulsion from school for up to one calendar year.

For more information or to file a complaint of discrimination or unlawful harassment, contact the school district's Title IX Coordinator:

**Office of the Assistant Superintendent
50 East Street, New Milford, CT 06776
(860) 354-3235**

5145.6 Student Grievance Procedures

Last revision June 2007

The Superintendent of Schools shall develop regulations for hearing student grievances and review such procedures with the student council. The Superintendent of Schools shall ensure that the finalized student grievance procedures shall be easily accessible to all students within the New Milford Public Schools, either through their replication within student/parent handbooks or by other methods that are reasonably designed to make them readily available for students and/or parents to review.

5157 Use of Physical Force

Last revision February 2016

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the board of education.

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

- C. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
 - c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.
- F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.
- G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.
- H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan

Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

- 1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. (Such overview is to be provided by the Department of Education on or after July 1, 2015, and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)
- 2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school
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professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:
 - a. Various types of physical restraint and seclusion;
 - b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - c. The differences between permissible physical restraint and pain compliance techniques; and
 - d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

Crisis Intervention Teams

By July 1, 2015, and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

6115 School Ceremonies and Observances

Last revision November 2012

Silent Meditation

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance

The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary. The Board shall provide a United States flag for each schoolroom and shall cause such flag to be displayed during each day that school is in session. Each school shall also display a United States flag of silk or bunting not less than four feet in length on school grounds.

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge", he/she may choose to remain seated and silent. Students may wish to use this time to reflect on their belief or remember loved ones. In any event, all students must be courteous and respectful of the beliefs of others.

6141.321 Acceptable Use and Internet Safety

Last revision February 2013

Overview

The Board of Education provides computer resources to support its educational objectives. Proper use of electronic information technology enhances the curriculum and learning opportunities for students as well as the teaching resources of school personnel.

The intent of this policy is to:

1. Promote the safe use of the District's computer resources by students and other users;
2. Prevent the misuse of computer resources by users.

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes, the school's computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network. It therefore includes all e-mail services and Internet access.

This policy applies to all users of the District's computer resources. The term "users" includes students, employees, independent contractors, consultants, temporary workers, volunteers and all other persons or entities who use or come in contact with the District's computer resources. By using or accessing the District's computer resources, users agree to abide by this policy. Any personal

electronic devices which are brought into, or connected to the information networks of the District on or off school grounds shall be subject to this policy and related regulations.

Internet Safety and Access

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Unfortunately, the Internet is also a source of highly inappropriate material. In an effort to minimize student exposure to inappropriate material on the Internet, the following protective measures will be employed by the District:

1. On-line activities of all users will be monitored.
2. The District will employ a technology protection measure that protects against Internet access by both adults and minors to visual depictions that obscene, pornographic, or, with respect to the use of computers by minors, harmful to minors as defined by the Children's Internet Protection Act. Such technology protection measure shall be in operation during any use of computers with Internet access. However, it is recognized that this measure alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet resources lies with the user.
3. The District expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, they will be supervised in a manner that provides Internet use that is well-suited to learning objectives. If necessary, school personnel may request, in writing, that the technology protection measure be disabled for use by an adult for the purpose of bona fide research or other purpose that promotes an educational objective. The Director of Technology and/or school principals] are authorized to approve such requests.
4. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the District's staff. School personnel who supervise student use of the Internet will give students instruction, as appropriate, regarding appropriate on-line behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. School personnel who supervise student use of the Internet shall limit and/or closely monitor forms of direct electronic communication, such as chat rooms and e-mail. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District.
5. Access to the Internet is a privilege and not a right. It is expected that all users will act in a responsible and legal manner in accordance with District policy and state and federal laws.

Security

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the District's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the District's network. All material not belonging to the District must be scanned for viruses prior to being placed onto the District's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, memory sticks or perpetual media (e.g., DVD, CD) transferred from these computers to the District's network must be scanned for viruses.

Prohibited Activities

Users are not permitted to use school-provided computer resources to:

1. "Hack into," "snoop," monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data;
2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;
3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;
4. Harass, cyber bully or intentionally offend others;
5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
6. Intentionally disrupt or degrade network activity;
7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;
8. Plagiarize (to take material created by others and presenting it as if it were one's own) or cheat (to deceive by trickery, mislead or fool);
9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;
10. Violate any local, state, or federal law or school policy.

Users may not do any of the following without prior written authorization from the school administration:

1. Access the District networks with privately owned laptop computers, cell phones, I-pods, or any other personal electronic devices
2. Copy software for use on their home computers;
3. Provide copies of software to any independent contractors or clients of the District or to a third person;
4. Install software on any of the District's work stations or servers;
5. Download any software from the Internet or other on-line service to any of the District's work stations or servers;
6. Modify, revise, transform, recast, or adapt any software;
7. Reverse engineer, disassemble or decompile any software.

No Expectation of Privacy

All users are warned that there should be no expectation of privacy in connection with the use of the District's computer resources. Users should not create, store or use messages, files or other information which they do not want school authorities to see. The following reasons explain why users should have no expectation of privacy:

1. The District may have a duty under federal law to monitor on-line activities of users and enforce the use of protective measures. Authorized administrators and staff may review use of the District's computer resources and the Internet at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.
2. Computer resources are owned, controlled, and maintained by the District. They are provided to staff and students to be used for educational purposes only. Files or any information stored on school-based networks are subject to periodic inspection and routine maintenance.
3. E-mail communications can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.
4. Use of passwords to gain access to the computer network or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The District has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.
5. District personnel may receive or create e-mail messages and other documents that are public records that may be subject to disclosure under the Freedom of Information Act.

Use of Computer Resources by School Personnel

The computer resources are the property of the District and may only be used for approved purposes. Users are permitted access to assist them in the performance of their jobs. Occasional use of the computer resources by an individual school employee for personal communications is permitted when the use does not interfere with the employee's or other user's job responsibilities, performance of the computer resources, or operation of the District. A short social message and a quick note to a family member are examples of permitted personal use. Use for personal or third party gain or profit, or for entertainment, is strictly prohibited. Solicitation for any purpose, other than to support a community service drive officially sponsored by the District, will not be tolerated. Employees are reminded that this limited, occasional personal use must comply with this policy, and all other policies, regulations and practices of the District. Use of computer resources is a privilege that may be revoked at any time, in whole or in part, at the sole discretion of the District.

Policy Violations

Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Limitations

The Board makes no warranties of any kind, neither expressed nor implied, for the use of computer resources and the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; the accuracy, nature, or quality of information gathered through District-provided Internet access; personal property used to access District computers or networks or for school-provided Internet access; nor for unauthorized financial obligations resulting from school-provided access to its computer resources and the Internet.

Notice of Policy

Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.

Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations.

The administration may issue regulations and guidelines in connection with this policy.

6142.1 Exemption from Instruction

Last revision October 2014

Acquired Immune Deficiency Syndrome: The Board of Education shall offer planned, ongoing and systematic instruction on acquired immune deficiency syndrome (AIDS) as required by law. A student may be exempt from this instruction upon the written request to the Superintendent of Schools, or designee, by the student's parent or legal guardian. Students who are exempt from instruction shall be assigned to a supervised study period.

Family Life: The Board of Education recognizes that the purpose of family life education is to help students acquire factual knowledge, attitudes, and values which will contribute to the well-being of the individual, the family, and society. Among other things, family life education provides instruction directed toward enabling students to discuss effectively problems with family members. Such communication shall include the willingness and ability to listen, to accept criticism, and to respond with openness, frankness and honesty.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

The Board of Education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the Superintendent of Schools or designee. Students who are exempt from instruction shall be assigned to a supervised study period.

Sexual Abuse and Assault Awareness and Prevention Program: Upon the written request of a parent or guardian, a student shall be exempt from participating in the sexual abuse and assault awareness and prevention program in its entirety or from any portion specified by the parent or guardian. During the period in which the student would otherwise be participating in the program, the student will be provided with an opportunity for other study or academic work.

Dissection of Animals in the Classroom: Upon the written request of a parent or guardian, a student shall be excused from participating in or observing the dissection of any animal as part of classroom instruction. Such student shall be required to complete an alternate assignment determined by the administration.

Physical Education: Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated due to the physical condition of such student, shall be excused from the physical education requirement. The credit for physical education required for graduation may be fulfilled by an elective.

Foreign Language: Whenever a course in a foreign language is a required part of the curriculum, the parent or guardian of a student identified as deaf or hearing impaired may request in writing that such student be exempted from such requirement and, if such a request is made, such student shall be exempt from the foreign language requirement.

6142.2 Student Nutrition and Physical Activity (Student Wellness)

Last revision October 2013

The New Milford Board of Education shall use a coordinated school health model in order to make wellness a cornerstone of our educational program. This well-rounded approach to school health connects the various components of health education, physical education, nutrition services, health promotion activities for staff, school health services, counseling and psychological support services, a safe and healthy school environment, and parent and community involvement. The teamwork that is inherent in this comprehensive model is intended to build momentum toward a program that supports positive dietary and lifestyle practices that are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Guiding Principles:

- The Board of Education delegates the responsibility for developing, implementing, monitoring, reviewing and revising the school district's wellness policy guidelines (administrative regulations) to a Wellness Advisory Council comprised of the following members: parents, students, school food service personnel, members of the board of education, administrators, the public, school

nurse, physical education teacher, health education teacher and any other person that the team wishes to invite to help achieve its goals.

- The Wellness Advisory Council will create a wellness plan that addresses nutrition education, physical education and physical activity, school meals, beverages and other food, communication and promotion and measurement and evaluation of the plan.
- During the regular school day, all students will be provided with opportunities, support, and encouragement to be physically active. Physical activity shall not be used as a form of discipline. Preventing elementary students from participating in the time devoted to physical exercise shall not be used as a form of discipline.
- Curriculum:
 - The physical education program shall be a standards-based, sequential physical education curriculum taught in grades K-12 by qualified physical education teachers. A key component of this program is to teach students how to achieve and maintain a healthy level of personal fitness.
 - Nutrition education shall be offered in grades K-12 as part of a planned, sequential, standards-based comprehensive health education program taught by highly qualified teachers.
- Foods and beverages sold or served under school auspices during the instructional school day will meet or exceed the nutrition recommendations of the *USDA Dietary Guidelines for Americans*.
- The District shall provide meals that follow the USDA requirements for Federal School Meal Programs under 7CFR Part 210 and 220.
- Highly qualified nutrition professionals will administer the school meal programs, and will provide affordable, nutrient-dense foods. Guidelines for age-appropriate portion size and maximum amount of fat, sodium, sugar and other additives in foods served and sold will be established and reviewed according to current scientific and medical research.
- Meals will be served in a relaxed, enjoyable climate, with adequate clean, safe space for eating.
- School menus shall be planned in order to meet or exceed state and national nutritional standards. Nutritious and healthy foods, such as fresh or dried fruits, vegetables, low-fat dairy foods, whole grains, and 100% natural fruit and vegetable juices and water, shall be made available wherever food is sold in the District.
- Healthy foods and beverages shall be encouraged at school sponsored activities, such as fundraisers, parties and sporting events. In addition, the District will only permit those foods and beverages that are permitted under state law (in particular, Connecticut General Statutes §§ 10-221p and 10-221q and the guidelines established by the State Department of Education) to be sold to students.
- The district highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle and that encourage staff members to serve as role models.
- Measurement and evaluation:
 - Establish a baseline of school wellness in each school by conducting a self-assessment using standard instruments.
 - Assign school-based leadership and responsibility in each site to monitor compliance to achieve policy goals.
 - The Superintendent and/or his/her designee will ensure compliance with the policy and its regulations.

6145.2 Interscholastic/Intramural Athletics

Last revision October 2014

The Board of Education believes that students benefit physically, intellectually, socially, and emotionally when given opportunities to participate in competitive athletic activities. Further, the Board recognizes that a well-organized, high quality athletic program is a potent factor in the morale of the student body and an important element in positive community relations.

It is the Board's intent to provide students with extracurricular athletic activities in a variety of sports. Interscholastic and intramural athletics are offered by the school district as a privilege and as an enrichment activity, not an entitlement. With budgetary availability, there shall be interscholastic athletic programs at the high and middle/junior high school levels which shall be conducted in accordance with CIAC (Connecticut Interscholastic Athletic Conference) rules and regulations. Coaches of intramural and interscholastic athletics shall have the qualifications required by law. The District's athletic program shall provide equal opportunities for members of both sexes in accordance with law.

Eligibility for participation in athletic activities will be subject to parental permission, CIAC rules, academic standing, physical condition, and any other guidelines established by the Superintendent of Schools or designee. Each student who chooses to participate in an interscholastic athletic program is required to have on file, in the offices of the building administrator and the Athletic Director, a certificate of consent which is signed by the parent or legal guardian.

No student may start practice for any athletic team until he or she has submitted certification that he/she has been examined and approved by a medical doctor. This certificate of consent will be in effect for each student for each sports season.

Concussion Education and Sudden Cardiac Arrest Prevention Programs

Effective for the 2015-2016 school year, students who wish to participate in intramural or interscholastic sports and their parents or guardians shall be required to do the following:

1. Read written materials, view online training or videos or attend in-person training regarding the school district’s concussion education plan;
2. Acknowledge receipt of materials regarding the school district’s sudden cardiac arrest awareness education program and applicable policies on sudden cardiac arrest; and
3. Provide informed consent by signing a form attesting to the receipt of information and/or training on the school district’s concussion education and sudden cardiac arrest education programs.

The Superintendent of Schools is authorized to develop administrative regulations regarding the district’s concussion education and sudden cardiac arrest prevention programs.

The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the primary consideration. Participation should not cause unreasonable interference with other obligations in the school, community, and home.

6146 Graduation Requirements

Last revision October 2013

To graduate from the New Milford Public Schools, a student must earn a minimum number of credits, fulfill credit distribution requirements and meet district performance standards.

I. Academic credit distribution requirements

A. Students must complete the following credits:

Year of Graduation 2013, 2014	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 1.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 7.0 Electives <hr/> 22.5 TOTAL CREDITS
Year of Graduation 2015	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 2.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 7.0 Electives <hr/> 23.5 TOTAL CREDITS
Year of Graduation 2016	4.0 English 3.0 Mathematics 3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history) 3.0 Science 2.0 Physical Education 1.0 Arts (Fine or Practical) 0.5 Health 8.0 Electives (including 0.5 in humanities) <hr/> 24.5 TOTAL CREDITS

Year of Graduation 2017	4.0 English
	4.0 Mathematics
	3.0 Social Studies (including 0.5 credit in civics and 1 credit for U.S. history)
	3.0 Science
	2.0 Physical Education
	1.0 Arts (Fine or Practical)
	0.5 Health
	8.5 Electives (including 0.5 in humanities and 0.5 in Financial Literacy)
	<hr/>
	26.0 TOTAL CREDITS

B. A credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year unless such credit is earned at an institution accredited by the Department of Higher Education or regionally accredited.

II. District's performance standards

These performance standards identify the basic skills that students are expected to achieve in order to graduate. A New Milford High School graduate must complete all academic requirements and demonstrate basic skills in Reading & Writing, Quantitative Thinking (Math & Science) and Information Literacy. The Superintendent of Schools or designee shall develop administrative regulations regarding performance standards for each basic skill, including the method(s) of assessing a student's level of competency in such skills. The assessment criteria must include, but not be based exclusively on, the results of the state or national high school state-wide mastery examination.

III. Options if graduation requirements are not met

The Board of Education is dedicated to providing students who may have difficulty fulfilling these requirements with different options and multiple opportunities to meet the academic and performance standards for graduation. Those students who have not successfully completed the assessment criteria will be afforded alternative means of meeting this criteria. The following is not an inclusive list:

- Pass 0.5 credit of English 4
- Completion of a research project, approved in advance by the Science Department, that involves data collection, and is graded according to an established rubric
- Pass Departmental Exam covering the topics of arithmetic, algebra, geometry and statistics
- Pass 0.5 credit of Practical Math
- English Writing SAT I of 450 or better
- Math Reasoning SAT I of 450 or better
- Math SAT II Math Level 1C of 450 or better

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirements in one or more subjects may select one of the following options:

1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient
2. Enroll in an on-line course in accordance with Policy 6172.6 (Virtual/On-line Courses/College/University Courses)
3. Make arrangement for re-testing to meet performance standards
4. Return to school in September as a fifth year senior

IV. Exemptions, modifications, and accommodations

- A. If a physician or advanced practice registered nurse certifies in writing that the physical education requirement is medically contraindicated because of the physical condition of the student, this requirement may be fulfilled by an elective.
- B. Exemptions; modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the planning and placement team or 504 team.
- C. Only credits for courses taken in grades nine through twelve shall satisfy graduation requirements except that the Superintendent of Schools or designee may grant credit for certain courses identified in subsection (e) of Section 10-221a of the Connecticut General Statutes.
- D. The Board may permit a student to graduate during a period of expulsion pursuant to Connecticut General Statutes 10-233d if the Board determines that the student has satisfactorily completed the necessary credits for graduation.
- E. In accordance with state law, the Board of Education may award a high school diploma to a veteran of World War II, the Korean hostilities, or the Vietnam Era who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service as well as any person who withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, did not receive a diploma as a consequence of such work and has resided in the state for at least fifty consecutive years.

Early Graduation

Students may finish in seven semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the Early Graduation Policy statement and related application form from the Guidance Office and take course no. 990.

Course No.	Course	Prerequisites
990	Early Graduation	By Special Arrangement Only

6162.51 Protection of Student Privacy: Surveys, Certain Physical Examinations, and Parental Access to Information

Last revision June 2010

The Board of Education is committed to protecting the privacy rights of students in the school district in a manner consistent with the Protection of Pupil Rights Amendment (PPRA). The PPRA establishes the parameters that school districts must follow whenever personal information is collected from students as part of a survey, analysis, evaluation, or certain types of physical examinations. Parents also have the right to inspect surveys and instructional materials that concern student information of a protected nature.

For the purpose of this policy, the term “parent” includes parents, guardian, or other persons standing in loco parentis (such as a grandparent or step-parent with whom the child lives or a person who is legally responsible for the welfare of the child). The term also includes students who are age 18 or older, since the rights of the parent transfer to the student at age 18.

I. Student Surveys

A. Protected areas of information

The following eight categories are considered “protected areas” for the purpose of collection of student information by survey, analysis, and evaluation:

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 parents; or
8. Income, other than as required by law to determine program eligibility.

B. Prior written consent for federally funded surveys revealing protected information

Written consent of a parent must be obtained prior to participation of any student in a survey or evaluation that is funded in whole or in part by the U. S. Department of Education if the survey elicits information concerning any of the eight protected areas listed in Section A above.

C. Opportunity to opt-out of other surveys revealing protected information

For surveys not funded in any part by the federal government, parents need not give written consent, but must instead be given prior notice of the survey with the opportunity to opt their child out of participation if the survey elicits information concerning any of the eight protected areas listed in Section A above.

II. Collection of student information for marketing purposes

A. Opportunity to opt-out of marketing surveys or data collection

The school district shall offer parents the opportunity to opt their child out of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. “Personal information” is defined as individually identifiable information including: 1) a student’s or parent’s first and last name; 2) a home or other physical address, 3) a telephone number; or 4) a social security number.

B. Exceptions

The requirements concerning these activities do 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, such as the following:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and

6. Student recognition programs.

III. Administration of Physical Examinations and Screenings

A. Opportunity to opt-out of certain physical examinations

The school district shall offer an opportunity for parents to opt their child out of participating in any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student or of other students. An “invasive physical examination” is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

B. Exceptions

This provision does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screening permitted without parental notification.

IV. Parental Access to Information

Parents shall have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, any instrument used in the collection of personal information for marketing or sales purposes, and any instructional material used as part of the educational curriculum for the student. “Instructional material” is content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital format, but does not include academic tests or academic assessments.

V. Notification

1. Parents will be given notice of their rights under the PPRA and this policy annually, at the beginning of each school year, and within a reasonable period of time after any substantive changes are made. (Addendum A)
2. Parents shall be provided with reasonable notification (at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time) and given an opportunity to opt his or her child out of participation in the following specific activities:
 - a) Surveys (not funded by the federal government) that elicit information concerning any of the eight protected areas listed in Section I(A);
 - b) Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes;
 - c) Any non-emergency, invasive physical examination or screening as defined in Section III.

VI. Administrative Regulations

The Superintendent of Schools shall develop administrative regulations - in consultation with parents - to implement this policy including any specific arrangements to protect student privacy, notification forms and the process for parents to inspect surveys, instruments for collecting marketing data and instructional materials.

6164.12 Acquired Immune Deficiency Syndrome (AIDS)

Last revision March 2013

Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies curricula among others shall include information on AIDS - both its cause and prevention.

Students will be exempt from instruction on acquired immune deficiency syndrome upon written request of the parent or guardian in accordance with Board Policy # 6142.1, “Exemption from Instruction”.

6172.41 Title I Programs

Last revision June 2010

The Superintendent or his/her designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

Comparability of Services

In order to fulfill the fiscal mandates of Title I, the Board of Education affirms that state and local funds will be used in Title I schools to provide services that, taken as a whole, are at least comparable to services in schools that do not receive Title I funds. In other words, the district will equalize the provision of educational services among its schools before it supplements its Title I schools with federal funds.

The Superintendent shall ensure comparability among schools by:

1. Maintaining a district-wide salary schedule.
2. Providing equivalence among schools in teachers, administrators, and other staff
3. Providing equivalence among schools in the provision of curriculum materials and instructional supplies.

The Superintendent of Schools or designee shall maintain records that are updated at least biennially to document the District's compliance with this requirement and provide written assurances regarding comparability to the State Department of Education as required by law.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or his/her designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or his/her designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

6176 Career and Vocational Education

Last revision December 2012

The Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work should be woven into existing curriculum, commencing with the beginning grades. Educational programs shall continuously expose students to the nature of the wide variety of careers in the world of work. Occupational education shall take into account technical and economic conditions and changes, and, as a core component of comprehensive education, shall share with other aspects of the curriculum the purpose of development of character and attitudes as well as skills. Guidance and counseling services shall be provided to each student throughout his or her academic program.

The Board of Education directs the administration to offer a planned, ongoing and systematic program of instruction in career education and, at least on the secondary level, in vocational education.

The Board shall post information about technical high schools, magnet schools, regional vo-ag centers, charter schools, inderdistrict student attendance programs and alternative high schools on the Board's website as required by law.