

Students

Student Health Services

The Board of Education recognizes the need to protect and improve the health of students in order to allow each student to achieve their greatest educational potential. In order to do this the Board will negotiate and enter into an agreement for nursing services in district schools. The Board also employs the professional services of a School Medical Advisor and appropriate professional support services. The Superintendent or appointee shall manage these health services. Health services shall be directed toward detection, prevention, on-going monitoring of health problems and to provide emergency interventions.

The School Medical Advisor, in cooperation with the Board of Education shall plan and administer each school's health program, advise on the provision of school health services, provide consultation on the school health environment, and perform any other duties as agreed upon between the advisor and the Board of Education.

Legal Reference: Connecticut General Statutes

- 10-203 Sanitation.
- 10-204 Vaccination.
- 10-204a Required immunizations.
- 10-204c Immunity from liability
- 10-205 Appointment of school medical advisors.
- 10-206 Health assessments.
- 10-206a Free health assessments.
- 10-207 Duties of medical advisers, as amended by P.A. 12-198.
- 10-208 Exemption from examination or treatment.
- 10-208a Physical activity of student restricted; boards to honor notice.
- 10-209 Records not to be public.
- 10-210 Notice of disease to be given parent or guardian.
- 10-212 School nurses and nurse practitioners.
- 10-212a Administration of medicines by school personnel.
- 10-213 Dental hygienists.

Students

Student Health Services

Legal Reference: Connecticut General Statutes (continued)

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education.

Department of Public Health, Public Health Code – 10-204a-2a, 10-204a-3a and 10-204a-4

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Students

Emergency Situation With No Nurse in School

If a school nurse or School Medical Advisor is not readily available and the rendering of emergency first aid is necessary, other public school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, or the Connecticut Department of Health Services may render such emergency first aid to a child. In accordance with state law, any person providing such aid is not liable for civil damages for any personal injuries which result from acts or omissions by such person rendering the emergency first aid. The immunity does not apply to acts or omissions constituting gross, willful or wanton negligence which constitute ordinary negligence.

Each building shall maintain and post a list of emergency response team and their extensions.

Students

First Aid/Emergency Medical Care

Use of Automatic External Defibrillators (AEDs)

The Regional School District #17 Board of Education strives to provide a safe environment for students, staff, parents and members of the community. In achieving a safe environment, automatic external defibrillators (AEDs) are accessible on school grounds at designated locations for use in emergency medical situations. Such AEDs are not intended to and do not replace the assistance of qualified medical professionals.

Training in AED use shall be in accordance with the standards set forth by the school district's Medical Advisor consistent with relevant medical guidelines.

Any individual who inappropriately accesses and/or uses an AED may be subject to disciplinary action.

The Superintendent of Schools shall establish administrative guidelines that will outline the specific responsibilities, training, management, maintenance and procedures for the use and storage of AEDs on school grounds.

(cf. 5114 - Suspension, Expulsion & Removal from Class)

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules.
 52-557b "Good Samaritan law." Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render (as amended by P.A. 09-59).
 P.A. 09-59 An Act Concerning Automatic External Defibrillators.
 P.A. 09-94 An Act Concerning the Availability of Automatic External Defibrillators in Schools.
 Public Law 106-505 Cardiac Arrest Survival Act.
 Public Law 105-170 Aviator Medical Assistance Act.
 Public Law 107-188 The Public Health Security and Bioterrorism Response Act.

Registry# _____

State of Connecticut
Department of Public Health
Office of Emergency Medical Services
(860) 509-7975

PSAP# _____

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) REGISTRY FORM
(Required by Public Act 98-62 – Please Print or Type – Use One Form Per AED)

1. Name of Owner _____
2. Mailing Address _____

3. Name of Contact Person _____
4. Telephone# _____ Fax# _____
5. AED Manufacturer _____ Model _____ Serial# _____
6. Name of Prescribing Physician _____
7. If AED is situated at a fixed location, please include town, street address, building name or number, and floor location. Note: Be as specific as possible.

8. If AED will not be in a fixed location, please describe how and where it will be deployed:

Mail completed form to: State of Connecticut
Department of Public Health
OEMS – AED REGISTRY
410 Capitol Avenue MS#12-EMS
P.O. Box 340308
Hartford, CT 06134-0308

Students

Communicable/Infectious Diseases

The Board of Education recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board will establish 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 due to the nature of the disease or 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 the appropriate procedural due process safeguards. 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 handicapped, if the child presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will conduct an Individual Placement Program (IPP) to determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

The District will include as part of its emergency procedure plan a description of the actions to be taken by District personnel in case of pandemic flu outbreak or other catastrophe that disrupts District Operations.

(cf. 5111 - Admission)

(cf. 5141.3 - Health Assessments and Immunizations)

(cf. 6159 - Individualized Education Program)

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b)

"Americans with Disabilities Act"

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes (continued)

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services.

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

19a-221 Quarantine of certain persons.

19a-581-585 AIDS testing and medical information.

Policy adopted: August 20, 2013

REGIONAL SCHOOL DISTRICT NO. 17
Higganum, Connecticut

Students

Communicable/Infectious Diseases

Exclusion Procedures

If it is determined that the interests of the student and the school are better served when a student with a communicable or infectious disease is excluded, procedural safeguards will establish such by extensive medical evidence which shall include, but not be limited to:

- A. The nature of the disease.
- B. Whether transmission may be controlled.
- C. Whether the personal characteristics of the student involved are such that exclusion of the affected student from the regular classroom is clearly necessary to protect the health of other students.
- D. As medical knowledge and circumstances may change rapidly, the school board administrator will monitor current medical information and assess the student's medical condition and the school's ability to accommodate that student in light of the most current medical information. New facts may warrant a different result from the one previously reached.
- E. Where a student or student's parents object to the Board's decision to exclude that student, the Board of Education will provide a hearing to adjudicate pertinent facts concerning the exclusion.

Medical Intervention

The school nurse or medical advisor will establish guidelines which will provide simple, effective precautions against transmission of communicable disease for all students and staff. Universal precautions will be used to clean up after a student has an accident or injury at school. Blood or bodily fluids emanating from any student should be treated cautiously. Such guidelines will be reviewed regularly in light of medical advances. Necessary reports will be made to health authorities consistent with state law.

If emergency exclusion of a student is warranted, regulation will provide procedures to take care of the emergency situation.

Consideration will be given to temporary removal of a student from school, if in the school population, a disease, flu, cold or childhood disease might negatively impact the infected student's health. Students with infectious diseases may be temporarily removed from school when that student is acutely ill.

Students

Communicable/Infectious Diseases (continued)

Classroom and educational programs will be established so that students, staff and the public are better informed of the risk and prevention of transmission of communicable diseases. The school nurse or other medical staff will be available to assist in any problem resolution, answer questions and coordinate services provided by other staff.

Confidentiality

The privacy rights of students with a communicable disease shall be strictly observed by school staff. No person who obtains confidential related medical information may disclose or be compelled to disclose such information except to the following:

1. The protected student or parent.
2. Any person who secures a release of the confidential related information.
3. A federal, state or local officer when such disclosure is mandated or authorized by federal state law.
4. A health care provider or health facility when knowledge of the related information is necessary to provide appropriate care treatment to the protected student and when confidential related information is already recorded in the medical chart or record or a health provider has access to such records for the purpose of providing medical care to that student.

When confidential information relating to communicable disease is disclosed, it should be accompanied by a statement in writing which shall include the following similar language;

"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure without the specific written consent of the student or legal guardian to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose."

A notation of all such disclosure shall be placed in the medical record or with any record related to a communicable disease test results of a protected student. Any person who willfully violates the provisions of this law will be liable in a private cause of action for injuries suffered as result of such violation. Damages may be assessed in the amount sufficient to compensate said student for such injury.

Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b).

"Americans with Disabilities Act".

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome.

10-66b Regional educational service centers. Operation and management. Board.

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services.

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

19a-221 Quarantine of certain persons.

19a-581-585 AIDS testing and medical information.

Regulation approved:

August 20, 2013

REGIONAL SCHOOL DISTRICT NO. 17
Higganum, Connecticut

REGIONAL SCHOOL DISTRICT No. 17 PUBLIC SCHOOLS
COMMON COMMUNICABLE DISEASES

DISEASE	EXCLUSION FROM SCHOOL POLICY
Chicken pox	6 days or until lesions are crusted
Conjunctivitis	Has received appropriate therapy for 24 hours and has permission from the physician to return to school
Elevated Temperature (100 degrees or over)	A full 24 hours after the child is afebrile (99.9 degrees or lower)
German Measles (Rubella)	7 days after onset of rash
Impetigo	Has received appropriate medically prescribed therapy for 24 hrs. and has permission from the physician to return to school
Hepatitis	Has physician's permission to return to school
Infectious Mononucleosis	No set time – only while illness lasts, has permission from physician to return to school
Measles	5 days after appearance of rash
Meningitis	No set time – only while illness lasts, has permission from physician to return to school
Mumps	Until swelling has subsided or not less than 9 days after onset of parotid swelling
Pediculosis	Until hair is clear – no appearance of live nits and has used prescribed shampoo or over-the-counter treatment, especially for the treatment of head lice
Ringworm of Scalp	None, if under proper treatment
Scabies	Has received appropriate medically prescribed treatment for 24 hrs. and has permission from physician to return to school
Streptococcal Infection	Has received appropriate therapy for 24 hours and has permission from physician to return to school
Fifth Disease	Excluding children from school is not recommended as a public health measure

Children excluded from school with any of the above health problems must be evaluated by the school nurse before returning to the classroom.

Students

Students with HIV, AIDS

The District shall strive to protect the safety and health of children and youth in its care, as well as their families, District employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immune deficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Employment

The State/District/School does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Privacy

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

Students

Students with HIV, AIDS

Privacy (continued)

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Designate shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

Athletic Participation

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

Students

Students with HIV, AIDS (continued)

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- Be taught at every level, kindergarten through grade twelve;
- Use methods demonstrated by sound research to be effective;
- Be consistent with community standards;
- Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- Build knowledge and skills from year to year;
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- Include accurate information on reducing risk of HIV infection;
- Address students' own concerns;
- Include means for evaluation;
- Be an integral part of a coordinated school health program;
- Be taught by well-prepared instructors with adequate support; and
- Involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to a Principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topics will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

Students

Students with HIV, AIDS

HIV Prevention Education (continued)

Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages of students' families.

In accordance with the established policy review process, or at least every three years, the Superintendent or his/her designee shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating the policy.

(cf. 4147.1/4247.1 - Bloodborne Pathogens)

(cf. 5141.22 - Communicable/Infectious Diseases)

(cf. 6164.12 - Acquired Immune Deficiency Syndrome (AIDS))

Legal Reference: Connecticut General Statutes
 10-19b AIDS education.
 10-76(d)(15) Duties and powers of boards of education to provide special
 education programs and services.
 10-154a Professional communications between teacher or nurse and
 student.
 10-207 Duties of medical advisors.
 10-209 Records not to be public.
 10-210 Notice of disease to be given parent or guardian.
 19a-221 Quarantine of certain persons.
 19a-581-585 AIDS testing and medical information.
 "Education for Children with Disabilities," 20 U.S.C. 1400, et seq. Section
 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b)
 Americans with Disabilities Act.
 The Family Educational Rights and Privacy Act of 1974, (FERPA), 20
 U.S.C. 1232g, 45 C.F.R. 99.
 20 U.S.C. 7906, No Child Left Behind Act of 2001.

Policy adopted: August 20, 2013

REGIONAL SCHOOL DISTRICT NO. 17
 Higganum, Connecticut

Students

Students with Special Health Care Needs

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.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly-defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified students in student activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.

All schools are also responsible for developing and implementing guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

(cf. 5141 Student Health Services)

(cf. 5141.21 Administering Medication)

(cf. 5141.3 Health Assessments)

Students

Students with Special Health Care Needs (continued)

Accommodating Students with Special Dietary Needs

Legal Reference: Connecticut General Statutes
 10-15b Access of parent or guardian to student's records.
 10-154a Professional communications between teacher or nurse and student.
 10-207 Duties of medical advisors.
 10-212a Administrations of medications in schools
 10-212a(d) Administration of medications in schools by a paraprofessional
 10-220i Transportation of students carrying cartridge injectors
 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
 PA 05-104 An Act Concerning Food Allergies and the Prevention of Life-Threatening Incidents in Schools
 PA 05-144 and 05-272 An Act Concerning the Emergency Use of Cartridge Injectors
 The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7
 Federal Legislation
 Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
 Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.)
 The Family Education Rights and Privacy Act of 1974 (FERPA)
 The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
 FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
Land v. Baptist Medical Center, 164F3d423 (8th Cir. 1999)

Students

Crisis Response

Crisis Management Teams

Each building in the district will have a Crisis Team to help manage overwhelming events that happen in the schools or community. The Crisis Teams will include the building Principal, the School Nurse, Counseling Staff, the Associate Principal, Principal Assistants, Head Teacher, and others. The District Crisis Team will include the Superintendent or designee, Pupil Services Director, Head Nurse, Guidance Director, Director of Grounds and Buildings and others.

Crisis may include any event affecting groups of people when confidentiality of information is not an issue. The following are examples of crisis - major accidents, completed suicide, acts of violence, natural disasters, and medical emergencies.

Students

Crisis Response

Crisis Management Teams

In the event of a crisis occurring:

1. Any person knowing of a Regional District No. 17 group of students who are reacting to a crisis within or near the Haddam or Killingworth communities shall call the Principal and or a member of the school Crisis Management Team.
2. If warranted, the Principal shall use the "school closing" emergency calling system to notify all staff. Staff may be asked to arrive 30 minutes earlier than usual to attend a meeting on the first day following the crisis.
3. The Crisis Management Team and other support staff shall meet as soon as possible to assign tasks to determine the schedule for the day and to assess the need for community support personnel.
4. If warranted, the following steps will be followed:
 - a. At an early morning meeting the Principal reviews with all the staff the known facts of the case in order to establish a common reference base and to dispel rumors. She/he then announces the schedule and events of the day.
 - b. A support staff person describes the possible feelings which the students may be experiencing and suggests how the teachers might handle them. Time is allowed for questions and dealing with the feelings of the staff. Some staff may be particularly upset and require additional support.
 - c. Guidelines are provided for helping students who are upset and for having them escorted to one of the "crisis centers" set up in the building.
 - d. Teachers are encouraged to allow for the expression of grief in their classes in whatever way and to whatever extent they are comfortable. The building Principal is to return to the normal routine as soon as possible within each class and within the school.
 - e. The teachers are asked to dispel rumors wherever possible and to discourage any "glorification" of the event.
 - f. Teachers are asked to give the name of the students they consider will be "at risk" to any member of the Crisis Management Team.
 - g. The staff is asked to plan for a faculty meeting immediately after school to review the events of the day.
5. Each building will have a pre-established location of their crisis center(s).
6. Additional student personnel staff from other buildings and from community agencies may be called in to assist as designated by the Crisis Management Team.
7. A member of the Crisis Management Team will be assigned to contact and monitor each student who may be directly affected by the situation.

Students

Crisis Response (continued)

8. The teachers meet with students in the homeroom in order to:
 - a. Read a statement prepared by the crisis team to the students.
 - b. Review the known facts and to dispel rumors.
 - c. Inform them of the existence of the crisis center.
 - d. Encourage them to express their reactions in whatever way is appropriate to them.
(All responses are acceptable, from severe upset to no reactions whatsoever.)
 - e. Ask them to be supportive of one another and to escort any friend who is upset to a teacher or to the crisis center.
9. All building staff members are assembled after school to:
 - a. Allow for expression of feelings and mutual support.
 - b. Review the events of the day.
 - c. Review the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not coping, and compile a list based on staff observations of individual student reactions during the day.)
10. Crisis Management Team members will ensure that the feelings of students "at risk" are addressed, and that guidelines for helping students' troubled friends are offered.
11. At the discretion of the Crisis Management Team, phone calls may be made to parents of individual students who are particularly upset during the day.
12. The Crisis Management Team will meet on a daily basis to assess the continued effect of the trauma until such meetings are deemed to no longer be necessary.
13. All discussions with the media will be done by the Superintendent, and/or designee.

Legal Reference: Connecticut General Statutes
 10-154a Professional communications between teacher or nurse and student.
 10-207 Duties of medical advisors.
 10-209 Records not to be public.
 10-210 Notice of disease to be given parent or guardian.
 10-221 Boards of education to prescribe rules.
 19a-221 Quarantine of certain persons.
 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
 The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Students

Crisis Response

Crisis Management Teams

Each building in the district will have a Crisis Team to help manage overwhelming events that happen in the schools or community. The Crisis Teams will include the building Principal, the School Nurse, Counseling Staff, the Associate Principal, Principal Assistants, Head Teacher, and others. The District Crisis Team will include the Superintendent or designee, Pupil Services Director, Head Nurse, Guidance Director, Director of Grounds and Buildings and others.

Crisis may include any event affecting groups of people when confidentiality of information is not an issue. The following are examples of crisis - major accidents, completed suicide, acts of violence, natural disasters, and medical emergencies.

Students

Crisis Response

Crisis Management Teams

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1. Any person knowing of a Regional District No. 17 group of students who are reacting to a crisis within or near the Haddam or Killingworth communities shall call the Principal and or a member of the school Crisis Management Team.
2. If warranted, the Principal shall use the "school closing" emergency calling system to notify all staff. Staff may be asked to arrive 30 minutes earlier than usual to attend a meeting on the first day following the crisis.
3. The Crisis Management Team and other support staff shall meet as soon as possible to assign tasks to determine the schedule for the day and to assess the need for community support personnel.
4. If warranted, the following steps will be followed:
 - a. At an early morning meeting the Principal reviews with all the staff the known facts of the case in order to establish a common reference base and to dispel rumors. She/he then announces the schedule and events of the day.
 - b. A support staff person describes the possible feelings which the students may be experiencing and suggests how the teachers might handle them. Time is allowed for questions and dealing with the feelings of the staff. Some staff may be particularly upset and require additional support.
 - c. Guidelines are provided for helping students who are upset and for having them escorted to one of the "crisis centers" set up in the building.
 - d. Teachers are encouraged to allow for the expression of grief in their classes in whatever way and to whatever extent they are comfortable. The building Principal is to return to the normal routine as soon as possible within each class and within the school.
 - e. The teachers are asked to dispel rumors wherever possible and to discourage any "glorification" of the event.
 - f. Teachers are asked to give the name of the students they consider will be "at risk" to any member of the Crisis Management Team.
 - g. The staff is asked to plan for a faculty meeting immediately after school to review the events of the day.
5. Each building will have a pre-established location of their crisis center(s).
6. Additional student personnel staff from other buildings and from community agencies may be called in to assist as designated by the Crisis Management Team.
7. A member of the Crisis Management Team will be assigned to contact and monitor each student who may be directly affected by the situation.

Students

Crisis Response (continued)

8. The teachers meet with students in the homeroom in order to:
 - a. Read a statement prepared by the crisis team to the students.
 - b. Review the known facts and to dispel rumors.
 - c. Inform them of the existence of the crisis center.
 - d. Encourage them to express their reactions in whatever way is appropriate to them. (All responses are acceptable, from severe upset to no reactions whatsoever.)
 - e. Ask them to be supportive of one another and to escort any friend who is upset to a teacher or to the crisis center.
9. All building staff members are assembled after school to:
 - a. Allow for expression of feelings and mutual support.
 - b. Review the events of the day.
 - c. Review the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not coping, and compile a list based on staff observations of individual student reactions during the day.)
10. Crisis Management Team members will ensure that the feelings of students "at risk" are addressed, and that guidelines for helping students' troubled friends are offered.
11. At the discretion of the Crisis Management Team, phone calls may be made to parents of individual students who are particularly upset during the day.
12. The Crisis Management Team will meet on a daily basis to assess the continued effect of the trauma until such meetings are deemed to no longer be necessary.
13. All discussions with the media will be done by the Superintendent, and/or designee.

Legal Reference: Connecticut General Statutes
 10-154a Professional communications between teacher or nurse and student.
 10-207 Duties of medical advisors.
 10-209 Records not to be public.
 10-210 Notice of disease to be given parent or guardian.
 10-221 Boards of education to prescribe rules.
 19a-221 Quarantine of certain persons.
 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
 The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Students

5143.1

Student Insurance

The Board of Education provides a student Sports Accident Insurance policy covering students while participating on school-sponsored interscholastic, intramural and club sports teams; participating in gym classes, participating in all extracurricular activities and on one-day field trips. The Board of Education also provides a Mandatory Accident plan for any accident that occurs on any premises of Regional School District #17 during normal operating hours or during any school-sponsored, supervised activity. These coverages are secondary to any other health care plan the covered person may have.

BOE Approved: _____

Revised: _____

Students

Freedom of Speech/Expression

It shall be the policy of the school district to recognize and protect the rights of student expression. It will maintain a balance of these rights with the interests of an orderly and efficient educational process and of a school environment suitable for the healthy growth and development of all students. This policy will not be implemented on behalf of any other interests.

The school district shall assume no responsibility for the contents of any written material produced, posted, circulated or otherwise distributed, or of student conduct, taken in accordance with this policy, insofar as such matter or conduct may relate to any interests other than those of an orderly and efficient educational process and proper school environments.

In order to protect the educational process and school environment, printed material produced or distributed within the confines of school district property shall meet the following criteria:

1. Material shall be noncommercial.
2. Material shall not contain libelous or obscene language.
3. Material shall not advocate illegal actions.
4. Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation.
5. Material will not imminently threaten to disrupt the educational process of the school.
6. Material shall not advocate action that would endanger the health or safety of students.
7. Material shall not invade the lawful rights of others.
8. Material published, posted or otherwise distributed shall bear the names of at least two students principally involved in the promotion of this material and, when applicable, the name of the sponsoring student organization or group.
9. Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

(cf. 1220 - Citizens' Advisory Committees)

(cf. 1312 - Public Complaints)

(cf. 6144 - Controversial Issues)

(cf. 6161 Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969).

Grayned v. City of Rockford, 408 U.S. 104 (1972).

Amendment of U.S. Constitution - Article I.

Connecticut Constitution, Article First, Declaration of Rights, Sections 4, 5.

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Policy adopted: August 20, 2013

REGIONAL SCHOOL DISTRICT NO. 17
Higganum, Connecticut

Students

Student Grievance Procedures

Any student or parent may bring a grievance before a student grievance committee using the following procedures:

Purpose of Student Grievance Procedures

1. To define the correct procedure for students to follow in resolving grievances.
2. To allow students to come before a committee with peer representation.
3. To secure at the lowest possible level an equitable solution to the problem for those parties involved with the grievance.

Student Grievance Procedures

If a student or parent feels that a problem that develops between a student and a teacher has not been handled well, the parents may take up the issue in the following manner:

1. First, discuss the problem with the teacher.
2. If this does not produce satisfactory results, discuss it with the Principal.
3. If this does not produce satisfactory results, the problem can then be taken up with the Superintendent of Schools.

It is generally understood that the Principal is fully responsible for his/her building and the students and personnel who work therein.

Legal Reference: U.S.O.E. Title IX (Final Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education, eff. date 7/21/75 20 U.S.C. @1681 et seq.)

Policy adopted: August 20, 2013

REGIONAL SCHOOL DISTRICT NO. 17
Higganum, Connecticut

Students

Student Grievance Procedures

Any student may bring a grievance before a student grievance committee using the following procedures:

Purpose of Student Grievance Procedures

1. To define the correct procedure for students to follow in resolving grievances.
2. To allow students to come before a committee with peer representation.
3. To secure at the lowest possible level an equitable solution to the problem for those parties involved with the grievance.

General Conditions

1. Procedures described herein do not limit the right of any student having a problem to discuss it with the principal or any appropriate administrator without the assistance of the student grievance committee.
2. The student must initiate definite action on the grievance within ten (10) days following the event or occurrence which gives rise to the grievance or it shall be considered waived.
3. This procedure shall be used only when direct negotiation between parties involved would aggravate existing relationships.
4. Failure at any level of a school district administrator or the Board of Education to submit a written decision within the specified time limits shall permit the aggrieved student to take said grievance to the next level.

Failure by the student to take the grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at the particular level.

5. Days indicated at each level should be considered as maximum, and every effort should be made to expedite the grievance process. Specified time limits may be extended by mutual written agreement of involved parties.
6. Formal grievances and decisions shall be in writing.
7. In the event a grievance is filed after June 1 of any year and this procedure will not allow for settlement prior to completion of the school year, all parties shall attempt to resolve the grievance within ten (10) weekdays of the event or occurrence.

Students

Student Grievance Procedures (continued)

Procedures

1. **Level One.** The student takes up the grievance with the person immediately concerned.
 - A. In those cases where the student believes a relationship is already such that further contact with the other party can only make matters worse, he/she may complete a grievance identification form, obtained in the principal's office, and return it to the student grievance committee within five (5) days.
 - B. One committee member shall be assigned to contact the student. Within five (5) days, a grievance committee meeting will be held to render a validity judgment on the grievance. At this time the student will be advised by the committee as to whether he/she must make another effort to resolve the problem at level one or continue to level two.
2. **Level Two.** If the problem is not resolved at level one, the student may submit a formal grievance to the grievance committee. The committee shall immediately refer the grievance to the appropriate administrator who will discuss the grievance with all parties involved, including parents of the student if necessary. The student may choose a committee representative to assist him/her in discussion. Following the discussion, the administrator shall render a decision in writing to all parties involved within ten (10) days after receiving the grievance form.
3. **Level Three.** If the student is not satisfied at level two, the student may appeal to the Superintendent, or the Superintendent's designee, within five (5) days of receiving the written decision. The Superintendent or designee will discuss the grievance with the parties including the parents of the student if necessary. The student may choose a representative of the committee to assist him/her in discussion. Following the discussion the Superintendent or the Superintendent's designee shall render a written decision to the parties within ten (10) days of receiving the appeal.
4. **Level Four.** If the student and/or the student's parents wish to pursue the grievance, he/she may involve due process of the court system. The committee may assist the student's legal representative with any information regarding the grievance.

Committee Membership

1. Three committee members from each grade level shall be appointed by the president of the student council.
2. One of the three senior committee members shall be appointed chairperson by the president of the student council.

Students

Student Grievance Procedures

Committee Membership (continued)

3. The student members of the committee shall select two faculty members to participate on the committee.
4. The faculty shall select two teachers to participate as committee members.
5. An administrator shall be named by the school principal to act as a direct communications link to the committee. The administrator acts as a consultant in matters concerning administrative practice and procedure and shall have no voting powers and is not a committee member.
6. The committee should reflect broad and diverse points of view, and, whenever reasonably possible, there should be some overlap of committee members to insure continuity.

Legal Reference: U.S.O.E. Title IX (Final Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education, eff. date 7/21/75 20 U.S.C. @ 1681 et seq.)

Students

Special Education – Due Process

The Board of Education shall make available due process procedures to parents with regard to the provisions of special education and related services for their child.

Due process procedures shall be provided in accordance with Connecticut General Statutes 10-76h-1 and Connecticut State Board of Education Regulations 10-76h-2.

Legal Reference: Connecticut General Statutes
 10-76h Special education hearing and review procedure. Mediation of disputes
 State Board of Education Regulations
 10-76h-1 Due process procedures
 10-76h-2 Requirements
 (a) Administrative review
 (b) Hearing
 (c) Mediation
 (d) Notice of hearing
 (e) Establishment of a hearing board
 (f) Hearing procedures
 (g) Hearing board decision

Students

Students/Probation/Police/Courts

Notification to Superintendent when Student Arrested for Felony.

Police who arrest, at any time during the year, an enrolled district student, ages seven to twenty, for a Class A misdemeanor, felony, or for selling, carrying or brandishing a facsimile firearm, are required by C.G.S. 10-233h, as amended by Public Act 94-221, Public Act 95-304, and Public Act 97-149, to notify orally the Superintendent of Schools by the end of the next weekday following the arrest, the identity of the student and the offense or offenses for which the student was arrested and follow up in writing, including a brief description of the incident, not later than seventy-two hours of the arrest.

The Superintendent shall maintain this information confidential in accordance with C.G.S. 46b-124 and in a secure location and disclosed, during the school year, only to the Principal of the school in which such person is a student or to the Principal or supervisory agent of any other school in which the Superintendent knows such person is a student. The Principal may disclose the information only to special services staff or a consultant (such as a psychiatrist, psychologist, or social worker) for the purpose of assessing the danger posed by such person to himself, other students, school employees, or school property and effectuating an appropriate modification of such person's educational plan or placement, and for disciplinary purposes.

Police may testify and provide information related to an arrest at an expulsion hearing if such testimony is requested by the Board of Education or an impartial board conducting the hearing, or by the school principal or student or his/her parent. Such testimony must be kept confidential in conformity with applicable state statutes.

Attendance of Students Placed on Probation by a Court.

Before allowing a student placed on probation to return to school, the Connecticut court will request from the Superintendent of Schools information on the attendance, adjustment, and behavior of the student along with the Superintendent's recommendation for conditions of sentencing or disposition of the case.

School Officials and Probation Investigations.

If requested by the court prior to disposition of a case, the Superintendent of Schools, or designee, shall provide information on a student's attendance, adjustment, and behavior, and any recommendations regarding the proposed conditions of probation included in the probation officer's investigation report.

School Attendance As a Condition of Probation.

Under Section 46b-140, a court may include regular school attendance and compliance with school policies on student conduct and discipline as a condition of probation.

Students

Students/Probation/Police/Courts (continued)

Information to Superintendents on a Student Adjudged to be a Delinquent as a Result of Felony.

Under Section 46b-124 of CGS, courts are required to release the identity of a student adjudged a delinquent as a result of felony to the Superintendent of Schools who may only use this information for school placement and disciplinary decisions.

Information to Superintendents on a Student Adjudged to be a Youthful Offender.

Under Section 54-761 of CGS, courts are required to release the identity of a student adjudged a youthful offender to the Superintendent of Schools who may only use this information for school placement and disciplinary decisions.

(cf. 1411 Law Enforcement Agencies)

(cf. 5145.11 Police in Schools)

(cf. 5114 Suspension/Expulsion)

Legal Reference: Connecticut General Statutes

46b-121 "Juvenile matter" defined Authority of court. Fee.

46b-124 Confidentiality of records of juvenile matters. Exceptions.

46b-134 Investigation by probation officer prior to disposition of delinquency case. Physical mental and diagnostic examination

46b-140 Disposition upon conviction of child as delinquent.

53-206c Sale, carrying and brandishing of facsimile firearms prohibited. Class B misdemeanor.

54-761 Records confidential. Exceptions.

10-233a through 10-233g re student suspension, expulsion... Public Act 94-221 Public Act 95-304

10-233h Arrested students. Reports by police to superintendent, disclosure, confidentiality.

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REGIONAL SCHOOL DISTRICT NO. 17
Higganum, Connecticut