

WILTON PUBLIC SCHOOLS

"For a Better World"



Student **RIGHTS AND RESPONSIBILITIES**

GRADES PreK-12 | 2019-2020

A Guide for Families





Kevin J. Smith, Ph. D.
Superintendent of Schools

Dear Parents, Guardians and Caregivers:

On behalf of Wilton Public Schools, I welcome you and your children to the 2019-2020 school year. To our new families we extend a warm welcome.

This handbook outlines the rights and responsibilities of students and the standards for student conduct in Wilton Public Schools. It also provides information about the district and board of education policies. A detailed listing of the board policies and regulations can be found on the district's website www.wiltonps.org.

Each school in the district maintains a student handbook that includes more specific information about rules and expectations for students in that building.

For additional information, please contact district office at 203.762.3381 extension 8318 or denoviol@wiltonps.org.

Sincerely,

A handwritten signature in blue ink that reads "Kevin J. Smith".

Kevin J. Smith, Ph. D.
Superintendent of Schools

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STATEMENT OF NON DISCRIMINATION

The Wilton Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the board that any form of discrimination or harassment prohibited by state or federal law is prohibited, whether by students, board employees or third parties subject to the control of the board. The board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the board to provide for the prompt and equitable resolution of complaints alleging any discrimination.

The following person has been designated to handle inquiries regarding the board's non-discrimination policies:

Maria Coleman
Director of Human Resources and General Administration,
395 Danbury Road, Wilton, CT 06801
(203) 762-3381

The Board's Title IX Coordinator is:

Maria Coleman
Director of Human Resources and General Administration
395 Danbury Road, Wilton, CT 06801
(203) 762-3381

Individuals with questions or concerns regarding Title IX may also contact the Assistant Secretary for the Office for Civil Rights ("OCR") at:

Office for Civil Rights
Boston Office
U.S. Department of Education
5 Post Office Square – 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111
FAX: 617-289-0150
Email: OCR.Boston@ed.gov

The Board's Section 504/ADA Coordinator is:

Andrea Leonardi
Assistant Superintendent for Special Services

District Administration	Phone: 203.762.3381	
Kevin J. Smith, Ph.D.	Superintendent of Schools	extension 8318
Charles Smith, Ed.D.	Assistant Superintendent Curriculum & Instruction	extension 8317
Andrea Leonardi	Assistant Superintendent of Special Services	extension 8312
Sharon DeAngelo	Assistant Director of Special Services	extension 4255/3252
Melissa Barrett	Secondary Assistant Director of Special Services	extension 6238
Maria Coleman	Director, Human Resources	extension 8311
Anne Kelly Lenz	Finance Officer	extension 8314
Fran Kompar	Director of Digital Learning	extension 8331
Erik Haakonsen	Director of Technology	extension 8310
Miller-Driscoll School	Phone: 203.762.8678	
Kathryn Coon	Principal	extension 3287
Jeremy Cross	Assistant Principal	extension 3283
Janean Carley	Assistant Principal	extension 3280
Cider Mill School	Phone: 203.762.3351	
Jennifer Falcone, Ed.D.	Principal	extension 4251
Catherine O'Keefe	Assistant Principal	extension 4260
Lauren Catalano	Assistant Principal	extension 4261
Middlebrook	Phone: 203.762.8388	
Lauren Feltz	Principal	extension 5244
Jory Higgins	Dean	extension 5251
Damien Whelan	Dean	extension 5250
Toby Kawulicz	Dean	extension 5265
Wilton High School	Phone: 203.762.0381	
Robert O'Donnell, Ed.D.	Principal	extension 6308
Don Schels	Associate Principal	extension 6201
Amy Korn	Assistant Principal	extension 6218
Greg Theriault	Assistant Principal	extension 6220
Chris McDougal	Athletic Director	extension 6287
Safe School Climate Coordinator: Kim Zemo	203.762.0381	Extension 6219



Wilton Public Schools “For a better world”

Mission

Wilton Public Schools inspire and prepare all students to contribute meaningfully to a globally interdependent society.

Vision

Guided by expert instruction and a rigorous, learner-centered curriculum, our students actively pursue their goals and aspirations and grow to be productive and resourceful members of the community.

Values

These shared values form the foundation of our work together:

- Scholarship
- Strengthening community
- Embracing diversity
- Fostering health and wellness
- Stewarding the environment
- Bringing joy to teaching and learning

Promises

Our families entrust valuable years of their children’s lives to us and we take this responsibility very seriously. These, in turn, are our commitments to them:

- Safety and wellness of our students are our top priority
- Learning experiences are challenging, authentic, relevant, and meaningful
- Student voice, choice, and feedback inform our instruction
- Staff personalize instruction to meet the needs of each learner
- We cultivate productive partnerships with students and families

Portrait of the Graduate

- Possesses broad core knowledge in all subject areas
- Thinks creatively and critically
- Solves problems and innovates skillfully
- Communicates and collaborates effectively

Adopted 3/21/19

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- Staff personalize instruction to meet the needs of each learner
- We cultivate productive partnerships with students and families

Portrait of the Graduate

- Possesses broad core knowledge in all subject areas
- Thinks creatively and critically
- Solves problems and innovates skillfully
- Communicates and collaborates effectively
- Demonstrates compassion and empathy

Wilton Public Schools 2019-2020 District Calendar

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 Independence Day
District Offices Closed
- 4 District Offices Closed
- 5 District Offices Closed

Staff/Students

AUGUST 2019 (4)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 20 New Teacher Orientation
- 21 K-8 Staff Begin
- 22 WHS Staff Begin
- 23 Convocation
- 26 Online Professional Development
- 27 Students Begin

8/4

SEPTEMBER 2019 (19)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day
District Offices Closed
- 30 Rosh Hashanah - No School
District Offices Closed

19/19

OCTOBER 2019 (20)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 9 Yom Kippur No School District Offices Closed
- 14 Columbus Day – No School - District Offices Closed
- 15 Professional Development – No school for students

21/20

NOVEMBER 2019 (17)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5 No School for Students Professional Development Day
- 21,22, 25, 26 K-8 Conferences Shortened Days
- 27-29 Thanksgiving Recess

18/17

DECEMBER 2019 (15)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 20 Shortened Day
- 23 - 31 Holiday Recess
- 25 Christmas Day – District Offices Closed

15/15

JANUARY 2020 (21)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 New Year's Day – District Offices Closed
- 2 Students Return
- 20 Martin Luther King Jr. Day – No School – District Offices Closed

21/21

FEBRUARY 2020 (17)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 12 Early Release Professional Development
- 13-17 February Recess
- 17 Presidents' Day – No School – District Offices Closed

17/17

MARCH 2020 (22)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 Early Release – Professional Development

22/22

APRIL 2020 (16)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Good Friday – District Offices Closed
- 13-17 Spring Recess
- 20 Students Return

16/16

MAY 2020 (20)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25 Memorial Day – No School District Offices Closed

20/20

JUNE 2020 (10)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 10 Shortened Day
- 11 Shortened Day
- 12 Shortened Day
- Scheduled Last Day Students and K-8 Staff
- 15 Last Day WHS Staff
- 15 - 26 Possible Inclement Weather Days*

10/10

Approved 10.11.2018

Marking Periods

Grades 6-8	Quarter 1	November 6	46 Days	Kindergarten - 5	December 5
	Quarter 2	January 26	45 Days		March 13
	Quarter 3	April 1	45 Days		June 12
	Quarter 4	June 12	45 Days		

School Hours

Regular School Day	Shortened Day/ Early Release	Early Dismissal (unplanned, weather)
Cider Mill School 7:40 - 2:10	Cider Mill School 7:40 - 11:55	Middlebrook/WHS 8:20 - 10:30
Middlebrook/WHS 8:20 - 2:50	Middlebrook/WHS 8:20 - 12:30	Cider Mill School 7:40 - 11:30
Miller-Driscoll School 9:05 - 3:35	Miller-Driscoll School 9:05 - 1:15	Miller-Driscoll School 9:05 - 12:30

School	1-Hour Delay Start Time	2-Hour Delay Start Time	3-Hour Delay Start Time
Middlebrook/WHS	9:20 a.m.	10:20 a.m.	11:20 a.m.
Cider Mill	8:40 a.m.	9:40 a.m.	10:40 a.m.
Miller-Driscoll	10:05 a.m.	11:05 a.m.	12:05 p.m.

Calendar Summary

<p>District Offices Closed</p> <p>New Teacher Orientation</p> <p>Start K-8 Teachers</p> <p>Start 9-12 Teachers</p> <p>Convocation</p> <p>Online Professional Development</p> <p><i>School begins (full day)</i></p> <p>Labor Day*</p> <p>Rosh Hashanah*</p> <p>Yom Kippur*</p> <p>Columbus Day*</p> <p>Professional Development – no school for students</p> <p><i>Election Day - Professional Development - no school for students</i></p> <p><i>K-8 Conferences</i></p>	<p>July 3,4 & 5</p> <p>August 20</p> <p>August 21</p> <p>August 22</p> <p>August 23</p> <p>August 26</p> <p>August 27</p> <p>September 2</p> <p>September 30</p> <p>October 9</p> <p>October 14</p> <p>October 15</p> <p>November 5</p> <p>November 21,22,25,26</p>	<p>Thanksgiving Recess *</p> <p>Shortened Day</p> <p>Holiday Recess</p> <p>Christmas Day*</p> <p>New Year's Day*</p> <p>School Resumes</p> <p>Martin Luther King Day*</p> <p>Early Release - Professional Development</p> <p>Winter Recess</p> <p>Presidents' Day*</p> <p>Good Friday*</p> <p><i>Spring Recess</i></p> <p>Memorial Day*</p> <p>*District Offices Closed</p>	<p>November 27-29</p> <p>December 20</p> <p>December 23-31</p> <p>December 25</p> <p>January 1</p> <p>January 2</p> <p>January 20</p> <p>February 12</p> <p>February 13 -17</p> <p>February 17</p> <p>April 10</p> <p>April 13-17</p> <p>May 25</p>
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School Closure	Make-Up Day	Last Day Students
Day #1	June 15	June 15
Day #2	June 16	June 16
Day #3	June 17	June 17
Day #4	June 18	June 18
Day #5	June 19	June 19
Day #6	June 22	June 22
Day #7	June 23	June 23
Day #8	June 24	June 24

Day #9	June 25	June 25
Day #10	June 26	June 26

Day #11	BOE request to reduce to 180 days for students	June 26
Day #12 and beyond	Removal of days from April break beginning with Friday, April 17	June 26

The school calendar allows for 181 days of school in accordance with State Law. If the year must be extended due to emergency closings, the days will be added to the end of the school year. If no such days are used, the last day of school will be June 12, 2020. Regarding High School graduation, by State law, after April 1st, Boards of Education are permitted to establish a graduation date.

Early Dismissal, Delays, Closings

Emergency Dismissal

The most common reason for unscheduled early dismissals is inclement weather, which causes hazardous driving conditions, especially for buses on Wilton roads. In the event of an emergency or weather-related early closing, students will be discharged beginning with Middlebrook/Wilton High School beginning at 10:30 a.m followed by Cider Mill at 11:30 a.m. and Miller/Driscoll at 12:30 pm.

Parents who are not home during the day should instruct children on what to do in the event an emergency or weather-related early closing brings them home unexpectedly. Where needed, arrangements should be made for care of younger children. (It is also important to have care available should a child become ill during the school day).

Delayed Openings and School Closings

If a delayed opening or school closure is necessary for emergency or weather-related reasons, an announcement will be sent via School Messenger, posted on the district website, www.wiltonps.org and broadcast on the local news outlets.

Parents, pupils, and staff are strongly urged not to call the schools, police, or Bus Company. Information will also be posted on our website: www.wiltonps.org.

	1 Hour Delayed Opening	Hours	2 Hour Delayed Opening	Hours	3 Hour Delayed Opening	Hours
Miller-Driscoll	10:05 – 3:35	5.3	11:05 – 3:35	4.3	12:05 – 3:35	3.3
Cider Mill	8:40 – 2:15	5.25	9:40 – 2:15	4.25	10:40 – 2:15	3.25
Middlebrook	9:20 – 2:50	5.3	10:20 – 2:50	4.3	11:20 – 2:50	3.3
WHS	9:20 – 2:50	5.3	10:20 – 2:50	4.3	11:20 – 2:50	3.3

Policies, Procedures, Notifications and Guidelines

ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL – POLICY 5141.21

A. Administration

1. No medication, including non-prescription drugs, may be administered by any school personnel without:
 - a. the written medication order of an authorized prescriber;
 - b. the written authorization of the student's parent or guardian or eligible student; and
 - c. the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
2. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
3. Except as provided in section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
 - a. a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - b. students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - i. an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - ii. there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student
 - iii. the school nurse has developed a plan for possession, self-administration, or possession and self-administration and general supervision, and has documented the plan in the student's cumulative health record;
 - iv. the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
 - v. the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering the prescribed medication;
 - vi. such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - vii. controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

- viii. a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - i. an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - ii. there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - iii. the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - iv. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health
4. a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - i. an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - ii. there is a written authorization from the student's parent or guardian regarding the possession of cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration, and such written authorization is provided to the school nurse;
 - iii. the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - iv. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
 2. a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
 - i. the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - ii. a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.

3. a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - i. the school nurse has determined that a self-administration plan is not viable;
 - ii. the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - iii. the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - iv. the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
4. an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met
 - i. there is written authorization from the student's parents/guardian to administer the medication in school;
 - ii. medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - iii. medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - iv. the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - v. the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
5. a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
 - i. there is written authorization from the student's parents/guardians to administer the medication;
 - ii. a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - iii. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - iv. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and

- v. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer anti-epileptic medication.
6. a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - i. only to a child enrolled in such program; and
 - ii. in accordance with Section L of this policy.
7. a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following
 - i. training in administration of medications as part of their basic nursing program;
 - ii. successful completion of a pharmacology course and subsequent supervised experience; or
 - iii. supervised experience in the administration of medication while employed in a health care facility.
4. Medications may also be administered by a parent or guardian to his/her own child on school grounds.
5. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

B. Definitions

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, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the 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.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

1. the failure to do any of the following as ordered:
 - a. administer a medication to a student;
 - b. administer medication within the time designated by the prescribing physician;
 - c. administer the specific medication prescribed for a student;
 - d. administer the correct dosage of medication;
 - e. administer medication by the proper route;
 - f. administer the medication according to generally accepted standards of practice; or
2. the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the

medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

C. Diabetic Students

1. The Wilton Board of Education permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing.
2. The board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
3. In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - a. The student's parent or guardian has provided written authorization;
 - b. A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - c. The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
 - d. The school nurse shall provide general supervision to the selected school employee;
 - e. The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;
 - f. The school nurse and school medical advisor have attested in writing that selected school employee completed the required training; and
 - g. The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

1. For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.
2. The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - a. The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - b. In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
3. The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of

emergency first aid as described in Paragraph (2) above, in the absence of the school nurse

- a. More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - b. The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - c. The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
4. Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- a. The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - b. If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
5. The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
6. The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
- a. The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - b. The Board shall annually notify parents or guardians of the need to provide such written notice.
 - c. Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - d. Such emergency administration shall be reported immediately to:
 - i. The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - ii. The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
7. A medication administration record shall be:
- a. Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - b. filed in or summarized on the student's cumulative health record.

ASBESTOS NOTIFICATION

The Wilton Board of Education, in compliance with federal law, has in place an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers, and other employees shall be permitted access to the district's asbestos management plan.

The district shall grant access to the asbestos management plan within five working days of receiving a request from a member of the public.

REGULARITY OF ATTENDANCE – POLICY 5113

The Wilton Board of Education, in accordance with state statutes, requires all students to attend school on scheduled days. School attendance will be monitored to identify students who are truant or habitually truant. When necessary parents, child and family services agencies may be enlisted to address the problem of truancy.

Regular attendance of students is, by law, the responsibility of each student’s parent or guardian. Each pupil enrolled in the Wilton Public Schools has the responsibility and shall be expected to attend all sessions unless suspended out of school, or excused by the principal or his/her designee, or expelled by the board of education. In granting permission for an absence, the principal or his/her designee must have verification that a parent or guardian approves the request for being absent.

The school administration will inform the parents and students of this policy at the beginning of each school year.

Student Attendance

Regular student attendance in school is essential to the educational process. School systems are required to monitor attendance and take certain actions with regard to students who are chronically absent. To assist the district in compliance with attendance requirements, please take the following actions:

- 1) If you ***know in advance*** that your child will be absent from school, please send a note or call the school to provide advanced notice of such absence.
- 2) On other days when your child will not be coming to school, please call the school office ***before the start of the school day*** to advise staff that your child will be absent that day. Telephone numbers for each school can be found in this Guide on page six.

Communication about attendance issues is important. Unreported absences impose an additional burden on school staff, who are required to take reasonable steps to contact you (including two telephone calls to the phone number provided to the district) to verify your child's absence. Accordingly, we ask that you make a conscientious effort to properly inform your child’s school of any absence, in compliance with state regulations.

This Guide provides basic information pertaining to student attendance and truancy, and to a parent’s obligations under state attendance guidelines. A full copy of the board’s policy and regulation is available on the board of education website.

The following definitions are used by the district in administering state law attendance requirements:

Excused Absences

A student’s absence 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 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 (Note: 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. 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.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

BULLYING PREVENTION AND INTERVENTION – POLICY 5131.911

The Wilton Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, cyberbullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

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

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

For purposes of this policy, "**Bullying**" shall mean the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

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

For purposes of this policy, "**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.

For purposes of this policy "**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 have recently been in a dating or non-platonic relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent, or his/her designee, along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying or teen dating violence to any school employee and require students and the parents or guardians of students to be notified annually of the process by which they may make such anonymous reports;
2. enable the parents or guardians of students to file written reports of suspected bullying or teen dating violence;
3. require school employees who witness acts of bullying or teen dating violence or receive student reports of bullying or teen dating violence to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying;

7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying or teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
9. require each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying or teen dating violence in such school and to maintain a list of the number of verified acts of bullying or teen dating violence in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
13. direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that address safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
14. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying or teen dating violence constitute criminal conduct;
15. prohibit bullying or teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
17. require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) 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 or teen dating violence. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Wilton Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

COMPLAINTS ABOUT CONDUCT OF THE SCHOOLS – POLICY 1312

Constructive criticism of the schools is welcome through whatever medium on the assumption that it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. The following policy shall apply except when there is a statutory right to hearing, e.g., residency and expulsion matters, when the statutory procedures shall prevail.

Specific complaints about the conduct of the schools may originate with school personnel, students, parents, and other citizens. Persons making complaints about the school shall be referred to the most immediate level at which the problems can be resolved, and, as necessary, through lines of organization. Anonymous complaints will not be formally considered since such complaints cannot be appropriately reviewed. The subject of a complaint has a right to due process and to know the specifics of any complaint against him/her. Persons wishing to remain anonymous should be informed of this fact and should be encouraged to come forward if a complaint appears to have merit.

The board is responsible for setting policy for the district, and, as the chief executive officer, the superintendent is responsible for operational issues in the district, including all personnel matters. When board members are approached directly by persons with concerns or complaints, they should decline to intervene directly and suggest that the complainant meet with the individual at the most immediate level, be it a teacher, principal or the staff member, preferably face-to-face at a scheduled meeting. Should the problem not be resolved at the lowest level, the complainant should proceed through the "chain-of-command," e.g., from teacher to principal to assistant superintendent. Should a problem reach the superintendent and not be resolved, the complainant may make a written request that the board of education review the matter. The superintendent shall transmit this request to the board, along with his or her recommendation on whether the board should hear the complaint. Discussion of any such request may take place in executive session if the matter is appropriate for executive session, but any decision to hear a complaint shall be made by public vote. Given that the superintendent is responsible for supervising staff, the board will generally decline to hear specific complaints concerning school personnel. If the board decides to hear the complaint, it shall schedule an informal hearing and notify the complainant and the superintendent of the date and time of such informal hearing. The board retains sole discretion as to whether to permit witnesses and how much time is to be allowed to the complainant in any such informal hearing. The board also reserves the right to hear from the superintendent, either at the hearing or thereafter, as it deems appropriate. Within thirty (30) days of the conclusion of any such hearing, the board shall inform the complainant of its decision, which shall be final.

I. Filing of Complaint

A. Violation of Law

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

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

B. Review of an Appeal

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

C. Content of Complaint

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

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

II. Review of Complaint

A. Analysis

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

B. Dismissal of Complaint

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

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

III. Notification of Complaint and Investigation

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

IV. Response to Complaint

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

A. Content of Response

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

B. Interview

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

V. Complaint Investigation

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

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

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

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

A. Data Collection

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

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

B. Independent On-Site Investigation

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

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

C. Complaint Investigation Report

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

The report shall contain the following contents:

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

D. Corrective Action Plan

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

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

VI. Review of Final Decision

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

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

CONTROVERSIAL ISSUES IN THE CURRICULUM – POLICY 6144

The discussion and study of controversial issues shall be objective and scholarly, with a minimum of emphasis on opinion. The teacher shall approach controversial issues in the classroom in an impartial and unprejudiced manner, and must refrain from using classroom privilege and prestige to promote a partisan point of view. Complaints regarding the teaching of controversial issues shall be taken up in accordance with policy 1312 “Complaints about Conduct of the Schools.”

USE OF DRUGS AND ALCOHOL ON SCHOOL GROUNDS – POLICY 5131.6

The possession, sale, distribution, use and abuse of drugs, alcohol and tobacco on school grounds or at school sponsored events is prohibited at all times. Pursuant to policy 5131.7 the use of nicotine delivery devices on school grounds or at school sponsored events is also prohibited.

A student who, on school grounds or at a school sponsored activity, is under the influence of, possesses, uses, transmits or aids in the procurement of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or who possesses or transmits a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana, will be subject to discipline in accordance with the provisions of Policy and Regulation 5114 regarding suspension and expulsion.

A student who is knowingly in the presence of those who are in possession of, using, transmitting or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, may be subject to discipline in accordance with the provisions of Policy and Regulation 5114 regarding suspension and expulsion.

The parent/guardian of any student who is required to take medication as prescribed by a physician during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such medication will then be administered under the supervision of the school nurse or the designated individual.

FOOD/ALLERGY MANAGEMENT PLAN – POLICY 5141.25

The Wilton Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure a prompt and effective medical response should a child suffer an allergic reaction while at school. While the primary responsibility for managing food allergies lies with the students/parents, the school district will assist them with their responsibilities in the school setting.

Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The board recognizes the importance of collaborating with parents and appropriate medical staff in developing preventative practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy, as developmentally appropriate.

The board supports the education of school personnel, students, and parents regarding food allergy management to maintain a safe school environment for allergic children. To this end, the board authorizes the development of reasonable guidelines related to the management of life threatening food allergies for students enrolled in district schools.

FREE LUNCH - POLICY 3542.31 (EXCERPT)

The Wilton Public Schools will serve free meals to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches. After deductions are made for special hardship conditions which could not be reasonably anticipated or controlled by the household, due to unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to the mental or physical condition of a child, and disaster or casualty losses. Children who are placed in foster homes by State Welfare and who present eligibility forms shall also be served free meals. The [Income Eligibility Guidelines](#) are available on the USDA Food and Nutrition website at www.fns.usda.gov/school-meals/fr-050818.

The schools shall not physically segregate or discriminate against any child because of his inability to pay for the meal. The names of children eligible to receive free meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

The Chief Financial Officer shall be designated as the determining official who will review applications, make determinations of eligibility and the Administrator for Human Resources and General Administration will hear appeals when a parent is dissatisfied with the school's decision.

The Chief Financial Officer shall develop and send to the parent(s) or guardian of children who may be eligible a letter outlining the eligibility criteria and a form on which to make application for free meals at the beginning of each school year and whenever there is a change in eligibility criteria.

Complaints or appeals of decisions made on eligibility for free lunches shall be reviewed in accordance with the procedures established for general complaints and appeals.

The answers to common questions below can help you with the application process.

1. Who can get free or reduced-price meals?

- All children in households receiving SNAP or TFA benefits are eligible for free meals. Note: Some students receiving Medicaid benefits are eligible for free or reduced-price meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. (Note: A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.)
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls within the [Income Eligibility Guidelines](#).
- For additional information or questions please contact Rose Anderson at andersonr@wiltonps.org

GREEN CLEANING PRODUCT NOTIFICATION

The State of Connecticut requires each local and regional board of education to implement a green cleaning program for all school buildings and facilities in its district.

Wilton Public Schools is committed to the implementation of this law by providing staff and upon request, parents and guardians of children enrolled in each school with a written statement about the district's green cleaning program. The green cleaning policy will also be made available on the district website.

A green cleaning program requires the procurement and proper use of environmentally preferable cleaning products, as defined by the Connecticut Department of Administrative Services (DAS), for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferred cleaning products be independently certified by either the **Green Seal** or **Eco Logo** third party organization.

According to law, no person shall use a cleaning product in a public school unless it meets DAS standards. The type of cleaning products covered by this act include: general purpose, bathroom and glass cleaners, floor strippers and finishes, hand cleaners and soaps.

The preferred green cleaning products and soaps used by the Wilton Public Schools can be found on our website: [Green Cleaning Products: Wilton Public Schools](#)

Disinfectants, disinfectant cleaners, sanitizers or anti-microbial products regulated by the Federal Insecticide, Fungicide, and Rodenticide Act, are not covered by this law.

The following statement is included in the Wilton Public Schools program as required by law.

“NO PARENT, GUARDIAN, TEACHER, OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT”

The implementation of the program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians, and facilities staff.

If there are any questions and/or comments about the program at our schools please contact the Facilities Office at 203.762.3381 ext. 8332.

GUIDELINES FOR WILTON PUBLIC SCHOOLS IN RELIGIOUS MATTERS

Religious beliefs are matters of personal consideration rather than governmental authority. Schools are to be neutral in matters of religion, neither opposing nor promoting it. However, complete neutrality about religion does not mean complete avoidance.

It is neither possible nor desirable for WPS to ignore religion and avoid anything with religious theme or implication. Such practices would distort the teaching of history and drastically reduce the acceptable and available examples of art, music, drama and literature. The importance of religion in history, culture and the arts cannot be ignored and should have a place in education, as it provides an opportunity to develop an understanding of different religious ideas and customs. However, in developing these understandings the overarching principle

shall be the promotion of tolerance, mutual respect and appreciation of the diversity of our school and broader society in which our students will learn and grow. Moreover, all religions whose holidays are recognized must be afforded equal respect. Important basic ethical and moral values such as honesty, good citizenship, compassion, family ties, peace, and goodwill, run like common threads through different beliefs. Our schools should focus on these values, rather than the different forms in which they may be expressed. It shall be our continuing practice to respect the freedom of each student's conscience and to not promote the religious belief of any student.

Religious Holidays

WPS has an obligation to see that no student is singled out from his or her classmates or placed at a disadvantage when he/she observes his/her religious holidays. Consequently, we must assure parents who inquire, that no tests will be scheduled on such religious holidays, that appropriate adjustments will be made in any deadlines, that absences on those days will not be counted when perfect attendance awards are made, that teachers will make adequate provision for the student to make up any class work he/she misses, and that special activities will not be scheduled during these periods or homework assigned specifically over a vacation. Please see that these allowances are made on the days listed below, along with any other adjustments which you may feel are appropriate. WPS expects that all teaching and coaching staff will adhere to this obligation on the following religious holidays and vacation dates this year:

Rosh Hashanah: begins the evening of Sunday, September 29 and ends the evening of Tuesday, October 1

Yom Kippur: begins the evening of Tuesday, October 8 and ends the evening of Wednesday, October 9

Columbus Day: Monday, October 14

Thanksgiving Recess: Wednesday, November 27 – Friday, November 29

Hanukkah: begins the evening of Sunday, December 22 and ends the evening of Monday, December 30

Winter Break: Monday, December 23 through Wednesday, January 1

Martin Luther King, Jr.: Monday, January 20

February Recess: Thursday, February 13 through Monday, February 17

Passover: begins the evening of Wednesday, April 8 and ends the evening of Thursday, April 16

Good Friday: Friday, April 10

Spring Break: Monday, April 13 through Friday, April 17

Easter: Sunday, April 12

Memorial Day: Monday, May 25

Observations of Religious Holidays Outside School

Absence from school to celebrate a religious holiday shall be an excused absence. Teachers shall not penalize students for observing religious holidays. Major tests, evaluations, homework required over a religious holiday, and other important activities within reason, shall not take place on these days.

Music and Art Experiences

Religious music constitutes a substantial portion of music literature and has an important place in the history of music and may be performed as part of the academic study of music, as long as it is of intrinsic artistic merit and not for religious reasons. Religious music that is linked to a specific religion should not dominate a program, and selections should reflect the diversity of our broader society. Whenever religious music or religious themes are presented, program notes or commentary from the professional who is responsible for the presentation should inform the audience as to the educational purpose that is being served.

Students should not be assigned to produce artwork that has religious meaning or significance unless it is in the context of an arts production, satisfies the goals of the curriculum and meets the previously referenced secular purposes.

Classroom Activities, Decorations

Classroom activities and lessons should be based upon objectives in the common core curriculum or school programs of studies, have a secular rather than a devotional purpose, and focus on information and understanding of an important cultural and historical event for a significant number of people.

Religious symbols may be used as teaching aids, but may not become ongoing decorations in classrooms or common areas. Decorations in the school will reflect the diversity in the school. Decorations that are part of custom and tradition of a religious holiday, and have a secular purpose and not solely a religious meaning, may be displayed.

Parties, food preparation and other seasonal activities shall be permitted within the context of the curriculum and therefore should occupy a minimum amount of time and clearly should not disrupt the ongoing educational process.

Parents Rights to Opt Out

Parents shall have the right to request in writing to the principal that their children opt out of seasonal events and performances they deem in conflict with their religious beliefs without penalty. Students will be provided alternative educational experiences to the extent possible. Principals shall provide parents with advance notice of activities related to religious holidays.

Religious Exemptions from Immunizations

In accordance with state law and accompanying regulations, the Board requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilic influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. Exemptions from these requirements are available in certain situations, including but not limited to, for religious reasons. To claim a religious exemption from the immunizations required by state law, parents and/or legal guardians must submit a written exemption request before enrolling their child(ren) in school for the first time and before the child(ren) enter the seventh (7th grade). Parents and/or legal guardians should understand that during a vaccine-preventable disease outbreak at one or more of WPS' schools, all susceptible children, including any student who has received a religious exemption from immunizations, will be excluded from the school if a public health official determines that the school is a significant site for disease exposure, transmission and spread into the community. In such case, such children shall be excluded from school until: (1) the public health official determines that the outbreak danger has ended; (2) the child becomes ill with the disease and completely recovers from it; (3) the child is vaccinated according to public health protocol; or (4) the child has proof of immunity to the disease.

If you have questions or concerns about these guidelines, please discuss them with your principal before taking any action. Your understanding and adherence to these guidelines are much appreciated.

HATE-BASED CONDUCT – POLICY 0524

Respecting diversity and fostering inclusion are core goals of the Wilton Board of Education as we help students become civically-engaged and sensitive members of our increasingly global society. The Wilton Board of Education is committed to creating and maintaining an educational environment that embraces diversity and inclusion, and believes our community is strengthened by the richness of each other's diverse characteristics, identities, statuses, backgrounds, beliefs, traditions, and opinions.

Hate-based conduct is antithetical to the Board's commitment to diversity and inclusion and will not be tolerated. As such, it is the policy of the Board that any form of hate-based conduct is prohibited, whether by

students, Board employees, or third parties subject to the control of the Board. The Board expressly prohibits any form of hate-based conduct on school grounds; at a school-sponsored activity (including on a school bus); or off school grounds if such conduct is seriously disruptive of the educational process. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of hate-based conduct is likewise prohibited.

For the purposes of this policy, hate-based conduct means conduct that attacks, threatens, intimidates, degrades, or otherwise infringes on the rights of a person based on such person's actual or perceived race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, gender identity or expression, veteran status, or any other basis prohibited by state or federal law. Such conduct includes, but is not limited to, the use of a written, oral, or electronic communication or a physical act or gesture that:

- causes physical or emotional harm;
- damages, destroys, or defaces any real or personal property;
- places a person in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for a person;
- infringes on the rights of a person at school; or
- substantially disrupts the education process or the orderly operation of a school.

Hate-based conduct may also include, without limitation, conduct that violates other Board policies (e.g., Board Policy 4116.13, Sexual Harassment; Board Policy 4118.11, Non-Discrimination (Personnel); Board Policy 5131.2, Bullying Prevention and Intervention; Board Policy 5146.1, Non-Discrimination (Students)). In certain circumstances, acts of hate-based conduct may be subject to criminal prosecution under state law.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care, or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held, part of a person's core identity, or not being asserted for an improper purpose.

Students who engage in hate-based conduct shall be subject to intervention ranging from school counseling and education support and restorative justice opportunities, to school discipline, up to and including expulsion, in accordance with Board Policy 5114 (Suspension, Expulsion and Removal From Class), and consistent with state and federal law. Employees who engage in hate-based conduct shall be subject to discipline, up to and including termination of employment, in accordance with any applicable Board policies, administrative regulations, and contractual provisions, and consistent with state and federal law.

Allegations of conduct that violates other Board policies, such as allegations of discrimination, harassment (including, but not limited to, sexual harassment), and/or bullying, will be handled under the appropriate policies and administrative regulations (e.g., Board Policy 4116.13, Sexual Harassment; Board Policy 4118.11, Non-Discrimination (Personnel); Board Policy 5131.2, Bullying Prevention and Intervention; Board Policy 5146.1, Non-Discrimination (Students)).

HAZING – POLICY 5131.91

The Wilton Board of Education. For the purpose of this policy, hazing is defined as activity or behavior that intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission or affiliation with any organization sanctioned, authorized or allowed by the board of education. This includes any student initiated or student led activity or organization.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the an individual to unnecessary mental stress, humiliation, sexual harassment, or any other forced activity which could adversely affect the mental health of the individual.

“Endanger the physical health” shall include, but is not limited to any rough physical treatment such as:

- pushing, shoving or striking
- forced calisthenics beyond those that are a normal part of athletic conditioning
- undue exposure to the elements
- forced consumption of any food, beverage, drug, or controlled substance
- or any other forced physical activity which would adversely affect the physical health or safety of the individual(s).

Any hazing activity used as a requirement for admission or affiliation with an organization sanctioned or authorized by the board of education (i.e. performance of menial tasks), shall be presumed to be a forced activity, even if the student willingly participates in such activity.

The school district will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee of the school district who is found to have violated this policy. Discipline or appropriate action may include but not be limited to suspension or expulsion for students and termination for employees.

This policy applies to voluntary team spirit activities which must be planned with the prior approval and/or supervision of the team coach and athletic director.

A copy of this policy will be included but not limited to the student handbook and furnished to staff, coaches and captains for distribution to students and others as may be appropriate.

HEALTH ASSESSMENTS AND IMMUNIZATIONS - POLICY 5141.3

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 disabilities 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 Wilton 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 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.G.S. 10-206, as may be periodically amended.

The board of education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments on religious grounds, must request such exemption to the superintendent of schools in writing. This request must be signed by the parent/guardian.

Parents/guardians wanting their children excused from immunizations on religious grounds (prior to kindergarten entry and grade 7 entry) must request such exemption in writing to the superintendent of schools if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse. 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.

The school nurse who is required to verify the immunization status for children enrolled in District schools, pre-K to grade 12, inclusive, pursuant to C.G.S. 10-204a, shall be provided with sufficient information on the children living within his/her jurisdiction and is listed on the Department of Public Health's registry of immunization status. The school nurse is authorized to determine which children in their jurisdiction are overdue for scheduled immunizations and provide outreach to help get them vaccinated.

Students born in high risk countries and entering school in Connecticut for the first time, should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph. Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, as described in the administrative regulations accompanying this policy.

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

As required, the district will annually report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local health director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade six or seven, and in either grade nine or ten. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

The superintendent of schools shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

HOMELESS STUDENTS – POLICY 5118.1

In accordance with federal law, the Wilton Board of Education prohibits discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. The local liaison for homeless children is Andrea Leonardi, Assistant Superintendent of Special Services, who may be contacted at leonardia@wiltonps.org or (203)762-3381.

HOMEWORK - POLICY 6154

The board of education considers homework an important and integral part of class work. It is work assigned to be accomplished outside of class by the student and is a shared responsibility of the school and home. The purpose of homework is to help students:

- prepare for classroom learning
- reinforce, review, and extend facts, skills, and concepts presented in class
- develop self-reliance, responsibility, and independence
- develop study habits and learning strategies
- explore various media
- complete work begun in class
- develop an appreciation for lifelong learning.

Homework, to be meaningful, must be directly related to the subject for which it is assigned. As in any good educational procedure, homework assignments must be clear, have a specific and significant goal, and take into consideration individual student differences, and in accord with the objectives of Individual Education Plans (IEP) and/or 504 Plans where appropriate.

The faculty of each school, under the direction of the principal, shall carry out this policy by following the regulation on homework which outlines the specific responsibilities of teachers, students, and parents. The school administration will inform parents and students of these regulations at the beginning of each school year including acknowledgement of special needs.

LIMITED ENGLISH PROFICIENT STUDENTS – POLICY 6141.311

Parents of Limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of the child's placement, a description of the program and the parent's right to remove their child from the LEP program. In addition the notification will describe how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

MIGRANT STUDENTS – POLICY 6141.321

A full range of services will be provided to migrant students.

NONDISCRIMINATION – POLICY 5145.5

The Wilton Board of Education does not discriminate on the basis of race, creed, religion, color, ancestry, sexual orientation, national origin, age, gender, marital status, genetic information disability or any other basis protected by law in making employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination), except in the case of a bona fide occupational qualification, and in establishing and providing school activities and educational programs.

It is also the policy of the board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

All complaints involving allegations of discrimination or harassment against a student on the basis of sex or disability shall be handled in accordance with the board's respective policies for such claims. All other complaints of discrimination or harassment for any of the other protected characteristics listed herein shall be handled in accordance with the complaint procedures contained in the board of Education policies and regulations concerning non-discrimination. All district policies and applicable regulations/procedures, including complaint forms, are available on the board of education web site or upon request at the main office of any district school.

All complaints by a student or other individuals alleging discrimination on the basis of the protected characteristics listed herein should file a written complaint with:
Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to the Superintendent of Schools or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,

- F. Names of any witness(es) to the harassment/discrimination, and
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

All complaints are to be forwarded immediately to the superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the superintendent shall notify the appropriate coordinator or, where no coordinator is required, designate a district or school administrator to promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

Upon receipt of a written complaint of discrimination, the investigator should:

1. Offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. Provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. Conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within thirty (30) school days from the date the complaint was received by the superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
6. Take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the superintendent or his/her designee;
7. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant, the superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The superintendent shall provide written notice to the complainant of the proposed actions within fifteen (15) school days following the receipt of the written request for review.

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to

file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (617) 289-0111.

PARENT INVOLVEMENT – POLICY 1110.1

The Board of Education recognizes that a child’s education is a responsibility shared by the school and the family during the period the child spends in school. Engaging parents is essential to improved student achievement. To support the goal of the Wilton Public Schools to educate all students effectively, the schools and parents must work as knowledgeable partners.

To promote this partnership, the Wilton Public Schools will actively collaborate with parents through multiple venues, including programs and practices that encourage appropriate parent involvement and reflect the specific needs of students and their families.

NOTICE OF PESTICIDE APPLICATION – POLICY 3524.1

Only certified pesticide applicators shall be used for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five (5) years. Parents/guardians and staff who want to receive advance notice of all pesticide use may contact the Facilities Office at 203.762.3381 ext. 8332 to request they be listed on a registry, and such notice will be provided.

PLEDGE OF ALLEGIANCE – POLICY 6115

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Participation in the recitation of the Pledge 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 silent. In any event, all students must be courteous and respectful during the pledge.

PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS – POLICY 4118.234

The board of education prohibits school personnel from recommending the use of psychotropic drugs for any child. For the purpose of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, school medical staff, school psychologists, school social workers and school counselors may recommend that a child be evaluated by an appropriate medical practitioner.

Nothing in this policy shall be construed to prohibit a planning and placement team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners; or to prohibit school personnel from consulting with appropriate medical practitioners with the consent of the parents and/or guardians of a child.

GRADE PLACEMENT – POLICY 5123

(Promotion/Retention)

The board of education is dedicated to the academic development of each student enrolled in its schools. Therefore, the District will establish and maintain standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

The decision to promote a student to the next grade level or to have access to instructional programs shall be based on successful completion of the curriculum, attendance, maturity, performance on the statewide testing program and on other standardized tests, academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance. A recommendation for retention will be based on the professional judgment of the classroom teacher(s) after discussion with parents, the principal and instructional support personnel. The principal, in consultation with school personnel and parents, will be responsible, to the extent permissible by law, for the final decision. Each case will be decided on an individual basis after all factors noted above are carefully examined.

The school administration shall inform all parents and students of this policy at the beginning of each school year.

REPORTS OF SUSPECTED ABUSE - POLICY 5146

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the board of education to require ALL EMPLOYEES of the board of education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel

punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person 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 the Wilton Public Schools, pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or

- b) A report must be made when any employee of the board of education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;
 - ii) aggravated sexual assault in the first degree;
 - iii) sexual assault in the second degree;
 - iv) sexual assault in the third degree;
 - v) sexual assault in the third degree with a firearm; or
 - vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not

limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- a) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.
- b) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the superintendent or his/her designee directly.
- c) In cases involving suspected or believed abuse, neglect or sexual assault of a student by a school employee, the superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- d) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
- e) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the superintendent or the superintendent's designee.
- f) If the report concerns suspected abuse, neglect or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- a) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the superintendent of Schools or his/her designee, to be followed by an immediate written report to the superintendent or his/her designee.
- b) If the superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- c) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the board, the superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Wilton Public Schools, pursuant to a contract with the Board of Education, the superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Wilton Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the superintendent shall request (and the law provides) that DCF notify the superintendent not later than five (5) working days after such finding, and provide the superintendent with records, whether or not created by DCF, concerning such investigation. The superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the superintendent shall notify the board of education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The superintendent shall disclose such records to the Commissioner of Education and the board

of education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the superintendent and/or board of education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the superintendent and/or the board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The Wilton Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the Wilton Public Schools, pursuant to a contract with the board of education, the superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Wilton Public Schools.

10. Delegation of Authority by Superintendent

The superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

No later than January 1, 2016, the superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of

a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the superintendent, a local police officer and any other person the Board of Education, acting through its superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The Wilton Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The board of education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The board of education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the board. The board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.
- b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.
- c) The principal for each school shall annually certify to the superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee employed by the board or that a student has been a victim of sexual assault by a school employee employed by the board, as defined above, and conducted in accordance with this policy. Such records

shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.

- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the board, any records maintained or kept on file by the board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the board in a position requiring a certificate issued by the State Board of Education.

SCHOOL SECURITY AND SAFETY – POLICY 3516

Each school operating under the jurisdiction of the Wilton Board of Education will create and implement an all-hazards school security and safety plan to bolster its existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats. This plan will adhere to the requirements of state law and will include procedures for managing various types of emergencies and crisis management procedures. Each individual school's plan should be kept securely and will only be provided to the board of education, school staff and administration, members of state and local law enforcement, first responders and local municipal officials. Pursuant to Connecticut General Statutes § 1-210 (b) (19), the plan will not be available to the public.

SEARCH AND SEIZURE POLICY 5145.12

1. Search of a student and His or Her Effects

- A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials.

1. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

2. Search of a Locker, Desk or Other Storage Area

- A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only.

1. The board of education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student

- B. If the school administration reasonably suspects that a pupil is not maintaining a locker or other

storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

- C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the superintendent.

Use of trained detection dogs may be used only on the express authorization of the superintendent or his/her designee, in accordance with such procedures as the superintendent may devise.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act ("Title II") also prohibits discrimination on the basis of disability by state and local governments. Under Section 504, the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing such eligible students a free appropriate public education ("FAPE"). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical impairment that substantially limits one or more major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

A student can be disabled and be covered by Section 504 even if he/she does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Mansfield School District's education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;

4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504;
5. If you suspect your child may have a disability, to request an evaluation, at no expense to you, to have an eligibility determination under Section 504, and if eligible, placement decisions made by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met.
7. If your child is eligible for services under Section 504, for your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school, extra-curricular and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. To request changes in the educational program of your child, to have your request and related information considered by the team, a decision made by the team, and if denied, an explanation of the team's decision/determination;
13. To an impartial due process hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
14. To file a local grievance/complaint with the district's designated Section 504 Coordinator to resolve complaints of discrimination including, but not limited to, claims of discrimination directly related to the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Andrea Leonardo
Assistant Superintendent, Special Services
395 Danbury Road
Wilton, Connecticut 06897

For additional assistance regarding your rights under Section 504, you may contact:

Telephone: (617) 289-0111
Boston Regional Office - Office for Civil Rights
U.S. Department of Education 8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921

U.S. Department of Education
Office for Civil Rights
550 12th Street, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481

SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM - POLICY 5145.511

The Wilton Public Schools shall implement the sexual abuse and assault awareness and prevention program identified or developed, in compliance with P.A. 14-196, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's implementation of the sexual abuse and assault awareness and prevention program, per statute, shall be not later than October 1, 2015.

The program shall include, but is not limited to:

1. Adopting a child sexual abuse and assault awareness curriculum to provide age-appropriate information to teach students between appropriate and inappropriate conduct in situations where child sexual abuse or assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault;
2. Providing students with resources and referrals to handle these potentially dangerous situations;
3. Providing students access to available counseling and educational support;
4. Providing mandatory training to all District staff to ensure they are fully informed on:
 - a. the warning signs of sexual abuse and sexual misconduct involving a child,
 - b. mandatory reporting requirements,
 - c. school District policies, and
 - d. establishing and maintaining professional relationships with students, available resources for children affected by sexual abuse, sexual assault or misconduct.
5. Methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children; and
6. Permitting students to opt from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal or his/her designee of a written request from the student's parent/guardian. Such request shall be sufficient to exempt the student from such program in its entirety or from portions of it so specified by the parent/guardian.

Students, parents/guardians, teachers and school staff and school volunteers shall be provided information, at a minimum on an annual basis, on the District's policy and procedures against sexual abuse and assault. The information shall include evidence-based methods of preventing sexual abuse and assault, as well as how to effectively identify and respond to sexual abuse and incidents within the scope of the school.

The District shall utilize existing resources, including but not limited to, student support services staff (e.g. school social workers, school counselors, school psychologists) to assist in providing sexual abuse and assault intervention and prevention training.

Reporting Child Sexual Abuse and Assault

Child abuse reporting procedures as provided in policy 5141.4, "Reporting of Child Abuse and Neglect," and its accompanying regulations will be followed for all acts of sexual abuse and assault against children.

SEXUAL HARASSMENT

It is the policy of the board of education to maintain a learning and working environment that is free from sexual harassment. The board of education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with administrative procedures.

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

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non- verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

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

The board of education encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. Complaints of sexual harassment will be promptly investigated.

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

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

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

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

FILING A COMPLAINT

Step I- Informal Level

A student who feels he or she has been the victim of sexual harassment may request a meeting to discuss the matter with the building principal of his/her school in an effort to resolve it informally. In the event the student is uncomfortable, for any reason, with discussing the matter with the building principal he or she may request a meeting with the superintendent of schools [or any other administrator or the personnel director, etc.] regarding the alleged harassment. The principal or other school administrator shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the receipt of the meeting request.

Step II- Formal Level

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the building principal, superintendent, personnel department or Title IX compliance officer. A student need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the office of the superintendent of schools, as well as from the office of the building principal. In addition, a student complaint may be filed in writing with a teacher or guidance counselor. A student may request assistance of school district personnel in preparing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the principal and/or the Title IX Compliance Officer, etc.

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

The compliance officer/ superintendent/ personnel director/ principal shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. School officials will endeavor to protect privacy interests. District personnel will investigate the complaint, or refer the complaint for investigation, even if the complainant requests that no action be taken or withdraws the complaint. Upon completion of the investigation but no later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as to the disposition of the complaint. The time for rendering a decision may be extended if needed for a thorough investigation and fair resolution of the complaint.

If a determination is made that sexual harassment has occurred, appropriate action shall be taken to ensure that the harassment ceases and will not reoccur. No adverse action will be taken against a student for filing a complaint of sexual harassment or against any student or other person for cooperating in the investigation of the complaint.

A copy of this policy, regulation and complaint procedure will be distributed to students and parents annually. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy, regulation and complaint procedure will be posted in each building, and contained in the student handbook.

The Director of Human Resources, Ms. Maria Coleman, 395 Danbury Road, Wilton, CT 06897, 762- 3381, Ext. 8311, has been designated as the Title IX Coordinator and may be called upon to counsel members of the school community who present a harassment concern or any other discrimination charge.

SEXUAL OFFENDERS ON SCHOOL PROPERTY

1. Definitions

For the purposes of this policy, a “sexual offender” is one who is required to register as a sexual offender with the State of Connecticut pursuant to Chapter 969 of the Connecticut General Statutes.

School property refers to all real and personal property designated by the Town as school property or used by the Town for school-related/sponsored activities and purposes, including, but not limited to, land, buildings, structures, facilities, fields, parking lots, equipment, computer networks, and vehicles used for student transportation whether owned by or under contract to the district, or the site of any activity sponsored by the Wilton Public Schools.

2. Parent/Guardian Sexual Offender

- A. “parent/guardian sexual offender” is a sexual offender who has either parental or legal guardianship rights to a child attending a Wilton Public School or program.
- B. Parent/guardian sexual offenders are prohibited from entering school property except as follows:
 - With the superintendent’s (or his/her designee’s) prior written approval in the following instances:
 - To transport his/her own child to/from school.
 - To attend a conference to discuss his/her child’s educational progress, placement or individualized education plan (IEP).
 - With prior written approval in other circumstances on a case-by-case basis as determined by the superintendent or his/her designee.
- C. A parent/guardian sexual offender who attempts to communicate electronically with a student, other than his/her own child, while the student is on school property will be considered in violation of this policy and such action will be reported to the local police.

3. Student Sexual Offender

The superintendent or his/her designee shall determine the appropriate educational placement for student sexual offenders, except for those identified as having a disability. In making this determination, the superintendent or his/her designee shall consider such factors as the safety and health of the student population. The superintendent or his/her designee shall develop guidelines for managing each student sexual offender attending Wilton Public Schools or programs.

The educational placement of a student sexual offender identified as having a disability shall be determined by that student’s Planning and Placement Team (“PPT”)/IEP Team. The student sexual offender is entitled to the same due process procedures as other students with disabilities.

The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a Wilton Public School or program.

4. Non-Parent/Non-Guardian Sexual Offender

A “non-parent/non-guardian sexual offender” is an adult sexual offender who has no parental or legal guardianship rights to a child attending a Wilton Public School or program.

A non-parent/non-guardian sexual offender is prohibited from entering school property. An attempt to enter school property by a non-parent/non-guardian will be considered a violation of this policy and such action will be reported to the local police.

A non-parent/non-guardian sexual offender who attempts to communicate electronically with a student while the student is on school property will be considered in violation of this policy and such action will be reported to the local police.

5. General Requirements and Notifications

The superintendent or his/her designee shall inform the appropriate administrator(s) and other relevant staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the superintendent's or his/her designee's written permission statement. The Building Administrator shall assign a chaperone to accompany the sexual offender while he/she is on Wilton Public School property. The only exceptions to these requirements are when the superintendent grants permission to a parent/guardian sexual offender to transport his/her child and when a student sexual offender receives permission to attend a Wilton Public School or program, in which case the guidelines developed for that individual shall apply.

The superintendent shall use the national and/or Connecticut sexual offender registry to establish a system for identifying sexual offenders who are parents/guardians of children attending Wilton Public Schools or programs and will attempt to inform those identified individuals of the requirements of this policy. Lack of notification by the superintendent does not excuse sexual offenders from abiding by the requirements and prohibitions of this policy. The superintendent may also contact the appropriate authority to determine the conditions of an offender's release and/or probation. If an offender's conditions of release impose restrictions in excess of those imposed under this policy, the superintendent may in his/her discretion impose additional restrictions on the offender, beyond those established in this policy, in line with those in the offender's conditions of release. The superintendent shall contact the local police anytime a sexual offender violates this policy and shall immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardians who are registered sexual offenders shall receive a copy of this policy via registered/certified mail.

STANDARDS OF CONDUCT

In instances when the presence of a student disrupts the educational process or the student does not adhere to standards of conduct duly prescribed by the superintendent, building principal, and/or other staff member, appropriate disciplinary action shall be taken, including but not limited to removal from class, suspension, and expulsion. Pupils may be suspended or expelled for one or more of the following reasons:

A. Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within such prohibitive conduct are the following acts:

1. Threatening in any manner, including orally, in writing, or via electronic communication a member of the school community, including any teacher, member of the school administration,

- any other employee, or a fellow student or any person volunteering in a school-related capacity;
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. 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 then in charge of such building or facility;
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission 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 a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
9. 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;
10. Possession or transmission of any firearm, deadly weapon, dangerous instrument or martial arts weapon;
11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
12. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
13. Truancy or intentional and successful incitement of truancy by other students;
14. 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 and;
15. Violation of any other board policy, rule, agreement, or directive dealing with student conduct, including standards of conduct in student handbooks and dealing with conduct on school buses and the use of school district equipment;
16. Use of telephones (including pay and personal telephones), cellular devices, copiers, facsimile devices, computers, networks, Internet connections, fire alarms or other communications technologies for other than legal, authorized, and appropriate uses;
17. Possession or use of laser pointers while on school property or while attending a school-sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction;
18. Serious or ongoing disruption to the classroom or school which interferes with the learning of others;
19. Falsely reporting an incident (such as a bomb threat or fire alarm);
20. Repeated unauthorized absence from school.
21. Bullying as defined by Wilton Board of Education Policy 5131.911

STUDENT CONDUCT – POLICY 5131 (EXCERPT)

The following excerpts are taken from Wilton Board of Education policies and regulations governing student conduct:

The conduct of students in school has an important effect on school achievement. Thus, while ultimate

responsibility for student behavior rests with parents and students themselves, the schools have an obligation to ensure that appropriate standards of conduct are maintained in the school setting. To enable parents and guardians to fulfill their responsibility, the schools also have an obligation to keep them fully informed, should students not meet these standards. Parents are encouraged to inquire at any time about their children, or about school discipline generally.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the educational purpose underlying all school activities, for the shared use of school property, for the rights and welfare of other students and staff, and for the supervisory authority vested by the board in all district employees. In each instance in which an employee acts to help a student conduct himself/ herself properly, emphasis shall be placed upon the growth of the student's ability to discipline himself/ herself. Corrective measures shall reflect the concern of school personnel for the dignity and growth potential of each individual and at the same time reflect a firm commitment to the larger interests of all students and the community.

Corporal punishment, which shall be defined as any kind of punishment inflicted on the body as a means of correction, shall not be employed in the Wilton Public Schools. However, reasonable force may be used by a teacher or other staff member for the purpose of restraining a pupil from conduct which endangers persons or property or which is disruptive to the educational program.

Unless other disciplinary steps are specifically mandated, or the family requests that communications be handled otherwise, the parent or guardian shall be informed by phone or letter whenever a student is disciplined by the principal, associate principal or dean of students for violation of the standards of conduct.

When deemed appropriate the administrator shall also communicate by telephone or letter with parents or guardians of a student who has been involved in an incident peripherally or as an innocent bystander, has been injured, or suffered loss or property damage.

Disciplinary Measures

Because student behavioral problems vary in frequency and degree of seriousness, the corrective action must be a matter of judgement by the appropriate administrator. Detention, denial of school privileges, a telephone call or written notice to the parent, sending the student home pending a parent conference, and counseling by the parent or appropriate staff member are disciplinary measures, among others, which may be employed as the administrator sees fit. These disciplinary options are in addition to suspension and expulsion.

Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom. The principal or his/her designee shall have the authority to invoke suspension, for a period of up to ten (10) days, or to invoke in-school suspension, for a period of up to five (5) days, of any student for one or more of the above reasons provided, however, the principal or the superintendent of schools shall have the authority to immediately suspend from school or from transportation services any student or pupil when an emergency exists.

Except in the case of an emergency, a pupil shall be afforded the opportunity to meet with the principal or his/her designee and to discuss the charges against him/her prior to the effectuation of any period of suspensions or in-school suspension.

If the student is suspended, the parent(s) or guardian(s) shall be notified within twenty-four (24) hours by telephone, if possible, of the suspension and the reasons for the action.

The superintendent of schools may recommend to the board of education the expulsion of any student for one or more of the reasons stated (above) if, in his/her judgement, such disciplinary action is in the best

interest of the school system. The procedures for a hearing shall be provided prior to the effectuation of any expulsion unless an “emergency” exists. If an emergency situation does exist, such a hearing shall be held as soon after the expulsion as possible.

STUDENT DISCIPLINE, PHYSICAL ACTIVITY - POLICY 5144.4

It is the policy of the board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

Prohibition on Deprivation of Physical Exercise Period as a Form of Discipline:

For elementary school students, the board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise. The board prohibits school employees from disciplining elementary school students by preventing them from participating in the entire time devoted to physical exercise during the regular school day.

Prohibition on Compulsion of Physical Activity as a Form of Discipline:

For all students, the board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

Definition:

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the board or working in the district schools, 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 the district schools pursuant to a contract with the board.

Disciplinary Action for Failure to Follow Policy:

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the district.

STUDENT DRESS AND GROOMING

The responsibility for the dress and grooming of a student rests primarily with the student and his/her parent(s)/or guardian(s). Ordinarily a student’s dress or grooming shall not affect his/her participation in school classes, programs, or school-related activities. If, however, the dress or grooming of a student disrupts the educational climate or process, is unclean, or a threat to the health or safety of the student or any other person, the principal or his/her designee may require the student to change his/her dress or grooming.

A student may not be penalized for wearing an article of clothing that expresses, in a non-vulgar way, support for a political candidate or party, social issue, or any other opinion.

STUDENT NUTRITION AND PHYSICAL ACTIVITY - POLICY 6142.101

Purpose

The Wilton Public Schools promote student health and well-being by supporting good nutrition and regular physical activity as part of the overall learning environment. The Board supports comprehensive, age-appropriate practices to encourage development and embrace of lifelong wellness behaviors. The school environment will reflect district health goals as a way to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Goals

Nutrition

1. Ensure all students have access to adequate and healthy food choices on scheduled school days by providing food services that are nutritionally beneficial and financially responsible. Foods available through the school food service program should meet or exceed guidelines set by the district, USDA, and State of Connecticut.
2. Provide K-12 nutrition education that instills in students the knowledge and skills needed to adopt healthy eating behaviors.
3. Align food services with curriculum to reinforce educational messages about healthy eating.
4. Direct that all foods offered during the school day, on balance, promote good nutrition and contribute to the development of healthy, lifelong eating habits.

Physical Education

5. Provide K-12 physical fitness instruction that teaches students the importance of exercise and fitness, and the skills necessary for lifelong fitness.
6. Provide adequate time for students to engage in physical fitness beyond the classroom, through venues including co-curricular activities, recess, and interscholastic athletics.

Communication and Oversight

7. Pursuant to this policy, the board shall designate the Assistant Superintendent for Curriculum and Instruction or his designee to be responsible for the implementation and oversight of the school district's wellness program. The Assistant Superintendent for Curriculum and Instruction or his designee will be responsible for ensuring that the goals and guidelines relating to nutrition promotion and education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school policies and school-based activities are consistent with the wellness policy.
8. Communicate information about school nutrition and physical activity programs regularly to families. Establish a district nutrition and physical activity advisory council to ensure district practices align with federal and state mandates, and with community values. The council shall also provide ongoing evaluation of district practices about nutrition and physical fitness, and feedback about potential changes to this policy.

The board will make its wellness policy and any policy updates available to the public on an annual basis.

STUDENT PRIVACY

Notification of Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (“PPRA”), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student’s parent;
 - b. mental or psychological problems of the student or the student’s family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
5. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent’s first and last name, a home or other physical address; a telephone number or a social security number;
6. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:

- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
- b. the administration of any survey containing confidential topics (see #2, above, a-h); or
- c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities;
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Wilton Board of Education has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

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

STUDENT RECORDS – POLICY 5125

In compliance with the Family Educational Rights and Privacy Act (FERPA) and accompanying regulations that protect the privacy rights of parents and students, the Wilton Board of Education has adopted a policy pertaining to the collection, maintenance, and dissemination of student records. The local policy and regulations are available to interested parents and student through building principals. The Assistant Superintendent of Special Services, serves as the district’s Custodian of Records, and can make available relevant federal and state laws and requirements regarding student records.

The Family Educational Rights and Privacy Act and local policies afford parents and students over 18 years of age (“eligible students”) certain rights with respect to student education records. They are:

1. The right to inspect and review their student’s educational records within 45 days of the day the district receives a request for access, unless request is for special education records where such right will be given within 10 days of the request, pursuant to state and federal laws. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.

2. The right to request amendment of student records believed to be inaccurate or misleading. A parent or eligible student should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parents or eligible student in writing of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The Administration shall comply with all processes and procedures relative to the amendment of education records when presented with a request to change a student's name, gender, or any other information contained in education records. If the Administration changes the name and/or gender in a transgender or gender non-conforming student's education record, all education records containing the student's birth name and gender shall be maintained, if so required under federal and/or state law and regulations, separately from other education records and in a strictly confidential location and manner.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon written request, Wilton Public Schools is required by law to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. The Wilton Public Schools is also required to provide, upon request, made by military recruiters, school choice programs, or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A parent or eligible student who objects to disclosure of such information without written prior consent may file a notice of objection with the school district in writing with the district Custodian of Records.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA.

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

A register will be kept in each student's record folder, and any party other than members of the professional staff of the schools shall be required to indicate by date and statement of interest that the record was opened to their inspection. The register must be signed by the party and will be open to review by the parent/guardian or eligible student.

At the time of intra-district transfer, or transfer to another school district, the student's records will be reviewed and updated by the building principal or designee, and contents that are no longer useful for the purpose of educational planning will be discarded.

Parents/guardians or eligible students, in order to ensure that records are not inaccurate, misleading, or otherwise in violation of their privacy or rights, will have the opportunity to challenge record contents. Such a request should be made to the building principal in writing. A hearing to challenge such contents must be held within ten (10) days of receipt of the request. If the disposition of the matter is not satisfactory, an appeal may be made to the superintendent of schools within ten (10) days following the principal's decision. A hearing will be held within ten (10) days of receipt of the appeal. Parents/guardians or eligible students may appeal in person at the hearing, or may be assisted or represented by individuals of their choice, including an attorney. The superintendent's or his/her designee's findings and decision will be made in writing. If parents/guardians or eligible students disagree, they have the right to place a written statement of their position in the student's folder.

Parents/guardians or eligible students who wish to inspect and review education records pertaining to their child, or, when eligible to themselves, must make the request directly to their building principal. Access will be granted within a reasonable period of time, but in no case exceeding ten (10) days after the request is made.

STUDENT RESPONSIBLE USE POLICY FOR USE OF DISTRICT TECHNOLOGY – POLICY 6142.321

Wilton Public Schools is pleased to offer students access District computers and instructional technologies, communications and data management systems, informational technologies and the Internet, and an array of other technology resources in a ready-access, digital-rich learning environment that promotes educational excellence and innovation.

The board of education wants all students to be independent, competent, responsible and confident users of information and technology. In order to enhance learning, students use technology anywhere and anytime, including through the use of district-provided devices and resources that are educationally appropriate and aligned to student educational needs. The District's technology enables all students to communicate, learn, share, collaborate and create, to think and solve problems, and to personalize their learning.

The district grants access to its district technology resources as a privilege for students who conform to behavioral expectations with respect to use of technological resources. Just as students are responsible for making good behavior decisions in a classroom or on school grounds, they are responsible for making good decisions when using district technology resources or personal technology in a manner that impacts the school environment.

While using district or personal technology devices on school property, in school vehicles and buses, at school-sponsored activities, or using district technology resources via off-campus, remote access, each student must act in an appropriate, ethical manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities, to establish expectations, and to monitor student behavior when using technology.

Access to district technology resources is provided to students who act in appropriate and responsible ways. Prior to being allowed access to the Internet at school or through technology resources provided through the district students and their parents must sign the district's Responsible Use Agreement acknowledging their responsibilities. Students must comply with all district regulations and protocols to be permitted the use of district technology resources.

The district's technology resources are provided to students to conduct research, access curriculum resources, enhance parent and student involvement in the educational process, complete assignments, and communicate effectively.

If a student violates any of these rules, his/her use of the district's technology resources may be terminated and future access may be denied. A violation may also result in a prohibition on the use and/or possession of personal technology on school property. Formal disciplinary action may also result. If possible criminal activity is discovered, the proper law enforcement authorities may be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion.

Definitions

District Technology Resources:

"District Technology Resources" refers to district's computers, district issued personal data devices (including Smartphones, Chromebooks, iPad, PDAs, and other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

Personal Technology:

"Personal technology" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, net books, Smartphones, Chromebooks, iPad, network access devices, and other electronic signaling devices.

Applicable Standards for Use of District Technology Resources

In addition to the general principles set forth in this Student Responsible Use Policy, the use of district technology resources may be affected by a number of other legal and ethical principles. While it is not possible to list all potentially applicable laws, regulations, and local standards, the following are provided:

1. The district technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communications between the home and school.
2. Students shall not load personal software or programs on district computers, nor shall they download programs from the Internet without the approval of their instructor.
3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of district technology hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action.
4. Not all access to the Internet can be supervised. Students agree not to send, access, submit, publish, display, or print over the Internet or the district network, or using the district technology resources, any infringing, defamatory, abusive, obscene, profane, sexually-oriented, threatening, offensive, or illegal material. The use of district technology resources in a manner intended to injure or humiliate others by disclosure of personal information (whether true or false), by personal attacks on others, by disparaging statements, expressed toward any person, or by disparagement of any person's or group's race, color, religion, national origin, gender, sexual orientation, or disability are strictly prohibited. Cyberbullying, as defined in board policy 5131.2, is also specifically prohibited. It shall be the student's responsibility to immediately report any inappropriate use to the student's teacher or another staff member.
5. Although the district uses software filters to block known inappropriate web sites and prohibit access to harmful materials accessed from a district network in compliance with the

- Children's Internet Protection Act, 47 USC§ 254, the district does not filter or block access to harmful materials accessed from district-provided technology resources that are being used outside of the district network. Even in the best of circumstances, filtering technology is not perfect and therefore may, in effect, both interfere with legitimate educational purposes and allow some objectionable material to be viewed.
6. The use of the district technology resources is not private. Students should not expect that files stored on or transmitted via the district's resources will be confidential. All digital transmissions are subject to monitoring by district employees and other officials. Digital storage is the district's property, and as such, network administrators may review files and communications to maintain system integrity and ensure that students are using technology responsibly.
 7. The district denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.
 8. The district makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.
 9. Copyright, trademark, service mark, patent, trade secret and other intellectual property or proprietary rights laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Materials containing or using intellectual property or proprietary rights owned by third parties, including without limitation, copyrighted materials, trademarks, service marks, patents or trade secrets, may not be placed on the Internet without the permission of the owner of the applicable intellectual rights.
 10. Students shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, or other personal identifying information. Last names and photos shall never be posted without the permission of all identifiable persons and/or without written permission from the owner of the copyright in the photo for such use.
 11. The use of district technology resources may involve the use of a password, network access code, or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole use and purpose. Such passwords and codes shall not be disclosed by student to others. Students are specifically prohibited from gaining or seeking to gain unauthorized access to district technology resources, from using another person's password under any circumstances, and from trespassing in or tampering with any other person's folders, work or files.
 12. Students shall not use district technology resources to conduct business activities or use district technology resources for any personal purpose, or in a manner that interferes with the district's educational programs. Students shall not use district technology resources for advertising, promotional or commercial purposes or similar objectives, including the purchase of any items or services.
 13. Students may bring personal technology, including computers, Smartphones, Chromebooks, iPad, network access devices, net books, other personal computers or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other district technology resources from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other district technology resources from personal technology is not available via hardwired connections.

Network Access by Students Using Personal Technology

Students accessing the district's wireless network must abide by the protocols outlined in the district's "Bring Your Own Device (BYOD)" policy and the following administrative regulations:

- Students are fully responsible for all of the personal technology they bring to school.
- Students will access the district's wireless network using their school account log-ins and passwords. Students are advised that the district's network administrators have the capability to identify users and to monitor all BYOD devices while they are logged on to the network. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The district technology security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to the following: oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.
 - Students and parents should be aware that the district is not liable for any student's personal technology that is lost, stolen, or damaged.
 - Students issued a district device to take home are expected to treat devices with care. Device liability will be assessed on a case-by-case basis and charged to the party found responsible, if the damage was caused by negligence or recklessness, theft, or intentional conduct. Decisions are subject to district discretion.
 - Students must immediately comply with teachers' requests to shut down personal technology devices or close their screens. Personal technology devices must be in silent mode when not in use, and put away when directed by a teacher or other school staff member.
 - Students are not permitted to transmit or post photographic images or videos on public and/or social-networking sites which they have taken of any person on school grounds.
 - Personal technology devices must be charged prior to bringing them to school and must operate using their own batteries while at school.
 - To ensure appropriate network filtering, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using any other networks.
 - Students will be held accountable for knowingly infecting the district's technology resources with a virus, malware, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information. These actions are a violation of the Student Responsible Use Policy and will result in disciplinary consequences and criminal prosecution, if applicable. The district has the right to collect and examine any personal technology device that is suspected of causing problems or is the source of an attack or virus infection.
 - Students may only access electronic files or Internet sites which are relevant to the classroom curriculum and/or suggested by a teacher or other staff member for educational purposes. Students are prohibited from processing or accessing information related to "hacking," altering, or bypassing network security policies, and they will be subject to disciplinary consequences and criminal prosecution, if applicable.
 - A student's personal technology device may be searched by district personnel if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

Consequences for Violating the Student Responsible Use Policy

Misuse of district and personal technology resources on school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including suspension, expulsion, or appropriate criminal or civil action. A violation may also result in a prohibition on the use and/or possession of personal technology on school property. This policy shall be used in conjunction with Wilton Board of Education policies and other local, state and federal laws and regulations.

Students, parents, and guardians should recognize that the nature of the use of district technology resources extends outside of the school itself and into off-campus remote locations such as homes. The district's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the district's technology resources are being used in an inappropriate manner.

BRING YOUR OWN DEVICE (BYOD)

Policy Statement

It is the policy of the Wilton Board of Education to permit access by students and employees using privately-owned electronic devices to the district's computers, district issued personal data devices (including smartphones, Chromebooks, iPad, PDAs, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources (collectively the "district technology resources") in order to promote educational excellence. While the district intends to permit such broad access, the district's technology resources have not been established as a public access service or as a public forum. Additionally, it is the expectation of the board of education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are fully in accord with the district's Responsible Use Policies (P 6141.321 and P 4118.25) and with all local, state, and federal laws.

Through the publication and dissemination of this policy statement, as well as other instructional means, the district educates students and employees about the district's expectations for technology users outlined in its Responsible Use Policies. The district will also provide professional development to employees regarding their responsibilities and duties while using personal electronic devices to access District technology resources. Other members of the school community will be informed as appropriate.

The district will work together with the parents or guardians of Wilton students to educate students about the district's expectation that all students will act responsibly and ethically when accessing and using district technology resources, including times when access is achieved through the use of personal technology. With students able to access the district's technology resources not only from district computers, but also from privately-owned electronic devices, it is important for each student to have the opportunity to learn about his/her rights, responsibilities, and duties when using personal electronic devices to access district technology resources. Through the dissemination of the Student Rights and Responsibilities Handbook, the explanation and signing of the Responsible Use Policy (6141.321) and its regulations and protocols, and through presentations by teachers and/or administrators at the beginning of each school year, the district will inform students of the applicable expectations regarding access to the district's technology resources when using personal electronic devices on or near school property, at home, in school vehicles and buses, or at school-sponsored activities.

The district's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The district considers access to its technology resources to be a privilege and not a right. Employees and students are expected to make responsible and ethical decisions at all times when using the district's technology resources. Failure to do so will result in the consequences fully outlined in the Responsible Use Policy for Students (6141.321), in the Responsible Use Policy for Employees (4118.51 and 4218.5), and in other related technology policies.

Definitions

District Technology Resources:

For the purposes of the district's BYOD policy, "District Technology Resources" refers to district's computers, district issued personal data devices (including Smartphones, Chromebooks, iPads, PDAs, and other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

Employee:

For the purposes the district's BYOD policy, the term "employee" shall be deemed to include contractors, volunteers, board of education members, third parties and other non-student members of the school community.

Personal Technology:

For the purposes of the district's BYOD policy, "personal technology" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, smartphones, network access devices, and other electronic signaling devices.

Personal Technology Security

Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost, or damaged, it will be handled through the administrative office similar to how other stolen, lost, or damaged personal artifacts are handled. Employees, students, and parents should be aware that the district is not liable for any personal technology that is stolen, lost, or damaged. Students should not share their personal technology with other students at any time.

District Technology Resources/Damages

Virtual or physical vandalism shall not be tolerated. Any intentional act by a user of the district's technology resources that damages, or interferes with the performance of district hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Protocols for Using Personal Technology

Students and employees must abide by all specific protocols outlined in this BYOD policy and all policy and applicable regulations outlined in the Responsible Use Policy for Student Use of Technology Resources (6141.321) and in the Responsible Use Policy for Employee Use of Technology Resource (4118.5 and 4218.5). Students and employees will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students and employees are advised that the district's network administrators have the capability to identify users and to monitor all BYOD devices while they are logged on to the network. Users must understand that the district has reserved the right to conduct monitoring of district technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, users must be aware that they should not have any expectation of personal privacy in the use of personal technology to access district technology resources. This provision applies to any and all uses of the district's technology resources and district or personal electronic devices that access same.

Disciplinary Action

Misuse of the district's technology resources and/or the use of personal technology to access or utilize the district's technology resources in an inappropriate manner will not be tolerated and will result in disciplinary action.

For employees, such misuse may result in disciplinary action up to and including termination of employment. As no two situations are identical, the board reserves the right to determine the appropriate discipline for any particular set of circumstances.

For students, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, and/or suspension or expulsion in accordance with the board's policies related to student discipline.

For other members of the school community, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, referral to the local police, or other appropriate consequences as befit the specific situation.

STUDENTS WITH ACQUIRED IMMUNE DEFICIENCY SYNDROME – POLICY 5141.24

The following excerpts are taken from the board policy and regulations concerning A.I.D.S. /A.R.C. The Wilton Board of Education recognizes that children afflicted with Acquired Immune Deficiency Syndrome (A.I.D.S.), A.I.D.S. Related Complex (A.R.C.) and those identified as having been exposed to the A.I.D.S. virus have a right to a free and full education in the public schools. The board of education also recognizes its obligation to protect the health and safety of the entire school community. To accommodate the best interests of students with A.I.D.S. and the best interests of parents, other students and employees, the following regulation shall apply:

Identified cases of A.I.D.S. will be reported by the medical advisor to government officials as required by law. The superintendent or his/her designee shall request that government officials provide the school system with relevant information pertaining to interactions with an individual with A.I.D.S. who has either directly or indirectly had contact with the school's students and/or employees. Parents or guardians of students afflicted with A.I.D.S. are requested to report their child's condition to the superintendent of schools.

It is recognized that the school system cannot require a parent/guardian or student to disclose information about A.I.D.S. or deny enrollment because of the decision of a parent/student not to disclose such information. The school system, however, believes it is in the best interest of the afflicted student to have such information shared with appropriate staff members and therefore urges cooperation.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents may request, and the board will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, including:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether your child's teacher is teaching in the field of discipline of his or her certification;

4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you would like to request such information, please contact:

**Lucille DeNovio – Administrative Assistant, Office of the Superintendent
Freedom of Information Compliance Officer
395 Danbury Road
Wilton, Connecticut 06897**

TITLE I COMPARIBILITY OF SERVICES – POLICY 6161.3

The superintendent of schools shall insure comparability of services funded by state and local sources in both Title I project schools and non-project schools. Annual records are maintained in the school district to document comparability.

The superintendent shall also ensure equivalency among schools and shall:

1. Provide services with state and local funds equally in Title I project area schools and other district schools;
2. Provide equitable staff resources (teachers, administrators, auxiliary personnel) in all schools including the same grade levels;
3. Provide equitable resources in curriculum and instruction for all schools.

STUDENT TRANSPORTATION – POLICY 3541

The board of education shall furnish transportation for all children enrolled in the Wilton Public School system, such transportation to be consistent with reasonable economy of operation and the requirements of State Law as to safety and maximum distance each child shall walk to a bus stop. The board shall also provide for its children enrolled in any grade from kindergarten to twelve, inclusive, attending nonpublic nonprofit schools therein, the same kind of transportation services provided for its children in such grades attending public schools when a majority of the children attending such a nonpublic school are residents of the state of Connecticut. Transportation requirements for students who receive special education shall be determined on an individual basis consistent with the requirements of state and federal law.

Bus routes and stops are to be established by the Superintendent of schools or his/her designee. The primary objective of the bus operation is the safe, efficient, and cost effective transportation of students to and from school. Routes are to be laid out so as to carry children to and from school as directly as possible. Bus stops and their approaches shall be designated in non-hazardous locations.

Walking Distance to Bus Stop

1. Kindergarten through Grade Five

Students shall be required to walk no further than one half (1/2) mile to a designated bus stop. This guideline also applies to pre-school students receiving special education services

2. Grade Six through Grade Twelve

Students shall be required to walk no further than one (1) mile to a designated bus stop.

Behavior on School Buses

Each student shall conduct himself/herself at all times in such a manner so as not to imperil the safety of other passengers.

Emergency Transportation Situations

The superintendent or his/her designee, after consultation with the superintendent of public works and/or the bus contractor, shall be authorized to close the schools; to delay the opening of the schools; or to send the students home by bus transportation earlier than the regular dismissal time.

Non-Residents

The superintendent or his/her designee shall be authorized to permit enrolled non-resident students to use the regularly scheduled bus transportation provided there is room and no deviation from the established routes is required to accommodate them.

REPORTING OF TRANSPORTATION SAFETY COMPLAINTS – POLICY 3541.5

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations. The superintendent will provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

Regulations Governing Wilton School Transportation

To ensure efficient, safe transportation on the Wilton school buses, the following regulations will be strictly enforced. It is imperative that each student understand these regulations and govern himself/herself accordingly. In addition, please note that:

1. All Wilton buses are equipped with video/digital cameras
2. **IF YOU MUST CROSS THE ROAD**, remind the driver before you get off. Walk far enough in front of the bus, so that the driver sees you. Wait for his signal before crossing. Before you cross the last half of the street, stop and look to make sure nothing is coming in either direction.
3. Do not fight.*
4. Do not destroy bus equipment or tamper with equipment (e.g., opening rear door). Any damage will be paid for by the student.*
5. Use your seat belt at all times while riding the bus.*
6. Allow nothing to happen that takes the driver's attention from his driving.
7. Wait until the bus comes to a complete stop before you begin to get on or off.
8. Keep all parts of your body inside the bus.
9. Face forward at all times.
10. No eating or drinking.
11. Remain seated while the bus is in motion and keep feet and legs off seats.
12. Keep the aisles clear.
13. Remain in the bus unless instructed otherwise by the driver.
14. Do not use indecent language or name calling.
15. Do not engage in roughhousing or bullying of other students.

* Any first violation will result in automatic loss of riding privileges for 3 days. In such cases, the parents of the students involved become responsible for their child's transportation to and from school safely. Other violations may result in loss of riding privileges at the building principal's discretion.

These rules apply to any trip (field trip, athletic trip) under school sponsorship. Students shall respect the wishes of any chaperone appointed by the school. Bus drivers will report misconduct to the school principal or designee who will notify the parents, the transportation supervisor and the bus company.

VANDALISM – POLICY 5131.5

When a student is determined to have engaged in willful or malicious damage to school property, furnishings, buildings, fences, etc., sanctions may include, but shall not be limited to, co-curricular suspension (e.g., participation in all activities, plays, athletics, student offices, club memberships, assemblies, class functions, and other activities not directly related to class work), referral to authorities, suspension, and expulsion. Students and/or their parents shall be required to make satisfactory restitution for the damage.