

Grade: _____

Homeroom Teacher's Last Name: _____

Student/Parent-Guardian Handbook Verification Form

If you did not receive an electronic copy of the Student/Parent-Guardian Handbook please call the Middle School Office to update your email on file or to request a hard copy: 860-379-7243

STUDENTS:

“By signing below, I acknowledge that I have received an **electronic copy** of the Northwestern Regional Middle School Student/Parent-Guardian Handbook for 2022-2023. I understand that I am responsible for understanding and adhering to its contents.”

Printed Student Name

Student's Signature

Date

PARENTS/GUARDIANS:

By signing below, I acknowledge that I have received an **electronic copy** of the Northwestern Regional Middle School Student/Parent-Guardian Handbook for 2022-2023. The Northwestern Regional Middle School 2022-2023 Student/Parent-Guardian is the official notification for the standards of conduct at Northwestern Regional Middle School. This handbook provides information about school policies and procedures, as well as the most commonly referenced policies and regulations of the Regional School District No. 7 Board of Education. It does not provide complete policies or regulations, which are available by visiting www.NWR7.com and clicking on the “Board of Education” link. Please take time to read the handbook pages carefully. Please sign below to acknowledge that you understand that your child is responsible for adhering to the school policies outlined in the handbook.

Printed Parent Name

Parent's Signature

Date

Failure to sign or return the form does not affect the student's responsibility to act in accordance with the policies outlined in the handbook.

This form should be signed, dated, and returned to homeroom teachers

Northwestern Regional Middle School

Student/Parent-Guardian Handbook 2022-2023

**100 Battistoni Drive
Winsted, CT 06098
Phone: 860-379-7243
Fax: 860-738-6205
www.NWR7.com**

Regional School District No. 7 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identify or expression, age or disability in providing its Education Services. The high school principal has been designated to coordinate compliance with the non-discrimination requirements of the Title IX education Amendments of 1972, as amended. The Middle School principal has been designated coordinate compliance with a non-discrimination requirements of Section 504 of The Rehabilitation Act of 1973 as amended.

Regional School District No. 7 does not discriminate on the basis of disability by denying access to the benefits of the district Services, programs, or activities. To request information about the applicability of Title II of the American with Disabilities Act (ADA) and parentheses, the interested person should contact Mr. James Gaskins.

This handbook belongs to:

Updated 8/16/2022

Northwestern Middle School

PRINCIPAL'S MESSAGE

A special welcome to the 2022-2023 school year to our eighth grade students – the Class of 2027, as well as our new seventh grade students – the Class of 2028!

At Northwestern Middle School we believe in the importance of a strong partnership of school and family. This handbook outlines the school and district policies and procedures that support a safe and comfortable learning environment that we are committed to fostering and maintaining.

You will find information such as what to do if your child will be absent from school, how to get a bus pass, important phone numbers and email addresses, health services, board of education operations policies, etc. We especially ask you to review the attendance section for excused and unexcused absences.

We look forward to parent and guardian participation in guiding your student in the learning process by encouraging good study habits, nurturing curiosity, promoting school connectedness, a gradual release of responsibility and working with the teachers to keep lines of communication open.

We look forward to working with you all in a collaborative effort for a successful school year.

Sincerely,

Francis J. Amara

***Mr. Francis J. Amara
Principal***

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AFTER SCHOOL HOURS

Students are not allowed to stay after school hours unless they are with a teacher getting academic help, participating in an after school activity, or with special permission from the principal.

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Part I School Organization Administration

Superintendent

Judith A. Palmer - Ed. D
Administrative Assistant Mary Paganini

Director of Finance and Operations

James Gaskin

Middle School Principal

Fran Amara
Administrative Assistant Darcie Tokraz

Supervisor of Special Education

Dr. Steven Carvalho

School Counseling Department

Amanda Cormier-7th Grade Counselor
Jessica Searson -8th Grade Counselor
Lori Foote-Director
Michelle Derochick-Registrar

Health Office

Nurses
Dorothy Mitchell, RN
Amanda D'Urso, RN

Library Media Center

Teri Padua

IT Director

Chris Fray

School Psychologists

Steve Michaud
Megan Ricci

Social Workers

Krisitn Beaujon
Lindsey Blanchard

Speech Pathologist

Faige Freiland

Part II - Northwestern Middle School Core Values and Beliefs

MISSION STATEMENT

Northwestern Middle School, a partnership of school, family, and community, is committed to providing a quality learning environment dedicated to fostering lifelong intellectual achievement and social and personal growth.

We believe a quality learning environment

- responds to the specific developmental needs of this age group;
- promotes growth through exploration, reflection and measurable goals;
- challenges all students to reach their full potential;
- encourages all students to be contributing citizens in a changing society;
- is a safe and secure place for all children to grow and learn.

ACADEMIC EXPECTATIONS

Northwestern Middle School students will be able to:

- demonstrate effective literacy and communication skills through reading, writing, speaking, listening and viewing;
- appreciate, create, and participate in visual and performing art forms and demonstrate the importance of the arts in expressing the human experience;
- use a variety of technology and informational resources to gather and synthesize data;
- utilize problem solving skills;
- demonstrate an understanding of democratic values in our society;
- acquire a foundation of personal health and physical activity skills important for promoting a healthy lifestyle.

SOCIAL AND CIVIC EXPECTATIONS

Northwestern Middle School students will:

- demonstrate respect for all members of the Northwestern community;
- demonstrate the rights and responsibilities of a democratic society;
- apply practices of citizenship to the students' community, nation, and world;
- develop attitudes of respect and sensitivity towards human and cultural differences;
- contribute to the community in a positive manner, forming a partnership in education.

Part III - Parent Communication and Involvement

School Offices and Personnel

Superintendent	860-379-1084 Judith A. Palmer, Ed.D. ext 2400 Administrative Assistant: Ms. Mary Paganini ext 2401
Principal	860-379- 7243 Francis Amara ext. 2315 Administrative Assistant: Ms. Darcie Tokarz ext 2300
School Counseling	860-379-8525 Counselor: Mrs. Amanda Cormier Grade 7 ext 2313 Counselor: Mrs. Jessica Searson Grade 8 ext 2314 Director 7-12 Lori Foote ext 2507 Administrative Assistant: Heather Vacila ext 2506
School Climate Specialist	860-379-7027 Mr. Andrew Bakulski ext 2200
Athletics coordinator:	860-379-7243 Anna Norland ext
Psychologists:	860-379-8525 Ms. Haley Labreque ext 2106 Mr. Steven Michaud ext 2623
Social Workers	860-379- 8525 Mrs. Kristin Beaujon ext 2105 Mrs. Lindsay Blanchard ext 2104
School Resource Officer:	860-379-8525 Officer Dave Wood ext 2508
Special Education Coordinator:	860-379-8525 Dr. Steven Carvahlo ext 2505
Cafeteria Supervisor:	860-379-5848 Mrs. Wendy Brown ext 2607
Head Custodian	860-379-8525 Mr. Keith Boyle ext 2610

School - Home Notifications

Information	Explanation
Attendance notifications	Timely and regular attendance of school is a significant predictor of success. You may be requested to attend a meeting to discuss your child's attendance, if your son or daughter establishes a pattern of excessive tardiness and or absences.
Discipline notifications	In most cases, you will receive notification of disciplinary infractions. In the case of suspension, an administrator will call the family to inform them of the situation. Any significant discipline infraction will also result in a phone call to the parents/guardians. Teachers will call the parents/guardians to discuss discipline. You may be requested to attend a meeting to discuss behavioral issues.
School counseling information	The school counseling department will be in continuous contact with the

	family regarding programs of studies, and schedules, as well as any counseling support needed by the student.
Middle School Updates - Email	You will receive “ Middle School Updates” emails during the school year which will contain information about upcoming events, reminders, and things going on in school. Attachments may be included to these emails in an effort to communicate efficiently, save paper, and postage. If you are not receiving these updates please call the Middle School Office to make sure we have the correct email address(es) listed for you. Parents will receive a few paper notices throughout the year to inform them of coming events in changes in the program or policy which may occur. We will keep these to a minimum to use our costs efficiently. Most information will be found on our website or communicated through the school messenger system.
PPT/ 504 notification	If applicable, you will receive written notice regarding date and time in which a PPT / 504 is to be held.
Report cards	Report cards will be given to students at the end of the first, second, and third marking period. Report cards will be mailed at the end of the fourth marking periods. Parents can call the registrar to receive a hard copy at any time.

Contacting Teachers

Teachers at Northwestern Middle school can be contacted in a variety of ways:

- Through your child’s school counselor
- All teachers at Northwestern have been equipped with a personal voice messaging system. The teacher’s voicemail can be accessed through the main number 860-379-7243 and their extension.
- All teachers have the capacity for access through direct email. Email addresses follow this pattern, first initial last name @nwr7.org **Due to the large volume of SPAM, much of our email is filtered. In the event you do not receive a reply in 2 days please call.**

7th Grade Team

<u>Subject</u>	<u>Name</u>	<u>Room #</u>	<u>Email</u>	<u>Ext.</u>
English	Jennifer Hurley-Coughlin	324	jhurley@nwr7.org	3324
English	Elyse Kycia	327	ekycia@nwr7.org	3327
Reading	Andrea Ashe	333	aashe@nwr7.org	3333
Reading	Isabella Corradi	335	icorradi@nwr7.org	3335
Mathematics	Jennifer Rossi	305	jrossi@nwr7.org	3305
Mathematics	Jennifer DeGrave	307	jdegrave@nwr7.org	3307
Science	Angela Sabolcik	317	asabolcik@nwr7.org	3317
Science	Katherine Scoville	306	kscoville@nwr7.org	3306
Social Studies	Michael Stapleton	321	mstapleton@nwr7.org	3321
Social Studies	Michael DiMartino	330	mdimartino@nwr7.org	3330
Special Education	Sarah Westmoreland	332	swestmorelandl@nwr7.org	3332

Special Education	Megan Ficke	303	mficke@nwr7.org	3303
Special Education	James Hayes	339	jhayes@nwr7.org	3339
Special Education	Thomas Scarangelo	311	tscarangelo@nwr7.org	3311
Educational Assistant	Sheryl Nemergut	339	snemergut@nwr7.org	3339
Educational Assistant	Jeffrey Liskin	311	jliskin@nwr7.org	3311

8th Grade Team

Subject	Name	Room #	Email	Ext.
English	Lesley Sullivan	331	lsullivan@nwr7.org	3331
English	Elyse Kycia	327	ekycia@nwr7.org	3327
Reading	Andrea Ashe	333	aashe@nwr7.org	3333
Reading	Galen Knox	330	gknox@nwr7.org	3330
Mathematics	Jennifer Rossi	305	jrossi@nwr7.org	3305
Mathematics	Jennifer Fantano	309	jfantano@nwr7.org	3309
Science	Alison Beauchene	308	abeauchene@nwr7.org	3308
Science	Katherine Scoville	306	kscoville@nwr7.org	3306
Social Studies	Michael Stapleton	321	mstapleton@nwr7.org	3321
Social Studies	Daniel Wilbur	329	dwilbur@nwr7.org	3329
Special Education	Sarah Westmoreland	332	swestmorelandl@nwr7.org	3332
Special Education	Megan Ficke	303	mficke@nwr7.org	3303
Special Education	Katie Mello	328	kmello@nwr7.org	3328
Special Education	Amy Bardino	328	abardino@nwr7.org	3328
Educational Assistant	Darci Stenson	311	dstenson@nwr7.org	3311
Educational Assistant	Robert Fullerton	328	rfullerton@nwr7.org	3328

Additional Middle School Faculty

<u>Subject/Position</u>	<u>Name</u>	<u>Email</u>	<u>Extension</u>
Agriculture Education	Rebekah Woodworth	rwoodworth@nwr7.org	4031 or 4001
Art	Christine Mitchell	cmitchell@nwr7.org	3004
Athletic Coordinator	Anna Norland	anorland@nwr7.org	2700
Business Education	Biaggio Dandio	bdandio@nwr7.org	3023
Reading Tutor	Rhonda Duggan	rduggan@nwr7.org	3123
Media Specialist	Teri Padua	tpadua@nwr7.org	2601
Music Education-Band	James Lesieur	jlesieur@nwr7.org	2627
Music Education-Chorus	Dylan Pederson	dpederson@nwr7.org	2625
Music Education	Charlotte D'Aleo	cdaleo@nwr7.org	2626
Nurse	Dorothy Mitchell	dmitchell@nwr7.org	2118
Nurse	Amanda D'Urso	adurso@nwr7.org	2119
P. E. and Health	Jared Stotler	jstotler@nwr7.org	2703
P. E. and Health	Stacey Zematis	szematis@nwr7.org	2705
Psychologist	Steve Michaud	smichaud@nwr7.org	2623
Psychologist	Megan Ricci	mricci@nwr7.org	2106
Registrar	Heather Vacilla	hvacilla@nwr7.org	2506
Social Worker	Kristin Beaujon	kbeaujon@nwr7.org	2105
Social Worker	Lindsey Blanchard	lblanchard@nwr7.org	2104
Special Education	Margaret Nelligan	mnelligan@nwr7.org	3325
Special Education Department Head	Steven Carvalho	scarvalho@nwr7.org	2505
Technology	Chris Fray	cfray@nwr7.org	2602
Technology PowerSchool	Laura McBaine	lmcbaine@nwr7.org	2605
World Language	Jennifer Calabrese	jcalabrese@nwr7.org	3020
World Language	Laura Core	lcore@nwr7.org	2402
World Language	Changying Jones	cjones@nwr7.org	3015
World Language	Jeanne Ettanji	jettanji@nwr7.org	3014
World Language	Jamie Sultaire-Hull	jsultairehull@nwr7.org	3019
World Language	Sarah Viets	sviets@nwr7.org	3021

School Messenger

The Superintendent or Superintendent's Designee will use the school Messenger system to notify students and parents of school cancellations, delayed openings, early dismissals and other major school events.

Powerschool

Student grades are posted to a computer software program called *PowerSchool*. Parents and students are given passwords to access their information on this web-based program.

Parent Conferences

Parent conferences will take place on November 14th and 15th. Other parent conferences may be set up throughout the year as needed. Please call your child's school counselor. Conferences are scheduled on a first come, first serve basis.

Parent Communication

Education succeeds best when there is a strong partnership between home and school based on communications and collaboration. Parents/Guardians are urged to encourage their children to put a high priority on education and make the most of the education opportunities available. If there is a question about your child's school experience, to contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of questions regarding instruction, discipline, or learning materials is (1) the teacher, (2) the school counselor, (3) the principal, (4) the superintendent, and (5) the Board of Education.

Who to call for Help when you have concerns about...

An academic issue.....Teacher, Counselor
 Schedule problems.....School Counselor

Athletics.....	Athletic Coordinator
Personal Issues.....	Nurse, School Counselor, Social Worker,
Psychologist, Principal	School Psychologist, Principal
Absences.....	Middle School Office, Nurse
School Policies.....	Principal
Tutoring.....	School Counselors
School Records.....	Director of School Counseling
Cafeteria.....	Cafeteria Director
Transportation.....	Lisa D'Aprile, Business Office
Lost/ Found.....	Main office, custodial office

The school is not responsible for lost or stolen personal property. Please encourage your students to keep any valuables at home or well secured while in school.

Middle School PTO

The PTO is a group of parents, teachers and administrators working together to promote improved communication and understanding throughout the Middle School community. The PTO organizes and enhances programs for students, parents, and grandparents. To become a member, please contact mspto@nwr7.org, or the middle school office and your name will be forwarded to the PTO.

Part IV - MIDDLE SCHOOL STRUCTURE

What is a Middle School Team?

The middle school team concept is a belief that at this very special time in your child's life the learning experience will be one that is best suited to the needs of the early adolescent. Therefore, as your child enters Northwestern they will become part of a team of students, teachers, parents and support staff that consists of Math, Science, Social Studies, Reading, English, and Special Education teachers. These teachers meet multiple times a week to discuss student progress, plan curriculum, and instruction.

We have two academic teams to which students are heterogeneously assigned and special education students are included in the mainstream. A student is assigned to a team for a two-year educational experience, which is called looping.

Arts Block: Students are offered a variety of content areas in our "Arts Block Program". Wellness (Physical Education/Health), Art, and Music are offered in grade 7 & 8. World Language exploratory classes are offered to all students in 7th grade. In grade 8, World Language is an elective. Students may choose Spanish or Italian and have the opportunity to earn high school credit in these classes. Courses offered to 7th grade students are Business Education class that includes keyboarding, document formatting and an introduction to coding is offered as well as an Agricultural Education class that offers an overview to plant sciences, animal sciences and agriculture in Connecticut.

What is Homeroom?

Homeroom is the time at the beginning of every day to get organized, build connections to school, practice executive functioning skills, relayschool messages and take attendance. Middle School homeroom begins at 7:34 a.m. Any student who is not present for homeroom at this time will be marked absent. A student arriving to homeroom late will be marked tardy. **Students arriving to school after homeroom must sign in at the Middle School Office.** If a student does not attend homeroom or sign in at the MS office, the attendance clerk may call home as we may think they are absent.

Pledge of Allegiance

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may refuse to participate in reciting the Pledge of Allegiance for any reason including but not limited to religious, political, philosophical, or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence. The Superintendent of Schools is delegated the responsibility for ensuring the implementation of this policy.

Part V - School Offices, Services, and Resource Areas

Office Hours

The Middle School Office is open from 7:00 a.m. until 3:00 p.m. Monday-Friday.

The Main Office is open from 7:00 a.m. until 4:00 p.m. Monday-Friday.

Main Office

The main office is located on the left just inside the main doors to the school. The office houses the high school principal, administrative assistant, and receptionist as well as Pupil Services personnel. All teacher and staff mailboxes are in the main office.

Visitors

All visitors must first report to the main entry office where they will be asked to show a picture I.D and sign in. Visits to individual classrooms during instructional time is rarely granted and shall be permitted only with the approval of a school administrator. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction, disrupts the normal school environment, or violates the confidentiality of other students.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

Please note the Board of Education policies are updated regularly online. As Board of Education policies are updated, they are added to the list of Board policies which can be assessed by going to NWR7.com under the district page of the website.

Student Visitors

Students who wish to invite visitors to school are to obtain written permission from the Principal and all their teachers at least two days prior to the visit. Only visitors of middle school age will be allowed to visit the Middle School and there must be an educational purpose for the visit. Visitors must supply emergency contact information to the middle school office upon arrival to school.

Student Support Services

Northwestern has two school psychologists and two school social workers in the building. Students are able to access the support staff through their school counselor.

School Counseling

Each student is assigned a school counselor. The Middle School counselors are Mrs. Amanda Cormier and Mrs. Jessica Searson. Our school counselors administer: (1) academic counseling, (2) personal counseling, (3) post-secondary and career planning, (4) the monitoring of student academic progress, (5) standardized testing, (6) consultations with staff and parents, (7) crisis intervention, (8) record keeping, and (9) in-school communications.

Beginning in grade 7, counselors develop a personal educational plan with each student based upon individual abilities, needs, achievements, and interests. Parents are encouraged to contact our school counselors for assistance in daily school modifications, dealing with social or emotional concerns, and planning schedules.

NWR 7 Health Office

Hours: 7:30 AM until 2:45 PM

Phone: 860-379-8525 extensions 2618 and 2619

Fax: 860- 379-8940

The health office is located in the hallway nearest to the middle school, adjacent to the auditorium.

Illness or Injury

If a student becomes injured or ill in school, he/she should report to the Health Office. The nurse will evaluate the child and the parent will be contacted if necessary. Students must not leave the building because of illness/injury without authorization from the school nurse. The following guidelines should be helpful to you in determining if your child should be in school:

1. Fever free (less than 100.0) for twenty-four hours before returning to school.
2. No episodes of vomiting for 24 hours.
3. No active communicable and/ or contagious infections
4. On antibiotics for 24 hours before returning from a communicable infection

Administration of Medication in School

Nurses must follow State law and Board of Education policy re: the administration of medicine to your child. Only FDA medications will be administered during school hours if the desired effect cannot be achieved outside school hours.

1. All medications, including emergency self -carry medications, will be administered only with:
 - a. The completion of a NWR Medication Administration Form signed by an authorized prescriber.
This form may be found on the district website
 - b. Signed authorization of parent on the form
2. Medication orders are good for one year
3. Verbal authorization/request by parents is **not** permitted by law
4. All medications must be brought to the health office by an adult with the exception of emergency medications which may be transported by the student:
 - a. Epi pens
 - b. Inhalers
 - c. Insulin supplies
5. Students who self -carry these emergency medications must have them on their person at all times in case of an emergency (i.e.: a lock down, fire drill etc...).
6. Parents are encouraged to provide a backup medication available in the health office.
7. All medication will be dispensed in the Health Office only.
8. Parents must pick up all unused medication within one week of the end of the school year, otherwise the school nurse is legally obligated to destroy it.
9. By law, parents **MUST** pick up all controlled substances at the end of the academic year.

Field Trips

All students who self- carry inhalers, epi pens, insulin pump supplies are expected to bring their medications from home for field trips. If these medications are not available, your child will be excluded from field trips for their own safety.

Immunizations

All students must present proof of immunizations from a physician or local health agency upon enrollment in Region 7. If the student is not immunized due to medical or religious reasons, a notarized statement from a physician and signed by the physician and the parent must be provided. Forms are available on the web site.

Physical Examinations

All students must present evidence of a physical examination (C.G.S. 10-2045a):

1. upon enrollment to the district
2. 6th grade (submitted in elementary school)
3. 10th grade

Region 7 will use the 6th grade physical exam submitted to the elementary school for documentation of mandatory 7th grade immunizations in accordance with CT State law.

NWR7 Board Policy mandates that all 10th grade students must have a complete CT Health Assessment Record Form on file in the Health Office *before the end* of the 10th grade academic year. In accordance with CT State law, your child **will be excluded** from 11th grade until this requirement is met.

Sports Physicals

- The State of CT Health Assessment Record **NOW INCLUDES** a Sports Physical portion. **There are no longer 2 separate forms.**
- For those who participate in sports, physicals must be updated every 13 months and on file in the Health Office.
- You must present the completed form to the nurse at least 2 weeks PRIOR to tryouts!! Do not give forms to coaches.
- Registration for sports participation is handled electronically through Family ID.

Physician Notes

All physician notes must be brought/faxed directly to the health office. The nurses will communicate any restrictions to the teachers.

Student Health Emergency Information Forms

These forms (which replace the old blue cards) must be completed upon entry to NWR7 and be on file in the Health Office. The form must be updated by the parent/guardian every year. This confidential medical information, held in the health office, helps us provide for the health and safety of your child. If you indicate that your student has asthma that requires a rescue inhaler or that your student has a life-threatening allergy that requires an Epi-Pen, you **MUST** provide both the medication and a physician-signed Medication Administration form that is also signed by a parent. Without these medications and forms, your child will be excluded from all field trips.

Students with Asthma should have an Asthma Action Plan filled out by a doctor.

Students with life threatening allergies should have an Allergy Action Plan filled out by a doctor.

Requirements for Return to School after Surgery or Serious Illness/Injury

Students who have had surgery or a serious illness, concussion, or hospitalization must have:

1. A note from a physician indicating that the student is cleared to return to classes and if there are any restrictions due to the surgery/illness (i.e.: Physical Education restriction)
2. An indication from MD re: how long the restriction will be in place. Continued restrictions must be updated by a physician.

Defibrillators in School AEDs

The middle school has Automatic external defibrillators (AEDs) in the building and school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AEDs and trained personnel will be available during the school's normal operational hours, at school sponsored athletic events and practices on school grounds and school sponsored events not taking place during normal school operations. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

Homeless and Migrant Students

Homeless students, as defined by federal and state legislation, will have programs, services, and transportation that other students enjoy and may continue to attend the school of origin. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, and counseling programs. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

Cafeteria

The lunch menu is posted monthly on the school website, NWR7.com. The cafeteria offers hot and cold lunches and a variety of snacks during five different lunch periods each day. In Addition, the cafeteria is open daily to students and faculty for breakfast.

Media Center Hours

The media center will be open Monday through Friday from 7:15 to 2:30, and from 7:15 to 3:00 on extra help session days. Students may use the Media Center during any of the posted hours. The Media Center is closed on days when school is not in session.

The media center has many resources to assist in research, special projects, reading and studying. The Library staff is available to help students locate materials for research and to teach students how to use the electronic data retrieval systems. The Library media specialist also works with teachers to prepare students for special projects in many subject areas

Media Director: Teri Padua, **extension 2601**

Main Circulation Desk, **extension 2606**

Hallways

Northwestern has a proud tradition of striving for excellence in its academic and co-curricular programs. This pride needs to be reflected in the respect we show for one another, and the respect we demonstrate for the building. Please show your pride in being a member of the Northwestern Student Body by doing your part to maintain a litter free hallway that reflects the pride we feel in our outstanding school.

Restrooms

We have multiple restrooms available for middle school students both large and individual ones located outside the MS office and in the cafeteria. Students should access these restrooms only to go to the bathroom and wash hands. Students should not gather in the bathroom for any other reasons.

Extra Help Days

Extra help is available on most Mondays and Thursdays. Students who are staying after school for extra help should report immediately to their teacher. Students who need to use the resources available in the Media Center should report there directly. All other students staying afterschool should report to the Media Center while waiting for rides or practices to begin or end. Students are expected to follow the behavioral expectations of the Media Center.

<u>ACADEMIC HELP SCHEDULE 2022-2023</u>											
<u>September (5)</u>				<u>October (6)</u>				<u>November (6)</u>			
12 - Monday				3 - Monday				3 - Thursday			
15 - Thursday				6 - Thursday				7 - Monday			
19 - Monday				13 - Thursday				10 - Thursday			
26 - Monday				17 - Monday				17 - Thursday			
29 - Thursday				24 - Monday				21 - Monday			
				27 - Thursday				28 - Monday			
<u>December (6)</u>				<u>January (5)</u>				<u>February (6)</u>			
1 - Thursday				5 - Thursday				2 - Thursday			
5 - Monday				9 - Monday				6 - Monday			
8 - Thursday				12 - Thursday				9 - Thursday			
12 - Monday				26 - Thursday				13 - Monday			
15 - Thursday				30 - Monday				16 - Thursday			
19 - Monday								23 - Thursday			
								27 - Monday			
<u>March (6)</u>				<u>April (5)</u>				<u>May (5)</u>			
2 - Thursday				3 - Monday				1 - Monday			
6 - Monday				17 - Monday				4 - Thursday			
9 - Thursday				20 - Thursday				11 - Thursday			
13 - Monday				24 - Monday				15 - Monday			
16 - Thursday				27 - Thursday				22 - Monday			
23 - Thursday											
<i>NOTE: Dates are subject to change</i>											

Part VI - School Involvement

Activities and Organizations

Involvement in the life of the school, outside of the classroom, is an important facet of personal growth. These activities, clubs, and sports listed here have been developed in response to student interest. Depending upon student interest additional programs may be added or some discontinued. Please check with us as these handbooks are printed in August and may not reflect changes during the course of the year.

Drama photojournalism, student council, yearbook, civil rights, GSA, Art club, culinary club, InspirED

Unified Programs

Unified sports pairs special-needs students and mainstream education students in a variety of sports. Soccer, bowling, basketball, track, and volleyball may be offered. The team will play against other schools in CIAC Unified Sports state-sponsored tournaments.

WEB 7th Grade Transition Program

WEB leaders are trained to facilitate the 7th grade orientation and activities during the school year. The group meets to plan ways to encourage the student community to help and support one another.

Athletic Philosophy

The Regional School District No. 7 Board of Education believes that athletic programs play an important part in the overall development of students. These athletic programs provide a variety of positive experiences to aid in the development of favorable habits and attitudes in students, including teamwork, competition, and how to win and lose gracefully. Our athletic programs constantly strive for the development of well-rounded individuals.

The opportunity to participate in athletics is a privilege that carries with it responsibilities to the school, the activity, the student body, the community and to participants themselves.

While all involved take great pride in our success, the Northwestern Regional community does not condone a “win at all costs” attitude. Athletic programs must be conducted in such a way as to justify them as educational activities benefiting all that participate. Everyone involved in school athletics including student-athletes, coaches and spectators, is asked to support Northwestern’s belief in sportsmanship and integrity.

Program Information

Teams travel to other schools to compete. Practice is every day after school. We try to keep as many students as possible on each team. Unfortunately, if a sport has a large number of students trying out for the team, some students may be cut.

The Northwestern Middle School Athletic program consists of the following interscholastic sports:

Fall Season: Boys and Girls Soccer, Field Hockey, Volleyball, & Cross Country.

Winter Season: Boys and Girls Basketball, Cheer.

Spring Sports: Softball, Baseball, Track & Field.

Tentative Practice Starting Dates 2023—2023

Fall 2022	September 8, 2023
Winter 2022-2023	November 28, 2023
Spring 2021	March 29, 2021

PartVII Student Behavior and Responsibilities

Student Code of Conduct

Student behavior and safety expectations at Northwestern Middle School include respectful behavior towards all students, staff, guests and facilities. In many ways, our expectations are the same as those of our communities and families.

Today's culture has given people new ways to communicate and interact than ever before. In most cases, these new tools are used for the benefit of family and friends. However in other cases, these tools have made it easier for students to hide behind what they believe to be anonymity of a text, email, or online post. In some cases, groups of students are involved in a back and forth of mean spirited conversations and comments. Due to this escalation in behavior, the Connecticut State Legislator has created laws that all schools must follow regarding behavior – both person to person and online. These laws also expect action and allow for behavior to be included that occurs off school grounds but causes a disruption in student learning during the school day.

Parents, students, and media often refer to most all of today's acts by students as "bullying". While some of these acts may rise to the definition of the level of bullying, most acts can also be students being "mean" to one another. School personnel will determine disciplinary consequences and levels after an investigation of the incident.

In all cases, parental involvement in finding solutions to the issues with their child often results in long-term positive outcomes.

Student Attendance

WHAT PROCEDURES SHOULD I FOLLOW IF MY CHILD IS ABSENT OR TARDY TO SCHOOL?

Please call or email (dtokarz@nwr7.org) the middle school office prior to 9:00 a.m. at 860-379-7243 when your child is ill or unable to attend school.

All Absences from school require a parent or guardian's phone call followed up by a written note/email within 10 school days. Any absence not verified appropriately will be considered an unexcused absence.

Northwestern Regional Middle School staff and administration consider timely and regular attendance as significant contributors to school success as well as important behaviors for success in the world of work. Students are encouraged to maintain a high standard of school attendance. The cooperation of parents/guardians is solicited in this effort.

Daily class attendance and punctuality are essential to the academic achievement of students attending Northwestern Regional Middle School. The following attendance policy are based upon legal requirements and legal authority pursuant to Connecticut General Statutes 10-199 through 10-202 and 10-221. They are also founded on four educational principles:

- Absence from school or from a specific class has a direct and negative effect on student learning.
- Excessive absences, habitual tardiness, and class cutting reflect apathy, lack of dedication or responsibility, and have no place in a school dedicated to excellence.
- The student has an obligation to be an active participant in the educational process that occurs in the classroom.
- Excessive absences are a drain on the resources of the school, resources that can and should be diverted to educational services or activities that benefit all students. Connecticut state law requires parents to ensure that their children attend school regularly during the hours and terms the public school is in session. It has been well demonstrated that regular attendance is a key factor in the success a student achieves in school. Thus, absence from school represents an educational loss to the student. Therefore, this policy is designed to minimize the student absenteeism while providing students an opportunity to make up school work missed due to absences that reasonably can be considered to be unavoidable.

All students, regardless of age, including those eighteen or older and not living with a parent or guardian, are obligated to comply with the school's attendance policy.

School Absence

State Board of Education policy states:

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

In accordance with Public Act 11-36, every effort should be made to confine necessary appointments to after school hours, weekends and school vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:30 A.M. and 9:00 A.M. on the day of the absence by telephoning the Middle School Secretary. If a phone call is not received from the parent, the Middle School Office will attempt to contact the parent or guardian.

A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered to be a “Chronically absent Child”. This child’s absences will be subject to review by the school attendance team.

In accordance with Public Act 11-156 for absences **one through nine, parents are required to provide documentation as to the reason the student is absent in writing.** This note must be received by the school within **10 school days.**

For the first nine absences in a school year a student can be excused for any reason the parent or guardian provides. In accordance with Public Act 11-156 after **the ninth absence and each subsequent absence, there are more stringent and specific set of reasons for the absence to qualify as excused:**

- If a student is absent due to illness in order for the absence to be deemed excused, an appropriately licensed medical professional must verify all student absences, regardless of the absence length. The school nurse can verify the student’s absence with the medical professional treating the student. **The medical professional who is treating the student can be the school nurse at the student’s school.**
- Student’s observance of a religious holiday.
- Death in the student’s family or other emergency beyond the control of the student’s family.
- Mandated court appearances (**additional documentation required: a police summons, a subpoena, a notice to appear, a signed note from a court official**).
- The lack of transportation that is normally provided by the district other than the one the student attends (parental documentation is not required for this reason).
- Extraordinary educational opportunities need to be pre-approved by the district administrator and meet the criteria defined below under Extraordinary Educational Opportunities.

In keeping in accordance with State Board of Education policy, a student is considered to be “in attendance” if present at school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day (11:07). **Students must be in attendance for at least 4 hours during the school day in order to attend or participate in any school activity that day. This includes but is not limited to, sporting events and practices, dances, and theatre events and rehearsals.** Students arriving to school late must be in school no later than 10:00 to count for a half of a day of school and not to be considered to be absent from school.

Student athletes and student participating in our theater program must attend and complete their academic schedule during the school day. If a student misses a scheduled class, they may not attend or participate in any practice , rehearsal, game, or performance that afternoon or evening. Student athletes and students in the theater program who miss any portion of the school day that is not due to a school related activity, on the day of a practice, rehearsal, game, or performance should contact the middle school principal to explain the reason for the missing class(es). Students who have extenuating circumstances for the absence may be excused and granted permission to participate in a school activity by the school administration and or athletic and theater directors.

	Attendance Protocol	Results
	LEVEL 1	
Absence 1-9	Call MS Office or Provide Note to MS Office with reason for absence	Excused
Absence 1-9	No note or phone call or email provided	Unexcused
	LEVEL 2	
Absence 10 or more	For illness and the purposes of a required licensed medical professional. <i>Illness Lasting 3 Days in a row or Less.</i> A. You may talk with the school nurse <u>on each morning (7:30-8:30 am)</u> of the absence regarding	Excused with Nurse or Doctor Confirmation

	<p>your child's illness. The school nurses will not be diagnosing an illness, but rather record an excused absence. Therefore, we reserve the right to ask for a doctor's note if the situation warrants it.</p> <p>B. You may get a note from your doctor (sent to us by fax/email, or in person are acceptable) for these days of illness.</p> <p><i>Failure to call the nurse's office on each morning of the illness will cause the illness to be listed as <u>unexcused</u>.</i></p> <p style="text-align: center;"><u>Four Days in a row or More</u></p> <p><u>For illness that last 4 days or more we will require a doctor's note.</u></p>	
Absence 10 or more	<i>Student's observance of a religious holiday</i> Call MS Office or Provide Note to MS Office stating reason for absence is -	Excused
Absence 10 or more	<i>Death in the student's family or other emergency beyond the control of the student's family</i> Call MS Office or Provide Note to MS Office stating reason for absence is -	Excused
Absence 10 or more	<i>Mandated court appearances (documentation required)</i> Call MS Office or Provide Note to MS Office stating reason for absence is -	Excused
Absence 10 or more	<i>Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance. See documentation form that is required.</i>	Excused only if approved after meeting requirements

Reference: Connecticut State Department of Education Guidelines, April 2013

Absence due to vacations

Parents are discouraged from scheduling vacations while school is in session. **Public Act 11-36 does not allow schools to recognize family vacations or missing school to attend a concert etc. as excused absences if the vacation causes the student's absence to exceed nine absences in a school year.** Public Act 11-36 makes accommodations for certain educational experiences which would result in a student's absence from school to qualify as an extraordinary educational opportunity (see the criteria below).

Family vacations that are taken during the school year are disruptive of the educational process and may impact student learning. In all cases, it is very important for parents/guardians to notify in writing the school counselor, the student's teachers and the Middle School Office as soon as possible prior to the vacation when school is in session. Please note that it is normally not possible to provide students all the work they are going to miss due to a vacation prior to the student leaving on the vacation.

Extraordinary Educational Opportunities

From time to time, students encounter an exceptional opportunity for an experience of an educational nature. While these events may not be part of their schoolwork, they provide an excellent chance to further their education. **Under certain circumstances, the days devoted to these opportunities can count as excused absences for students in which the educational opportunity would cause the student to exceed nine absences.**

To qualify as an extraordinary educational opportunity the experience must meet the following criteria as defined by the Connecticut State Department of Education:

1. The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, are not available for this exemption.
2. It must be an opportunity not ordinarily available to the student.
3. It must be grade and developmentally appropriate.
4. The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to smaller groups of students.

All requests for approval of exceptional educational opportunities should be submitted in writing, bear the signature of the student and his or her parent or guardian, outline the learning objective of the opportunity, and detail how the objective is linked to the student's coursework or plan of study.

All approvals for extraordinary educational opportunities will be in written form, detail any requirements placed upon the student as a condition of approval, include specific days approved for the opportunity and include the caveat that the administration may withdraw its approval if the opportunity is canceled or the student fails to meet the mutually agreed on requirements of the approval.

Students may be expected to share their experience with other students/staff when they return. This will benefit the larger school community. Approvals for extraordinary educational experiences are awarded on a case-by-case basis, are based on a number of factors, and that opportunities approved for one student may not be approved for another.

Make up work

Make-up work should be completed as soon as possible after the return to school. For each day's absence a minimum of two days may be allowed for make-up work. In the case of pre-announced tests or assignments it is the teachers discretion to determine an acceptable make-up day.

Homework

The purpose of homework is to introduce new material, reinforce previous learning, to practice skills and/or assess student learning. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further their interests; reinforce independent study skills; develop initiative, responsibility and self direction; and acquaint parents with the students' work in school. The grading system for homework is determined by the teacher and is explained to students and parents through powerschool and the teacher's classroom expectations.

Homework Requests

The middle school will honor homework requests for students who are absent from school for two or more consecutive days due to illness. Requests should be made to the middle school secretary by the second day of absence.

Tardy

Tardy to school: Students who arrive at school anytime after 7:34 am must sign in in the Middle School Office and will be recorded as tardy in the school attendance register.

Unexcused and excused tardiness to school are determined by the administration. Students who are tardy to school and do not present a note with an acceptable reason for their tardiness will be marked with an unexcused tardy.

Truancy:

Truancy is defined as being absent from school without knowledge of permission from the parent or guardian.

Chronic Truancy occurs when a student aged 5-18 acquires (4) unexcused absences in one month or (10) unexcused absences in one year. A student who is truant will be charged with an unexcused absence in every class and is subject to disciplinary action. Parents have the responsibility to assist school officials in remedying and preventing truancy. Repeated absences will prompt a school review that might include a home visit or referral to the Child Study Team and School Resource Officer.

Early Dismissal by Parent

If your child needs to leave school early, we ask that you inform us with a note or phone call stating when and where you plan to pick up your child. The secretary will then issue your child an early dismissal pass, which he/she must give to the teacher whose class they have at the time they need to leave. The student then must go to the Middle School Office and sign out prior to leaving the building. If the child returns to school after going to an appointment, he/she must sign back in to school in the middle school office.

Picking Up Students After School

For safety reasons, the school driveway is closed from 1:45 to 2:15 during bus dismissal.

Please arrive before or after these times to pick up your child. You cannot get up the driveway from 1:45 to 2:15.

How Students may Leave after School is Dismissed

Bus transportation is provided for students to leave the campus. Students not using bus transportation are at their own risk if walking home.

Bus Passes

If a student needs to take a different bus or leave the bus at any point other than their usual stop **it is necessary for the student to obtain a bus pass.** The Middle School Office secretary issues a bus passes after receipt of a note dated and signed by the parent or guardian of both the visiting student and the receiving student. This note should indicate where the student wishes to get off the bus and must be presented, in the morning, to the secretary. The bus passes may be obtained later in the day at the Middle School Office. ***Bus passes may be subject to space availability. This needs to be done in case of bus emergencies.***

A permanent bus pass (in triplicate) will be issued upon written request of the parent/guardian for a student who finds it necessary to get off at a special stop regularly on our normal route. This will need to be arranged with the bus company and kept on file with the middle school records in case of bus emergencies. This will need to be arranged with the bus company and kept in file with middle school records in case of a bus emergency. One copy shall be given to the bus driver, one to the school, and the other kept by the student.

Health related Dismissals from School

Students cannot dismiss themselves or make dismissal plans via cell phones or school phones. The student must go to the Health Office and meet with a school nurse who will contact a parent or guardian if needed. At that time, the student's parent can make the decision as to who will pick up their child from school if they are unable to do so. It is very important that the health office has current working phone numbers in case a child becomes ill or injured during the school day. Emergency contacts listed are only contacted in a true emergency. If you are difficult to reach during the school day, and wish to make other dismissal arrangements, please call the health office. (860-379-8525 ext2618).

Student Messages

If a message needs to be communicated to your child during school hours, please call the Middle School Office at 860-379-7243 and personnel will get a message to your child. Please do not text or call your child's personal cell phone during the school day as it is disruptive to their learning and the learning of others.

Dress Code: What can my child wear/not wear to school?

Middle School students are expected to demonstrate proper decorum in dress while in attendance during the school day and at school events. Propriety, safety, and concern for the learning environment will govern what students may wear to school. Students wearing clothing that detracts from the learning process will be addressed. Hats, hoods and other head apparel are to be taken off as students enter the building, and should be stored in the student's locker until the end of the day. In addition, clothing with messages of sexual innuendo, profanity, promotion of violence, or the use of illegal drugs, alcohol, or tobacco is not allowed. Also inappropriate for school is see-through clothing, clothing that exposes student's undergarments and shirts with bare backs and/or midriffs. Electronic devices, headphones, airpods and **cell phones are not to be used in school from 7:30 a.m.—2:07 p.m.** or at any time as required by school personnel. Items will be confiscated and parents must pick up the device from the middle school office.

If a student is found to be in violation of the dress code:

- the student will be asked to change into more appropriate clothing.
- If a student does not have suitable clothing to change into, they have the option of wearing clothing provided by the school as a temporary solution.
- If a student refuses to wear these garments, a call will be made to the student's parent so that appropriate clothing can be brought into the school for the student. If a parent is unable to bring appropriate attire and the student refuses to wear the clothing provided by the school the student will be referred to ISS for the remainder of the day. Students will be responsible for completing all missed classwork.
- If further factions occur additional sanctions will be imposed.

Ultimately, the final determination of what is considered appropriate dress will rest with the administration.

Student Lockers

Each student is assigned a locker and lock combination at the beginning of each school year. These lockers are the property of the school. The school reserves the right to open and inspect them. Each student is responsible for the contents of his/her locker. The school cannot be responsible for lost or stolen property. In an effort to minimize problems, the following rules must be observed.

Students should:

- **Leave money or valuables in the Middle School Office, with their Coach, or in the Physical Education teacher's office—NOT in their lockers.**

- **Keep lockers locked at all times. Do not set the locker for quick opening**
- **Use only the locker assigned. Lockers may not be switched without approval by the Middle School Office.**
- **Never tell anyone their locker combination**
- **Do not leave clothes and items on the benches either in the gymnasium or outside the Middle School Office.**

Locker privileges may be revoked if a student has any disciplinary offense regarding locker use.

Use of inappropriate language

The use of swearing or profanity is inappropriate in the school setting. Mutual respect practiced by students and faculty requires that all parties monitor their words and actions to not be offensive to others. Violations of this expectation will result in disciplinary action.

School Cancellations/Delays and Early Closings

In the event school is postponed or canceled for weather or emergencies, television and radio stations will be notified and the School Messenger system will place a call to your home. Please make sure we have your correct home phone number and email on file.

On days when snow or icy conditions develop during the day, our School Messenger system will be activated. This system will call and email the numbers and addresses you have provided. This system is unable to call extensions, so you may not receive a message. Television and radio stations will also be notified.

MIDDLE SCHOOL ACADEMIC HONESTY POLICY

Academic Honesty

Integrity is one of the one of the most important character traits that an individual can strive to achieve. A person with integrity lives their life with personal honesty and independence.

Students at Northwestern Regional Middle School are expected to maintain the highest standards of academic conduct. Cheating harms the school and students in many ways.

- Honest students feel frustrated by the unfairness of cheating that goes undetected and therefore without consequences.
- Cheaters cheat themselves of a real education in general and the cheating denies the student the opportunity to learn how to learn.
- Most professions have codes of ethics for which students are practicing now. One needs to practice integrity now to demonstrate it later.

What is Plagiarism?

Students are guilty of cheating whenever they present as their own work something that they did not do or if they help someone else cheat. One form of cheating is plagiarism, copying another individual's work (words or ideas) without the proper citation. Plagiarism takes several forms:

- "Using another writers words without proper citation: If one uses another writer's words it is necessary to place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation."
- "Using another writer's idea without proper citation: When one uses another writer's ideas one must indicate with footnoted or other acceptable methods."
- "Teachers want to know which ideas and judgments are original and which were arrived at by consulting other sources."
- "Citing your source, but reproducing the exact words of a printed source without quotation marks." This makes it seem as if the material was paraphrased rather than quoted directly."
- Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came."

By doing their own work and not plagiarizing, students develop the opportunity to do their own thinking about the topics they are researching or writing about. In this way, they develop their own ability to think critically and creatively, in addition to developing their own perspective about the topics being researched. Be sure to follow your teacher's instructions on the kind of documentation they expect for an assigned research report.

What is Academic Cheating?

Students are guilty of cheating whenever they present as their own work something they did not do or if they help someone else cheat. Cheating may include situations other than plagiarism as described below:

- Copying answers from another student's test
- Copying answers from someone else's paper or homework
- Borrowing all or part of another student's paper, or using someone else's outline to write one's own paper

Group Work

Students must be careful when doing group work not to cheat. Group work calls for a different kind of effort not less of it. The value of group work is that it allows students to learn how individuals within the group cooperate to achieve the group's goals, requiring individuals within the group to have different tasks and roles. It is important that students follow the teacher's instructions and expectations about individual responsibility when assigned group work.

The material presented above was adapted from: Washington University's Committee on Academic Conduct (<http://depts.washington.edu/grading/issue1/honesty.htm>) A similar policy appears Northwestern Regional High School Student Handbook.

All students at the beginning of seventh and eighth grade will take part in a course of instruction on plagiarism and academic cheating. This will take place in the students' regular English classroom. The instruction will include what plagiarism and academic cheating is and how to avoid it. Students and parents will sign a Plagiarism Pledge. Parents will be made aware of the plagiarism policy at open house. We are a school committed to high academic standards. There is no room for plagiarism and academic cheating.

Consequences for Academic Cheating

Students will receive an automatic 0 on the assignment. They will not be allowed to redo the work. Teacher will counsel the student. Parents will be notified.

Consequences for Plagiarism

***First Offense**

Student will receive an automatic 0

Parents will be notified

Student may receive disciplinary action

***Second Offense**

Student will receive an automatic 0

Parents will be invited in to school for a conference with the teacher and/or team

Student may receive disciplinary action up to and including a detention or school suspension

***Third Offense**

Student will receive an automatic 0

Parents will be notified and invited in to school for a conference with the Principal

Student may receive disciplinary action up to and including a detention or school suspension

ELECTRONIC DEVICES AND ACCEPTABLE USE POLICIES

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students to continue to develop their technology skills, students in the Regional School District No. 7 may use their own technology devices at school for educational purposes. **Students may only use a device with teacher permission between the hours of 7:36—2:07.**

Use of Technology for Instructional Purposes

Use of technology in school is a privilege that comes with great responsibility. Students will only be allowed to use their laptops, chromebooks, tablets or other electronic devices for educational purposes at school. Non-academic use of personal email, texts, social media or otherwise engaging in personal pursuits is prohibited during the instructional day.

Internet Access on School Grounds

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

Compliance with other Board Policies

When participating in B.Y.O.D., students must adhere to the Student Code of Conduct, as well as all Board policies, particularly Regional School District No. 7's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

Additional Guidelines

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

Security and Damages

Responsibility to keep a student's personal technology secure rests with the individual owner. Regional School District No. 7, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is strongly recommended that students turn on features (when available) on their devices that allow for use of tracking the device and/or shutting down the device in case it is misplaced, lost, or stolen. It is also recommended that students personalize their devices for easy identification and utilize protective cases.

The Regional School District No. 7's Technology Department will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

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

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

Acceptable Use Policy

Parents for your child to have access to our technology systems this policy must be signed. The forms will be provided by the school at the beginning of school.

We are pleased to offer students of Northwestern Regional School access to the district technology. To gain access to the school technology, all students must obtain parental permission and must sign and return this form to the Library Media Specialist.

Access to school technology will allow the students to use software applications, Internet access, and hardware tools. We believe that the benefits to students from access to technology in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using technology and information sources. To that end, Northwestern Regional School supports and respects each family's right to decide whether or not to apply for access.

The technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Within reason, freedom of speech and access to information will be honored subject to the filtering software. During school, teachers will guide students toward appropriate materials. Students may bring personal technology, including computers, smartphones, or network access devices to school provided that such technology is used for instructional purposes. Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers' requests to shut down or put away personal technology. All personal technology must be in silent mode unless directed otherwise. Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited while students are in all classes.

Students must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Regional School District No. 7 Acceptable Use Policy. This means that students who use technology, including personal technology, at school must abide by the established policies regarding acceptable use of the technology (including Internet) with respect to bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities. Misuse of technology will result in disciplinary action, up to and including, the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other consequences up to and including suspension and expulsion. If possible criminal activity is discovered the proper law enforcement authorities will be notified.

Examples of misuse may include but are not limited to:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Anonymous or pseudonymous electronic communications
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others that includes but is not limited to, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive statements directed toward another person or group, or illegal material. Cyber-bullying is specifically prohibited. (see District policy 5131.913)
- ❖ Using the computer to access sexually orientated, offensive, or illegal material
- ❖ Damaging computers, computer software, infrastructure, or computer networks and their components. Such damage will require restitution to the District
- ❖ Changing computer or software settings or installation of software without the express permission of the IT Department
- ❖ Introducing any device, code or software which is intended to alter, damage, or circumvent the network.
Only the Internet gateway provided by the school will be accessed on school grounds. The school's network filters will be applied to the student's connection and no attempts will be made to bypass the network restrictions by using personal data plan access to the Internet
- ❖ Violating copyright laws
- ❖ Using another's password and/or network account; or trespassing in another's folders, work or files
- ❖ Posting or transmitting student's own or other's personal information such as home addresses, telephone numbers, last names, photos or other personal identifying information
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purposes
- ❖ Recording or photographing others without the individuals and school's permission.

Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectation of privacy when using or storing data on the District technology. There is no expectation of personal privacy in the use of personal technology at school. The District's network administrators have the ability to identify users and monitor all B.Y.O.D. devices logged on to the network. Personal technology may be searched by administration if there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school. The school district has the right to examine any device that is suspected of causing problems or was the source of an attack or virus infection.

Beyond the clarification of such standards and installation of filtering software, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Regional School District No. 7 shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, miss-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Regional School District No. 7 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Responsibility to keep a student's personal technology secure rests with the individual owner. Regional School District No. 7, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases.

The Regional School District No. 7 Technology Department will not service any non-district owned technology which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

Please note the school is not responsible for the loss of any personal belongings.

Laser Pointers

Laser pointers are not to be used by students anytime.

Food and Beverages

Students are permitted to have water bottles. all other beverages may be brought to the cafeteria to be consumed prior to the first period and during lunch. Energy drinks with caffeine, such as monster, Red Bull, AMP ect. are not allowed in school. A vending machine with snacks is available in the cafeteria.

Cafeteria Conduct

Are expected to act appropriately in the cafeteria. Rules of cleanliness should be observed at all times. Every student is responsible for keeping the cafeteria clean and orderly. You should do your part in helping us to provide a suitable eating environment for all. Students are expected to return trays and dishes to the proper place, and dispose of paper goods in trash in the receptacles. Misconduct in the cafeteria may be caused for an assigned seat or forfeiting the right to eat in the cafeteria or such other disciplinary action as deemed appropriate for the misconduct.

School Transportation

3 privately owned bus companies transport Northwestern students to/from school. Listed below are the company's name, phone numbers, in general areas of service. We believe parents should know the name of their child's bus company, the phone number, the route information, and the name of the regular driver.

Datto: Jennifer Busa	New Hartford, 860-489-4386
LeGeyt Bus: Bruce and Jane Seymour	Barkhamsted and hartland, 860-379-2035
All Star transportation: George Lescadre	Norfolk and Colebrook, 860-489-3444

Student drop off and pick-up

The drop-off place for students transported to school by their parents is located in the rear of the building near the athletic fields. Doors open at 7:00 am. These students may enter the building near the Media Center and proceed to the auditorium until 7:24. Students should not be dropped off along the curb in front of the building or in the faculty parking lot. This lane is for buses only. Parents are asked to follow this procedure in order that bus and car traffic flows safely and smoothly. Also, please respect our request that private cars do not enter the campus during dismissal times, 1:50 to 2:15. School buses and student traffic must be allowed to exit the campus safely without the additional hazard of oncoming traffic. Please be reminded that all drivers are required by state law to stop whenever school buses have their lights flashing and stop arms extended.

Bus Safety

All complaints pertaining to the Transportation safety non-student disciplinary issues she'll be referred to the Director of Finance and operations mr. James Gaskins at 860 - 379 - 8525. Complaints will be investigated properly and thoroughly according to Boe policy. If the complaint is not satisfied with the progress made or the decision of the director, and appeal may be made to the superintendent and Board of Education.

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Following rules includes student time on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco including electronic/vaping devices.
8. Passengers shall not eat on the bus..
9. Expected school and classroom conduct shall be observed on the bus as well.. Unruly conduct, including the use of obscene language will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following consequences may occur when a discipline concerned arises on a bus serving a regular route for an extracurricular activity:

1. Students may receive a 1-3 hour office detention to be served after school or receive an in-school/out-of-school suspension.
2. A conference involving all or some of the following people: the principal, student, and parent/guardian(s) may be required.
3. The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parent/guardian(s) will be notified and be responsible for ensuring the student has transportation to and from school prior to the time the suspension takes effect.
4. In case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call from law enforcement assistance if necessary. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

A student who seeks to leave or get on their bus at any point other than the regular stop or who wants to use a bus other than the one assigned must have a **bus permit** issued by the middle school office. Permit requests should be presented in writing, by both a parent/guardian of the guest and by a parent/guardian of the host and submitted to the middle school secretary before noon on the day of the request.

Any parent or student with a concern about bus safety should immediately report this concern to any school administrator or the business office.

Discipline

A student who violates the district code of conduct shall be subject to disciplinary action. Disciplinary actions may include using one or more discipline management techniques, such as morning restriction, lunch or after school detention, assigned seating on the bus or in class, removal from class, removal to an alternative education program, school suspension, out of school suspension, and expulsion. disciplinary measures will be appropriate for the offense. In addition, when a student is violating the law, that should be referred to the legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously destructive of the educational process and violates publicized Board of Education policy even if such conduct occurs off school property and during non-school time.

Detentions

Teacher Detention: Teachers may use detention as one tool to promote and improve responsible student behavior. Teachers will contact parents if they assign a student detention to discuss the circumstances leading to the detention and confirm transportation. Failure to serve a teacher detention will result in an office detention. **After-school detentions take precedence over any other student obligation, including sports, after school activities, or jobs.**

Office Detention: Detention may also be assigned by the school administrators for infractions of the school rules. Office detentions may be from 1-3 hours in length.

Part VIII - General Information

Assemblies

Group activities such as assemblies are part of the educational experience. Students are expected to attend as directed and behave appropriately in these events.

Spectator conduct at sporting events

Good sportsmanship is important to the Northwestern Regional community. Students are expected to behave in a courteous manner at all athletic events, regardless of the time or place. Respect for spectators, cheerleaders, teams, officials, and supervisors is part of your role as a fan and as a representative of your school. The following rules should be paid particular attention:

- no noisemakers at indoor events.
- Obscene, suggestive, or derogatory cheers will not be tolerated.
- Verbally harassing an opposing team's player - no use of names or numbers.
- "Booing" officials or players is unacceptable.
- Spectators who violate these regulations may be asked to leave by the on-site administrator.

Posters, notices, announcements

Students should regularly check the various bulletin boards located throughout the school for important information. Students are not to post notices, announcements, brochures and so forth in any location within the school building unless specific permission has been granted. Announcements are made daily. Students are expected to be silent and attentive at this time. Any student wishing to make an announcement should submit it to the middle school office in writing and have it signed by the principal.

On-line grading/ Homework

Our school uses powerschool/ powerschool learning, student information systems that have many features and capabilities. Teachers now have the technology to post your grades and homework assignments on the internet. Please note, the expectation for teachers is to update their gradebooks every two weeks. Family passwords will be provided so that you and your parents can access your grades and homework assignments. Students are discouraged from sharing family passwords with other students.

Lost and found

All students are encouraged to keep all of their personal belongings in their school locker and to make sure it is locked. Students should not share their locker combination with other students. This also applies to student's gym Lockers. Students should take every opportunity to place cell phones and other electronic devices in a secured location. Once these items are missing or stolen it is very difficult to recover them. Please note that the school is not responsible for stolen items that are left in an unsecured location.

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Mr. Gary Franklin is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the education amendments of 1972 and section 504 of the rehabilitation act of 1973.

PART VIII
Northwestern Regional District No. 7
Board of Education Policies

All B.O.E. policies are available at www.nwr7.com

**AMERICAN WITH DISABILITIES ACT AND SECTION 504
OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the interest of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Non-Discrimination

Policy # 5145.4b

The Regional #7 Board of Education agrees to the regulation that no person in the United States will be excluded from any participation in, denied the benefit of, or otherwise subjected to discrimination under any program, activity, or employment with the district on the grounds of race, color, age, religion, sex, national origin, or handicap. Any person who feels that he/she has suffered a violation of this non-discrimination policy is strongly encouraged to contact a compliance officer.

REGIONAL #7 COMPLIANCE OFFICERS:

- ***SEXUAL HARASSMENT: Dr. Judith A. Palmer, 379-1084 Ext. 4000***
- ***SECTION 504: Mr. Quentin Rueckert 379-8583***
- ***TITLE IX Mr. Gary Franklin, High School Principal 379-8525 Ext. 2103***
- ***TITLE IV Dr. Judith A. Palmer, 379-1084 Ext. 4000***

All complaints will be promptly investigated according to Board policy and state/federal regulations. Complainants may further file their concerns with designated state and federal agencies.

Megan's Law

Public Act 98-111 provides for the mandatory registration by persons convicted of a broad range of sexual crimes against children and sexually violent crimes. The law also provides for a central registry to be developed and maintained by the Department of Public Safety. **Additional information may be found by contacting your local police or the state police at (860) 824-2555.**

Search and Seizure

Policy 5145

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Searches of Students Lockers/Desks/Other Property Available for Student Use

The Superintendent of Schools, school administrators, and, at the Superintendent's discretion, Law Enforcement Officials, are authorized to search student lockers, desks, and any other school property available for use by students for weapons, contraband or the fruits of a crime to safeguard students, their property and school property.

An authorized school administrator and/or authorized law enforcement official may search a student's locker/desk/other property available for student use under the following conditions:

1. There is reason to believe that the student's desk/locker/other property available for student use contains contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.

3. The student has been informed in advance that school board policy allows desks/lockers/other property available for student use to be inspected if the administration has reason to believe that materials injurious to the best interests of the students and the school are contained therein.
4. That the search will turn up evidence that the student has violated or is violating either the law or school rules.

In an emergency and/or in cooperation with law enforcement officials and where the Superintendent of Schools has determined that the best interests of the school community will be served, a search of all lockers/desks/other property available for student use may be searched.

Student Search

A student may be searched by school officials 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. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Use of Dogs to Search School Property

Policy 5145.122

(please see www.nwr7.com for the Board of Education Policy or request a copy from the MS office)

The Board supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

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

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

(cf. – 5145.12 Search and Seizure)

Legal Reference: Connecticut General Statutes 54-33n Search of school lockers and property. 10-221 Boards of education to prescribe rules.

New Jersey v T.L.O., 53 U.S.L.W. 4083 (1985) Approved 7/20/2010

Reviewed/Revised/Approved 10/13/2010

Athletic Philosophy

The Regional School District No. 7 Board of Education believes that athletic programs play an important part in the overall development of students. These athletic programs provide a variety of positive experiences to aid in the development of favorable habits and attitudes in students, including teamwork, competition, and how to win and lose gracefully. Our athletic programs constantly strive for the development of well-rounded individuals.

The opportunity to participate in athletics is a privilege that carries with it responsibilities to the school, the activity, the student body, the community and to participants themselves. While all involved take great pride in our success, the Northwestern Regional community does not condone a “win at all costs” attitude. Athletic programs must be conducted in such a way as to justify them as educational activities benefiting all that participate. Everyone involved in school athletics including student-athletes, coaches and spectators, is asked to support our school community’s belief in sportsmanship and integrity.

Health

State Mandated Physical Exam (Public Act 80-440)

Grade 10 - all 10th grade students must have a complete physical on file, or they cannot be allowed to enter grade 11.

Mandated assessments must be completed on the appropriate state form which is available at all schools.

All students transferring from other schools are required to comply with CT state law regarding physical assessments and immunization. They will not be allowed to enroll without proper documentation.

State Mandated Screenings

Scoliosis - students in 9th grade will be screened for scoliosis.

Please note: if your child is presently under treatment for scoliosis, please inform the school nurse prior to the screening.

Vision: All 9th grade students will be tested.

Attendance

Policy 5113 (in part)

The Northwestern Regional School attendance policy is predicated on the conviction that classroom attendance is an integral part of the student’s course of study. In cases where the school has been unsuccessful in the effort to convince the students of the importance of regular attendance, penalties will be imposed. Credit earned in every course shall reflect the student’s daily attendance as well as the fulfillment of other academic requirements.

In order to earn credit in any course, a student is obligated to:

- A. fulfill the course requirements as may be established by the school, and;
- B. Not exceed the limit of allowable absences as established by the school.

Records Review

Policy #5125.1

The Board of Education of Regional School District No. 7 affirms the right to parents, legal guardians and students of majority age, to have access to their own educational records or to those of their children as wards in accordance with the provisions of P.L. 94-142 and P.L. 93-380, or their successors and instructs the Superintendent to have administrative regulations developed in conformity with all appropriate statutes and to make copies of such regulations available in the Superintendent’s Office, the Principal’s Office, the Registrar’s Office, and each of the House Counselor’s Offices.

Notice of Intent to Release Directory Information Without Prior Consent

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- The student’s name
- The student’s address
- The student’s telephone listing
- The student’s electronic mail address
- The student’s photograph

- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

A parent or eligible student may refuse to allow Northwestern High School officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the school registrar no later than October 1.

Smoking Policy

Policy 5131.61

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Since the Board of Education is committed to maintaining and improving the health and well-being of all students and employees; because medical research shows that smoking poses a significant risk to the health of the smoker and the nonsmoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all students, employees and visitors.

-- Smoking using tobacco or tobacco products will not be permitted in the buildings or on the grounds of Regional School District No. 7 Public Schools by students or adults at any time.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, which is inhaled by the user of such product.

For students, possession of all smoking products, including cigarettes, chewing tobacco, lighters, and so forth, is prohibited on school grounds and will result in penalties as outlined in the administrative regulations to the policy.

- A. First Offense: \$60.00 Fine (or equal to the going rate for a ticket by law)
 - Parents informed of the violation.
- B. Second Offense: \$60.00 Fine (or equal to the going rate for a ticket by law)
 - Parents informed of the violation
 - Three hour Saturday Stop Smoking Class
- C. Third Offense: \$60.00 fine (or equal to the going rate for a ticket by law)
 - Parents informed of the violation.
 - Two day in-school suspension.
- D. Fourth Offense \$60.00 Fine (or equal to the going rate for a ticket by law)
 - Parents informed of the violation.
 - Five day out-of-school suspension.
 - Mandatory hearing with the Superintendent to discuss possible hearing with the Board of Education in consideration of expulsion from school up to 180 days.

Any money collected in fines will be deposited in a Student Activity Account and be used to purchase anti-smoking materials and programs, as well as other health-related information.

Community service will be conducted on school grounds and be supervised by an administrator (or designee). Such service may include grounds work, cleaning lockers or common areas, clerical tasks, and so forth.

Students who do not pay the fine (or complete the community service) within the allotted time will be subject to further disciplinary action because of that insubordination.

Possession of all smoking products, including cigarettes, chewing tobacco, lighters, and so forth, is prohibited on school grounds and will result in the penalties as listed above.

Smoke free Environment

Policy 1331

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

In accordance with law and to promote the health and safety of all students, staff, the Regional School District No. 7 Board of Education recognizes the harmful effects of smoking on students, its obligation to teach students about the harmful effects of smoking both by instruction and by example, and its obligation to protect the rights of its non smoking employees. Consequently, the Board adopts the following smoking policy. Smoking using tobacco or tobacco products will not be permitted in the buildings or on the grounds of the Regional School District No. 7 Public Schools by students or adults at any time. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Sexual Harassment

Policy 5145.5

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

Definition

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. insulting or degrading sexual remarks or conduct;
2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment---such as the display in the educational setting of sexually suggestive objects or pictures.

Complaints Procedures

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Superintendent of Schools at (860) 379-1084. Complaints may also be made to the school principal at (860) 379-7243. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

The district shall provide staff development for district administrators and other staff and annually shall distribute this policy to staff and students.

Sexual Abuse Prevention and Education Program

Policy 5145.511

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Definitions

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

Sexual assault usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse – a trusted friend or family member, a stranger,

a casual acquaintance, or an intimate partner.

Students will be involved in a prevention-orientated child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

Reporting of Child Abuse

Policy 5141.4

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to Connecticut General Statutes 17a-101, as amended, all school employees, including the Superintendent of Schools, administrators, teachers, substitute teachers, guidance counselors, paraprofessionals, psychologists and social workers, coaches of intramural or interscholastic athletics as well as school nurses, physicians, working in the school system, or 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 District schools, who suspects child abuse or neglect must first report it to the Department of Children and Families or to a law enforcement agency. When a school employee suspects child abuse, neglect or that a child has been placed in imminent risk of serious harm, he/she shall within twelve (12) hours make an oral report by telephone or in person to the Commissioner of Children and Families, or a law enforcement agency, followed within 48 hours with a written report. The Building Principal shall be notified immediately after the oral report has been made and the Principal in turn will notify the Superintendent of Schools and the child's parents. The written report prepared and submitted by the mandated reporter shall also be submitted to the Principal.

Drugs and Alcohol

Policy 5131.6

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Use of Alcohol Detection Devices

Policy 5145.124

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

The Regional School District No. 7 Board of Education is committed to promoting safe and substance-free schools including sponsored activities and events both on and off school grounds. The Regional School District No. 7 Board of Education adopts this policy for all students enrolled in our schools and their underage guests who attend school-sponsored events.

1. No alcoholic or intoxicating beverages of any kind are permitted on school grounds including in any building, bus or at any event or activity authorized by the Board of Education at any time.
2. The consumption of alcoholic or intoxicating beverages immediately prior to or during any school-sponsored event or activity on or off school grounds is strictly prohibited by the Board of Education and is grounds for disciplinary action.

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

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

Definition of Reasonable Suspicion

Reasonable suspicion shall include, but not be limited to, any of the following:

1. Observed use or possession of alcohol;
2. Odor of an alcoholic beverage or the presence of an alcohol container;
3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
4. Marked change in personal behavior not attributable to other factors; or
5. Behavior that is risky, aggressive or disruptive
6. Information from a reliable informant.

Approved 11/14/07 Reviewed/Renumbered/Approved 7/20/2010

Prior Notification

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

Refusal to Screen

Students and/or their underage guests who refuse to submit to alcohol detection screening where reasonable suspicion has been determined at all on or off ground school sponsored events where prior notice has been given will not be permitted to attend the Board of Education authorized activity. Parents/Guardians of these students will be contacted and informed of their refusal to screen and appropriate disciplinary action will be initiated.

Students Testing Positive

Students and/or their underage guests who test positive for consumption of alcoholic and/or intoxicating beverages will be subject to disciplinary action consistent with district policies and regulations. Their parents will be called to pick the student up from the school-sponsored event.

Breathalyzers During the School Day

Trained school personnel may ask that a student submit to a breathalyzer test during the school day if, after careful evaluation, there is reasonable suspicion that a student has been consuming or may be under the influence of alcohol while in attendance at school.

The breathalyzer test will be administered as noted above. If the student tests positive, their parents will be called, and the student will face disciplinary consequences consistent with district policies and procedures (Policy #5114 – Student Suspension and Expulsion).

General Screening

The Board of Education acknowledges that unusual circumstances, e.g., evidence of increased use of drugs and/or alcohol, may require that at certain student events, all students submit to passive breathalyzer screening prior to admittance to the event.

Bullying

Policy 5131.911

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

The Board of Education promotes a safe and secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

“**Bullying**” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property;
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

- C. creates a hostile environment at school for such student;
- D. infringes on the rights of such student at school;
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical development or sensory disability, or by association with an individual or group who has or its perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

“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.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of provide data communication between two or more individuals, including, but not limited to a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“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 a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.

Students who engage in any act of bullying 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of the school.

Are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school-wide, classroom and individual.

The District’s Program:

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools.
2. Permits anonymous verbal or written reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not

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

4. Requires the Principal or his/her designee, and safe school climate specialist, to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires 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. Requires each school to have prevention and intervention strategies, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;
9. Requires each school to invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying.
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available, and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education.
11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying.
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying.
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law

Enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;

15. Prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device, owned, leased or used the by local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan;
17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide.

Note: *Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying the prevention and response to youth suicide.*

The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.

18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying.

19. As required, but not later than January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to the statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance.
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District Internet website and such plan is to be included in the District's publication of the rules, procedures, and standards of conduct for schools and in the District's subsequent additions of handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist working with the Principal of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school will reduce the likelihood of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Suspension / Expulsion

Policy #5131 (in part)

The Board of Education has authorized the superintendent, the principal and their designees, to suspend, exclude, remove or recommend that the Board expel students who violate the specific standards of conduct while on school grounds or during a school activity off school grounds, provided such suspension, exclusion, removal or expulsion is either in the educational interests of the student involved or in the interests of the school community itself and that such suspension, exclusion, removal or expulsion is an attempt to deal with problems of student conduct in a constructive and positive manner.

The following breaches of conduct on school grounds, school transportation, or at any school sponsored activity may lead to consideration of suspension or expulsion, and notification of law enforcement authorities:

- A. Causes or attempts to cause damage to school property or steals or attempts to steal school property; or,
- B. Causes or attempts to cause damage to private property or steals or attempts to steal private property; or,
- C. Causes or attempts to cause physical injury to another person except in self-defense; or causes or attempts to cause injury other than physical to another person; or,
- D. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or,
- E. Knowingly is 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; or,
- F. Possesses or transmits any firearms, knife, explosive, or other dangerous object or,
- G. Uses or copies the academic work of another and presents it as his/her own without proper attribution; or,
- H. Defies the valid authority of supervisors, teachers, or administrators; or,
- I. Behaves in a fashion which clearly endangers the safety of himself, or others, or prevents the orderly continuance of the school's provision of educational opportunities; or,
- J. Endangers persons or property or is seriously disruptive of the educational process, or which conduct violates any Board policy.

Out of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

6. Threats and intimidating actions on social media

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Limited English Proficient (LEP) Students

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 why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance, and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Parent Rights (Section 504)

Policy #3511 (in part)

It is the policy of Regional School District No. 7 to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination on the basis of handicap in programs and activities operated by the school system.

No otherwise qualified individual with handicaps shall, solely by reason of her or his handicap, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by Regional School District No. 7.

The District has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The District also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who are still defined as handicapped and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that Regional School District No. 7 does not discriminate in providing equal access to programs and services on the basis of handicap, the following definitions, requirements and procedures are provided.

Student Records

Policy #5125.1 (in part)

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Connecticut General Statutes. Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

Title I Programs

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

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensure equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

Title I Parental Involvement

Policy #6172.4 (in part)

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling. Pursuant to federal law, the District will develop jointly with, agree on with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, if appropriate, additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

Information about programs provided under Title I;

1. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
2. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
3. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Note: Districts with more than one school participating in a Title I program may wish to consider the establishment of a district wide parent advisory council.

(cf. 1110.1 – Parent Involvement)

(cf. 6161.3 – Comparability of Services)

Legal Reference:

Improving America's Schools Act, P.L. No. 103-382, Sec. 1112
Local Educational Agency Plans.
Improving America's School Act (IASA), P.L. 103-382
P.L. 107-110, "No Child Left Behind Act of 2001," Title I –
Improving the Academic Achievement of the Disadvantaged,
Sec. 1118

Fire Drill Protocol

Policy #6114.1

Fire drills are held at regular intervals as required by state law. Crisis response drills are held regularly and are planned and conducted with local law enforcement agencies.

Students

1. When the fire alarm sounds, all students should stop what they are doing; stand; form a line and walk out the proper exit in an orderly fashion.
2. Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.
3. No student is to go back into the building until the outside bell is rung signaling that it is safe to return.
4. Students are not to run, shove or monitor exit doors.
5. Silence must be maintained so that students may hear the teacher's directions.
6. Students and teachers should stay as low as possible to avoid the inhalation of smoke.

Safety/ Accident Protection

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff that are overseeing the welfare of students.

Hazardous material in schools

Policy 3524.1

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Pesticide Application

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2009 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the school contact person (Supervisor of Maintenance, Head Custodian) with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide

label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In the case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions:

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Integrated pest management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-661.

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools. Authorized applicators. Exception.

10-231c Pesticide applications at schools without an integrated pest management plan

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

Green Cleaning Program

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

“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” (a required statement by law).

Asbestos Management plan

As a result of Federal Law and State of Connecticut Regulations of the Environmental Protection Agency (EPA), school districts throughout the State are required to inspect all buildings in order to:

1. Identify friable and non-friable asbestos present
2. Develop asbestos management plans
3. Implement any necessary actions

We have employed a safety consultant who is an accredited Asbestos Inspector and Asbestos Management Planner. He has completed a survey of all school buildings.

We do have asbestos in a few isolated areas including small amounts of non-friable asbestos in vinyl floor tiles. However, all areas are under control and present no health risks to occupants. For further control, all areas will be periodically inspected and cared for under our Asbestos Management Plan.

A Management Plan including the inspection reports is available in the Media Center for your review and inspection during normal school office hours.

If you have any questions please feel free to contact Mr. James Gaskins.

Admission/ Placement

Policy #5118

A student seeking enrollment in Northwestern Regional High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of sixteen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

Parents of students attending District schools have the option to enroll their child/children in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

Student Code of Conduct

Policy #5131

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location. Good behavior and a commitment to learning are essential for success in high school. An atmosphere conducive for learning is achieved through mutual cooperation and respect demonstrated between students and faculty. Northwestern students have a well-deserved reputation for pride, good citizenship and academic achievement. We expect students to continue to meet these standards by complying with the rules and regulations developed for the benefit of all members of Northwestern Regional High School.

If a student does violate the school's behavioral standards, disciplinary sanctions will be applied according to the specifics of that situation, likely beginning with the minimum consequence appropriate for a first offense. Subsequent occurrences of the same sort of behaviors result in escalating penalties. The general disciplinary tools are loss of privileges, parent/administrator conferences, after school detentions, in-school/out of school suspensions and expulsion.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

Possession of Firearms or Deadly Weapons on School Grounds

Policy 5131.7

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

Students shall not possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind on school grounds or buildings, not on school buses, nor on any school-related or school-sponsored activity away from school facilities. Firearms, weapons, and dangerous instruments shall include those defined by law. (18 U.S.C. 921, C.G.S. 53a-3, and 53-202 to 53-206 and 29-35). Pursuant to federal law, the term “firearm” includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

Possession of or bringing such weapons or devices on school grounds or other areas under the control of the Board of Education may also be violation of criminal law, and therefore any violation of this policy shall be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action. A student’s conduct off school grounds that is seriously disruptive of the educational process or violate the Board’s publicized policies may also be grounds for expulsion. A student found to be in possession of a firearm or dangerous weapon, as defined by law, shall be subject to an expulsion of one calendar year. The expulsion period may be modified on a case by case basis. To comply with federal law, any findings of an exception shall be reduced to writing.

Any dangerous device or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public.

Every employee seizing any weapon or dangerous instrument under the provisions of this policy shall report the incident to the building principal immediately, and deliver the seized device to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure.

If any employee knows or has reason to suspect that a student has possession of such a device but the device has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

Discipline

A student who violates the District’s code of conduct will be subject to disciplinary action. The District’s disciplinary actions may include using one or more discipline management techniques, such as restorative practices, detention, removal from class, removal to an alternative education program, in-school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The administration believes that exclusionary discipline practices (suspension, expulsion) limit students’ access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Suspension

A teacher may remove a student from a class when the student deliberately causes a serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether a suspension will be in-school or out of school. The administration may suspend a student for an infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days. No student shall be suspended without an informal hearing before an administrator at which time the student shall be informed for the reasons for the disciplinary action and be given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Vehicle Search and Seizure

Policy #5145.121

The administration has the right to search a student's vehicle on school grounds if it has reasonable suspicion that a student may be in possession of contraband, including but not limited to drugs, weapons, and alcohol.

Student Publications

Policy #6145.3

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is feeling is inconsistent with the district's basic educational mission.

Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

Special Education

Policy # 6171

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. For those students who are not eligible for services under IDEA, but because of disability as defined in Section 504 of the Rehabilitation Act of 1973, need or are believed to need special education or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s)/surrogate parent to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The Board of Education in fulfilling its legal duties and responsibilities for providing special education programs for the students of the school district, shall be assisted through membership in the Regional Service Center and through cooperative associations with other school districts.

(cf. 3231 – Medicaid Reimbursement for Special Education Students)
(cf. 5145.71 – Surrogate Parent Program)

Legal Reference: Connecticut General Statutes

10-76a Definitions.

10-76b State supervision of special education programs and services.

10-76c Receipt and use of money and personal property.

10-76d Duties and powers of board of education to provide special education programs and services.
10-76e School construction grant for cooperative regional special education facilities.
10-76f Definitions of terms used in formula for stat aid for special education.
10-76g State aid for special education.
10-76h Special education hearing and review procedure. Mediation of disputes.
10-76i Advisory council for special education.
10-76j Five-year plan for special education.
10-76k Development of experimental educational programs.
10-76m Auditing claims for special education assistance.
10-76a-1 et seq. Definitions.
10-76d-1 through 10-76d-19 Conditions of instruction.
10-76h-1 through 10-76h-2 Due process.
10-761-1 Program Evaluation.
10-145a-24 through 10-145a-31 Special Education (re teacher certification)
10-2461 Grants for the operation of interdistrict magnet school programs.
34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.
American with Disabilities Education Act, 20 U.S.C. §12101 et seq.
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794
PL. 108-446 The 2004 Reauthorization of the Individuals with Disabilities Act
20 U.S.C. §6368 (3) The No Child Left Behind Act

Student Conduct at School and Activities

Policy #5131

Student Behavior

Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for understanding and complying with school and school district standards of behavior. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, exclusion, or expulsion.

Areas of Responsibility for Student Conduct and School Discipline

Although the ultimate goal of all student discipline is the development of appropriate self-discipline in each student, direct staff responsibilities in pursuit of that goal include:

1. Certified Staff. Teachers, administrators, and other certified staff are responsible for the proper conduct and control of students while they are under the supervision and jurisdiction of the particular school and the school district.
2. Principal. Principals may implement necessary procedures and school rules and regulations on student behavior consistent with Board of Education policies. Principals may involve representatives from school personnel, students, parents, and citizens in the community in developing standards, specific rules and regulations, and procedures for student conduct at school and in out of school activities.
3. Teachers. Teachers are responsible for proper adequate control of students and for student instruction on rules and regulations of proper conduct. Teacher responsibility and authority extends to all students of the school district under the assigned supervision of the teacher and to other students with whom the teacher comes into contact throughout his or her work day.
4. Support Staff. Instructional and other aides, custodians, administrative assistants and clerks, cafeteria employees, bus drivers, and other non-certified staff are responsible for appropriate reporting of inappropriate behavior and actions to teachers and administrators and for intervention and necessary action in the absence of certified staff to preserve personal safety of other students, staff, and to safeguard school district property.
5. Parents. Parents are expected to cooperate with and to support school authorities on the behavior and discipline of their children. Parents shall be held responsible for willful misbehavior of their children and for any destructive acts on school property.

Publication to Parents/Guardians of Behavior Code

The Superintendent of Schools shall, at the beginning of each school year, notify parents/

guardians of district policies, and regulations on student discipline and shall insure that Principals in each school communicate these policies and regulations to students at the beginning of each school year – and to transfer students at the time of their enrollment in the school.

(cf. 5114 Suspension/Expulsion/Exclusion/Removal)
(cf. 5131.5 Vandalism)

Legal Reference: Connecticut General Statutes
52-572 Parental liability for torts of minors. Damage defined

Truancy

Policy # 5113.2

Introduction and Definitions

The District's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

"Truant" shall mean a child age five to eighteen, inclusive who have four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.
Students so identified may be subject to:
 - a. retention in the same grade to acquire necessary skills for promotion or
 - b. a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the superior court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
8. Provide coordination of services and refers "truants" to community agencies which provide family services.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
10-198a Policies and procedures concerning truants (as amended by PA 00-157)
10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)
10-202e-f Policy on dropout prevention and grant program.
10-221(b) Board of Education to prescribe rules.
Campbell v New Milford, 193 Conn 93 (1984).
Action taken by State Board of Education on January 2, 2008, to define "attendance."

A “truant” means a child age five to eighteen inclusive who has four unexcused* absences in any one month, or ten unexcused absences in one school year. An “at risk student” means any such child who has 20 or more unexcused absences within a school year.

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant. This will include:

1. Appropriate school staff will meet with the parent (or other person having control) of the child who is truant within ten (10) school days after the child’s fourth unexcused absence in any one month or tenth unexcused absence in one school year.
2. The designated staff shall coordinate service with and referrals of children to community agencies providing child and family services.
3. Parents/Guardians of each child age five to eighteen inclusive shall be notified in writing of obligations of the parent pursuant to 10-184 of the Connecticut General Statutes.
4. Annually at the beginning of the school year and upon enrollment during the school year, obtain from the parent a telephone number or other means of contacting such parent during the school day.
5. Whenever a child age five to eighteen inclusive fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child’s parent or other person having control of the child is aware of the pupil’s absence, a reasonable effort to notify, by telephone, the parent or such other persona shall be made by the school personnel or volunteers under the direction of the school personnel.
6. The superintendent shall file a written complaint pursuant to said Connecticut General Statutes Sections 46b-149 for each truant enrolled in the schools under his/her jurisdiction, if the parent (or other person having controls) fails to:
 - a. Attend the required meeting to evaluate why the child is truant, or
 - b. Cooperate
 - c. with the school in trying to solve the truancy problem.

Administrative Regulations to Policy

Policy#5113.2

Truancy

Legal Reference: Connecticut General Statutes
10-184 Duties of Parents
10-199 through 10-202 Attendance, truancy in general
46b-149 Family with service needs

Promotion/Retention

Policy #5123

(please see www.nwr7.com for the full Board of Education Policy or request a copy from the MS office)

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the District will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty 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 shall be based on demonstrated and assessed successful completion of the curriculum, attendance, performance on the CMT and CAPT statewide assessments and other testing instruments. Any necessary retention should take place as early in a student’s educational career as possible.

Students shall be promoted only on the basis of academic achievement. Students who, on the basis of objective measures of academic proficiency, can reasonably be expected to meet the instructional/learning objectives at the next level may be promoted.

The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty upon the recommendation of the Superintendent of Schools.

The Board desires to minimize/eliminate the practice of promoting students to the next grade level solely for social reasons even though they are failing academically. The Board expects students to progress through each grade usually within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. This student’s readiness for work at the next grade level shall be required before he/she is

promoted. Students who have mastered the appropriate skills will be promoted; those who have not even with intensive support will be considered for retention.

Progress toward high school graduation shall be based on the student's ability to pass the required subjects and electives necessary to earn the required number of credits necessary for graduation, meeting the credit distribution requirement. The student must also satisfactorily demonstrate the district's performance standards, assessed in part by the Connecticut Academic Performance Test (CAPT). Students who have not successfully completed the assessment criteria shall participate in a course of study designed to assist them attain a satisfactory level of competency prior to graduation. When high academic achievement is evident, the Superintendent or his/her designee may approve a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

Promotion—Summer School—Retention—Mandatory Academic Support

A Retention Committee made up of the team of teachers, school counselors, and administration will review students considered for retention. Parents will be informed and involved in retention decisions. Retention is determined on a case-by-case basis. Summer school may be suggested/required for promotion to the next grade. Students who fail subjects for the year will be considered for retention.

In order to provide the earliest possible interventions for students who are performing below their potential, students who fail a subject are recommended to stay after with their teacher for academic support. Parents are also encouraged to be in contact with their child's teachers and school counselors to learn of ways to help their son/daughter be more successful.

Parent Involvement

Policy #1110.1

The Board of Education believes that the education of children is a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

We believe as research demonstrates, that increased parent involvement improves student achievement. Parent involvement initiatives in the school system will be flexible and creative, promote effective two-way communication, and offer opportunities for all parents to participate. The implementation of this policy is the responsibility of all district staff.

Further, the Board of Education believes that the administration must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with schools in which their children are enrolled, and with the overall system. Each option should:

- Encourage strong home-based partnerships;
- Provide for consistent and effective communication between the parents and school officials;
- Offer parents ways to assist and encourage their children to do their best;
- Offer ways parents can support classroom learning activities; and
- Provide opportunities for parents to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents opportunities for involvement in the educational process, activities and the scheduling of those activities must take into account the needs of working parents.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures as amended by P.A. 97-290.

Limited English Proficient Students (English Learners)

Parents of Limited English Proficient Students/English Language Learners participating in a language instruction program will be notified within 30 days of their child's placement in the program. Students not meeting the English mastery standard or who are demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Migrant Students

A full range of services will be provided to migrant students, including applicable Title I programs, special education, counseling programs, and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

Teacher and Paraprofessional Qualifications

Policy #4110

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

On- Campus Recruitment

Policy # 5145.14

Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge of the parent or legal guardian of the student or by the student who has attained majority status. Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, The No Child Left behind Act of 2001 and the National Defense Authorization Act of 2002 require that the high schools of the school district provide the same directory information and on-campus recruiting opportunities to representatives of the Armed Forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters from commercial concerns and recruiters representing institutions of higher education.

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

Military Recruiter Access to Students

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. If you wish to have all such information withheld in response to a general request made by military recruiters and institutions of higher education, please notify NWR High School Principal. Questions or concerns may be directed to the principal or to Dr. Judith Palmer.

Food Service Charging Policy

Policy # 3542.43

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced-price meals to eligible students enrolled in Regional School District No. 7 schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced-price meals is completed and approved. All applications for free and reduced-price meals and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age and grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the nonprofit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through prepaid accounts.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following:

- A PBJ Crustable and milk
- A whole grain bagel with cream cheese and milk, or
- A cheese sandwich and milk

The cost of providing this alternate lunch cannot be incurred by the school food service account and the charge for this alternate meal will be \$2.00.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent and/or his designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable School Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced-price meals to apply.

Definitions:

"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account but must be restored using non federal funds.

1. Parents are responsible for providing meals or meal money for their student(s). Borrowing or charging is for one meal only in an emergency. Repayment is expected without delay. Snack and ala carte purchases are cash only.
2. Although not required by law, because of the District's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:
 - a. What can be charged;
 - b. The limit on the number of charges per student;
 - c. The system used for identifying and recording charged meals;
 - d. The system used for collection of repayments; and
 - e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

The District's efforts to recover from household's money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of the school year and to households transferring to the school or school district during the school year.

This policy shall be included in the student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(c.f. 3542 – Food Service)

(cf. 3542.31 – Free and Reduced-Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs. State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," November 2, 2016.

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced-Price Students

National School Lunch Program and School Breakfast Program; Competitive Foods. (7CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772.

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge Proven Strategies from our Nation's Schools"

Approved 7/12/2017

Survey of Students

Policy # 6162.51

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to

a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative and Board of Education approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements of Policy 6141.11. Parents shall have the right to inspect all instructional material that will be used for the survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the Board of Education must approve all that are received by the Superintendent that include reference to any of the factors listed below. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents;
 2. mental or psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, anti-social, self-incriminating and demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
 8. religious practices, affiliations or beliefs of the student or the student's parent.
- Parent consent shall be in writing and include clear information regarding the content and purpose of the survey.

It is the policy of the Board of Education to avoid the administration of surveys by outside agencies in order to minimize interruptions to student instruction. However, whenever the Board of Education considers the administration of surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such surveys must be shared with the Board of Education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results following decisions must be shared with the parties who request such information. Although it is not the policy of the Board of Education to administer the following surveys, parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardian, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - a. College or other post-secondary education recruitment, or military recruitment; Book clubs, magazines and programs providing access to low-cost literary products; Curriculum and instructional materials used in schools; Tests and assessments; Student recognition programs; and the sale by students of products or services to raise funds for school-related activities.
 - b. College or other post-secondary education recruitment, or military recruitment;
 - c. Book clubs, magazines and programs providing access to low-cost literary products;
 - d. Curriculum and instructional materials used in schools; Tests and assessments; Student recognition programs; and
 - e. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above, or
3. The administration of any non-emergency, invasive physical examinations or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Note:

The term "personal information" means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Note: The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Student Records

Policy # 5125

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student’s development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student’s family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

“Parent” means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student.

“Student record” means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purposes of review by a second party is considered a student record.

“Student record” shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

“Substitute” means a person who performs the duties of the individual who made the notes on a temporary basis and does not refer to a person who permanently succeeds the makes of the notes in his or her position.

“School Official” means 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.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the district. He/She will develop procedures providing for the following:

1. Annually informing parents of their rights.
2. Permitting parents to inspect and review educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records, a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule for fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student’s education records without the prior written consent of the student’s parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are “school officials” and what the school considers to be a “legitimate educational interest”; and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student’s education records and permitting a parent to inspect that record.

5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing and permitting the parent or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the district's student records.
11. Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection 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, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Confidentiality Definitions

As used in this regulation:

1. "Student Record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by the school district or required to be maintained by an employee in the performance of his/her duties whether recorded by handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school district, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of review by a second party is considered a student record. "Student record" shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. "Substitute" means a person who performs the duties of the individual who made the notes on a temporary basis and does not refer to a person who permanently succeeds the maker of notes in his or her position. Medical records are not open to public inspection.
2. "Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade level, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.
3. "Parent" means a natural parent, an adopted parent, or legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right of access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access. Whenever a student has attained eighteen (18) years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student, unless parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1956.
4. "School Official" means a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement personnel.
5. "Disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, by any means including oral, written, or electronic means.
6. "Personally Identifiable Information" includes but is not limited to the students' name, the name of the student's parent or other family member, the address of the student or student's family, a personal identifier such as the student's social security number or student number, a list of personal characteristics or other information that would make the student's identity easily traceable.
7. "Record" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.
8. "Access" means a personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record.

9. "Student" means a person who is or was enrolled in a school.
10. "Adult student" means a person who is or was enrolled in school and who is at least eighteen years of age. (18)
11. "Eligible student" means a person sixteen (16) years or older or who has completed Grade 10.

1. Types of Records

The school district shall maintain only the following three categories of records:

1. Mandatory Permanent Student Records are those records which are maintained in perpetuity and which schools have been directed to compile by statute, regulation, or authorized administrative directive. Such records shall include the following:
 - a. Legal Name of Student
 - b. Date of Birth
 - c. Method of verification of birth date
 - d. Sex of student
 - e. Place of birth
 - f. Name and address of parent of minor student
 - i. Address of minor student if different than the above
 - ii. An annual verification of the name and address of the parent and the residence of the student
 - g. Entering and leaving date of each school year and for any summer session or other extra session
 - h. Subjects taken during each year, half yer, summer session or quarter
 - i. If marks or credit are given, the mark or number of credits towards graduation allowed for work taken
 - j. Verification or exemption from required immunizations
 - k. Date of high school graduation or equivalent.
2. Mandatory Interim Student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed as per statute, regulations, or authorized administrative directive. Such records include the following:
 - a. A log or record shall be maintained for each student's record which lists all persons, agencies or organizations requesting or receiving information from the record, and the legitimate interests, therefore. (Exception from listing, see Access Log, #2.)
 - b. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.
 - c. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.
 - d. Language training records.
 - e. Progress slips and/or notices.
 - f. Parental restrictions regarding access to directory information or related stipulations.
 - g. Parent or adult students rejoin to challenged records and to disciplinary action.
 - h. Parental authorizations or prohibitions of student participation in specific programs.
 - i. Results of standardized tests administered within the preceding three years.
3. Permitted Records are those records having clear importance only to the current educational process of the student. Such records may include the following:
 - a. Objective counselor and/or teacher ratings
 - b. Standardized test results older than three years
 - c. Routine discipline data
 - d. Verified reports of relevant behavioral patterns
 - e. All disciplinary notices

Maintenance and Security of Pupil Records

1. Custodian of Records
 - a. (Name of certified person) is hereby designated as custodian of student records. The address of the custodian is (please indicate the title of the appropriate person).
 - i. The custodian is charged with district-wide responsibility for implementing Board of Education policies and administrative regulations relating to student records.
 - ii. The custodian shall be responsible for security of student records and shall devise procedures for assuring that access to such records is limited to authorized persons.
 - iii. The custodian of records or a designated certified employee shall be responsible during the inspection for interpretation of the records where necessary and for prevention of their alteration, damage or loss.
 - b. In each school, the Principal, or a certified employee designated by the Principal, is responsible for implementation of Board of Education policies and administrative regulations relating to student records maintained in that school.
2. Files
 - a. A record for each individual student shall be maintained in a central file at the school attended by the student, or when records are maintained in different locations, a notation shall be placed in the central file indicating where such records may be found.
 - b. Student records shall be stored in locked containers or rooms.
3. Information
 - a. All anecdotal information and assessment reports maintained as student records must be dated and signed by the individual who originated the record. Each school principal shall keep on file a record of enrollment and scholarship for each student currently enrolled in that school.

Access to Student Records

1. Parents
 - a. Parents of currently enrolled or former students shall have an absolute right during regular business hours to access any and all student records related to their children which are maintained by the district. Neither the student record, nor any part thereof shall be withheld or edited. If the student records contain information on more than one student, the parent may inspect and review or be informed of only the specific information which pertains to that student.
 - b. A parent or guardian's request for access to student records shall be made in writing to the custodian of student records. Access shall be granted no later than forty-five (45) days following the date of the request.
 - c. A requesting parent shall be notified of the location of all student records, if not centrally located.
 - d. When a parent's dominant language is not English, the district shall make an effort to:
 - i. provide interpretation of the student record in the dominant language of the parent, or
 - ii. assist the parent in securing an interpreter.
2. Parental Consent
 - a. The custodian of student records may permit access to student records during regular school hours (a) to any person for whom a student's parent has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released; or (b) to the student if he/she is an emancipated minor, or has entered a post-secondary educational institution.

- b. The recipient must be notified that the transmission of the information to others without the written consent of the parent is prohibited.
- c. The consent notices shall be kept permanently with the student record.
- d. Upon request, the district shall provide the parent/eligible student with a copy of the record which is disclosed. (34 CFR 9910, Rights of Inspection and Review)

3. Without Parental Consent

- a. No person or agent shall be permitted access to student records without written parental consent or under judicial order, except that access to those particular records relevant to the legitimate educational interests of the requester shall be permitted to the following:
 - i. Officials and employees of other public schools or school districts, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, where the student intends to or is directed to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - ii. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office for Civil Rights where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law; provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - iii. The U.S. Attorney General or his/her designee in response to a court issued ex parte order, in connection with the investigation or persecution of terrorism crimes. The district, in response to such an order, is not required to record a disclosure of information.
 - iv. Other state and local officials to the extent that such information is specifically required to be reported pursuant to state law.
 - v. Parents of a student eighteen (18) years of age or older who is a dependent defined in Section 152 of the Internal Revenue Code of 1954.
 - vi. A student sixteen (16) years of age or older having completed the tenth grade who requests such access.
- b. Information from student records may be released to the following:
 - i. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of other persons. The factors to be considered in determining whether information may be disclosed include the seriousness of the threat to the health or safety of the student or other individuals, the need for the information to meet the emergency, whether the parties to whom the information is disclosed are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 34 CFR 99.36, Conditions for disclosure of information in health and safety emergencies.
 - ii. Agencies or organizations in connection with a student's application form or receipt of financial aid, provided that information permitting the personal identification of students or their parents may be disclosed only as may be necessary for such purposes as to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
 - iii. Accrediting organizations in order to carry out their accrediting functions.
 - iv. Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

- v. Officials and employees of private schools or school districts where the student is enrolled or intends to enroll subject to the rights of parents by law.
 - c. No person, persons, agency, or organization permitted access to student records pursuant to this regulation shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student's parent; provided, however, that this paragraph shall not be construed to require prior parental consent when information obtained pursuant to this regulation is shared with other persons within the district so long as such persons have an equal legitimate interest in the information.
2. Court Order:
- a. Information concerning a student shall be furnished in compliance with a court order.
 - i. Unless otherwise judicially instructed, the custodian shall, prior to the disclosure of any student's records pursuant to a court order, give the parent and the student three day's notice, if lawfully possible, within the requirements of the judicial order, of the name of the requesting agency and the specific records requested. Such notice shall be in writing if possible.
 - ii. Only those records related to the specific purpose of the court order shall be disclosed.
 - b. The service of a subpoena upon a district employee or official solely for the purpose of causing the employee to produce a school record pertaining to any student may be complied with by such employee, in lieu of personal appearance as witness in the proceeding, by submitting to the court, or other agency issuing the subpoena, at the time and place required by the subpoena, a copy of such record, accompanied by an affidavit certifying that such copy is a true copy of the original record on file in the school or school office. The copy of the record shall be in the form of a photograph, microfilm, micro card, or miniature photograph or other photographic copy or reproduction or an enlargement thereof.

Nothing in this regulation shall preclude the district from providing in its discretion statistical data from which no student may be identified to any public agency or entity or private nonprofit college, University, or educational research and development organization when such actions would be in the best educational interests of students. If it is determined, per the federal regulations, that a third party improperly redisclosed personally identifiable information from education records in violation of 599.33(a), the district may not allow that third party access to personally identifiable information from education records for at least five years.

3. Disclosure of Information in Health and Safety Emergencies
- a. The district may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
 - b. Such appropriate information concerning disciplinary action may be disclosed to teachers and school officials in the district who have been determined to have legitimate educational interests in the behavior of the student. This must be strictly construed.
 - c. Such appropriate information, concerning disciplinary action, may be disclosed to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student This must be strictly construed.
 - d. Pursuant to C.G.S.19a-581 through 19a-585, confidential information concerning HIV status may not be released to anyone EXCEPT a health care provider with a written release from the parents.
4. Criteria
- a. "School officials and employees" as used in this regulation means district employees and elected district officers.

- b. The following criteria shall be used in determining whether a "school official or employee" has a "legitimate educational interest".
 - i. The employee has an instructional or supervisory responsibility toward the student that, in order to be fulfilled, requires knowledge of the contents of the student's records.
 - ii. The employee has an administrative duty that requires information contained in the student's records.
 - iii. The school official is engaged in a disciplinary proceeding that requires disclosure of all or part of the student's records in order to come to a just conclusion. (or criteria can be defined by school district.)

Challenging Contents of Records

1. Following an inspection and review of a student's records the parent or guardian of the student or former student may challenge the content of any student record.
 - a. The parent or eligible student may file a written request with the Superintendent of Schools to correct or remove any information recorded in the written records concerning the parent's child which the parent alleges to be:
 - i. Inaccurate, misleading or in violation of the student's rights of privacy.
 - ii. An unsubstantiated personal conclusion or inference.
 - iii. A conclusion or inference outside of the observer's area of competence.
 - iv. Not based on the personal observation of a named person with the time and place of the observation noted.
 - b. Within 30 days of receipt of such request, the Superintendent or designee shall meet with the parent or guardian and the certified employee who recorded the information in question, if any, and if such employee is presently employed by the school district.
 - c. The information shall be corrected or removed if the Superintendent sustains any or all of the allegations.
 - d. If the Superintendent denies any or all of the allegations and refuses to order the correction or the removal of the information, the parent or guardian may, within 30 days of the refusal, appeal the decision in writing to the Board of Education.
 - i. Within 30 days of receipt of such an appeal, the Board of Education shall, in closed session with the parent or guardian and the certified employee who recorded the information in question, if any, and if such employee is presently employed by the district, determine whether or not to sustain or deny the allegations. The decision of the Board of Education shall be final.
 - ii. If the Board of Education sustains any or all of the allegations, it shall order the Superintendent to immediately correct or remove and destroy the information from the student's written records.
 - iii. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board of Education unless the parent or guardian initiates legal proceedings relative to the disputed information within the prescribed period.
 - e. If the final decision of the Board of Education is unfavorable to the parent or guardian, or if the parent or guardian accepts an unfavorable decision by the Superintendent, the parent or guardian shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is corrected or removed.
2. Hearing Panel
 - a. Either the Superintendent of Schools or the Board of Education may convene a hearing panel composed of the following persons, provided the parent has given written consent to release information from the relevant student's records to the members of the panel so convened, to assist in making determinations;
 - i. The principal of a public school other than the one at which the record is on file.
 - ii. A certified employee appointed by the parent or guardian.
 - iii. A parent appointed by the Superintendent or by the Board of Education, depending upon who convenes the panel.
 - b. The persons appointed pursuant to the above paragraph, if possible, shall not be acquainted with the student, his/her parent or guardian, or the certified employee who recorded the information, except when the parent or guardian appoints the person pursuant to paragraph a (2) above.

- c. The Principal appointed to the hearing panel shall serve as Chairperson.
 - d. The hearing panel shall, in closed session, hear the objections to the information of the parent and the testimony of the certified employee who recorded the information in question, if any, and if such employee is currently employed by the school system.
 - i. The hearing panel shall be provided with verbatim copies of the information which is the subject of the controversy.
 - ii. Written findings shall be made setting forth the facts and decisions of the panel, and such findings shall be forwarded to the Superintendent or the Board of Education, depending upon who convened the panel.
 - e. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities.
3. Whenever there is included in any student record information concerning any disciplinary action taken by school system personnel in connection with the student, the student's parent or guardian may include in such student's record a written statement or response concerning the disciplinary action.

Directory Information

- 1. The following student information is declared to be directory information:
 - a. Name
 - b. Address
 - c. Telephone number
 - d. Date and place of birth
 - e. Major field of study
 - f. Participation in officially recognized activities and sports
 - g. Weight and height of members of athletic teams
 - h. Dates of attendance
 - i. Degrees and awards received
 - j. Most recent previous public or private school attended by the student
- 2. Directory information may be released to the following:
 - a. Federal, state and local governmental agencies
 - b. Representatives of the news media, including but not limited to newspapers, magazines and radio and television stations
 - c. Employers or prospective employers
 - d. Nonprofit youth organizations
 - e. Military recruiters or institutions of higher learning that have requested the names, addresses and telephone numbers of secondary school students unless parental consent is denied. (cf. 5145.14 On-Campus Recruitment).
- 3. No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.
- 4. The names and addresses of students enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided, in accordance with the terms of the law, to a private school or college cooperating under state law.
- 5. The custodian of records will normally limit or deny the release of specific categories of directory information unless he determines that such release is required by law or is in the best interests of students.
- 6. Notice shall be given annually of the categories of information which the school district plans to release and of the recipients.
 - a. The school shall allow a reasonable period of time after such notice has been given for a parent or guardian to inform the custodian of student records that any or all of the information designated should not be released without the parent's or guardian's prior consent.
 - b. No directory information shall be released regarding any student when a parent or guardian has notified the school that such information shall not be released.

Access Log

- 1. A log or record shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interests.
- 2. Such listing need not include the following:

- a. Parents or students to whom access is granted.
 - b. Parties to whom directory information is released.
 - c. Parties for whom written consent has been executed by the parent or guardian.
 - d. School officials or employees having a legitimate educational interest.
3. The log or record shall be open to inspection only by a parent or guardian and the custodian of student records, or the custodian's designee, and to other school officials with legitimate interests in the records, and to the Comptroller General of the United States, the Secretary of the Office of Education, an administrative head of an education agency as defined in 20 U.S.C. 1232g., and state educational authorities as a means of auditing the school system's operations.

Fee for Reproducing Records

1. A fee based upon the actual cost of reproduction, handling and postage (if any) shall be charged for furnishing copies of any student record.
2. The custodian of student records annually shall recommend a fee schedule for approval by the Board of Education.
3. No fee shall
 - A. effectively prevent the parents or guardians from exercising their right to inspect and review student records.
 - B. be charged for searching or retrieving a student's records
 - C. be made for furnishing
 - (1) up to two transcripts of former student's records
 - (2) up to two verifications of various records of former students

Transfer of Student Records

1. Whenever a student transfers to another Connecticut public school district, the following student records shall be forwarded upon request from the other district:
 - a. The student's Mandatory Permanent Student Record or a copy thereof. The original or a copy shall be retained by this district.
 - b. The student's entire Mandatory Interim Student Records
2. Whenever a student transfers to a school district in another state or to a private school, the district shall transfer the student's Mandatory Permanent Student Record upon receipt of a written request.
3. Permitted student records may be forwarded.
4. Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or the student's parents or guardian.
5. All student records shall be updated prior to transfer.
6. Parent Notification
 - a. If the transfer is a within-state transfer, the receiving school shall notify the parents of the record transfer.
 - b. If the student transfers out of state, the custodian of student records shall notify the parents or guardian at their last known address of the rights accorded them. (34 C.F.R. 99.34 disclosure to other agencies or institutions)
 - c. The notification shall include a statement of the parent's or guardian's right to review, challenge, and receive a copy of the student record, if desired.

Retention and Destruction of Student Records

1. No additions, except routine updating, shall be made to a student's record after high school graduation or permanent departure without the parent's or guardian's prior consent for those students who have not reached the age of eighteen years. Adult students may give consent for themselves.
2. The guide to disposal of municipal records in Connecticut is found in Connecticut General Statutes Section 7-109. For disposal of education records, see Schedule V of "Records Retention Schedules 1982" (Revised 1983) published by the Public Records Administration, Connecticut State Library, Hartford, Connecticut.
3. The method of destruction shall assure that records are not available to possible public inspection during the destruction process.

Subpoenaed Records

If the school is served with a subpoena issued by competent authority directing the production of school or student records in connection with any court proceeding, the school upon which such subpoena is served may deliver such record, or at its option a copy thereof; to the clerk of such court. Such clerk shall give a receipt for the same and shall be responsible for the safekeeping of such records, not permitting the removal of such records from the premises of

the court. The clerk shall notify the school to call for the subpoenaed record when it is no longer needed for use in court. Any such record so delivered to the clerk of the court shall be sealed in an envelope which shall indicate the name of the school or student, the name of the attorney subpoenaing the same and the title of the case referred to in the subpoena.

No such record or copy shall be open to inspection by any person except upon the order of a judge of the court concerned, and any such record or copy shall at all times be subject to the order of such judge.

Any and all parts of any such record or copy, if not otherwise inadmissible, shall be admitted in evidence without any preliminary testimony, if there is attached thereto the certification in affidavit form of the person in charge of such record indicating that such record or copy is the original record or copy thereof, made in the regular course of such business to make such record and that it was the regular course of such business to make such record at the time of the transactions, occurrences or events recorded therein or within a reasonable time thereafter.

A subpoena directing production of such school or student records shall be served not less than eighteen (18) hours before the time for production, provided such subpoena shall be valid if served less than eighteen (18) hours before the time of production if written notice of intent to serve such subpoena has been delivered to the person in charge of such records not less than eighteen hours (18) nor more than two weeks before such time for production.

Notification of Parents

1. Parents shall be notified in writing of their rights under this regulation upon the date of the student's initial enrollment, and annually thereafter of students' current attendance at the same time as notice is issued. The notice shall be in a form which reasonably notifies parents of the availability of the following specific information:
 - a. The type of student records and information contained therein which are directly related to students and maintained by the school system.
 - b. The position of the person responsible for the maintenance of each type of record.
 - c. The location of the log or record required to be maintained.
 - d. The criteria to be used by the school district in defining "school officials and employees" and in determining "legitimate educational interest."
 - e. The policies of the school district for reviewing and expunging student records, including the right to inspect and review the student's education records within 45 days of the day the school district receives a request. If circumstances effectively present the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall provide a copy of the records requested or make other arrangements for the inspection or review of the requested records.
 - f. The right of the parent or guardian to access (inspect and review) to student records.
 - g. The right to request the amendment of student education records that the parent or eligible student believes are inaccurate or misleading.
 - h. The procedures for challenging the content of student records.
 - i. The policy that no fee will be charged for up to two copies of a record.
 - j. The categories of information which the school district has designated as directory information and that pursuant to federal law, military recruiters and institutions of higher learning may request and receive the names, addresses and telephone numbers of all high school students, unless their parents/guardians notify the school in writing, not to release the information.
 - k. The right of the parent to file a complaint with the United States Department of Education concerning an alleged failure by the school system to comply with the provisions of Section 438 of the Federal Education Provisions Act (20 U.S.C.A. 1232g).
 - l. The right of a parent or eligible student to a hearing regarding the request for amendment of the record if denied by the district.
 - m. The right to consent to disclosures of personally identifiable information contained in the student education record, except to the extent that FERPA authorizes disclosure without consent.

Sample Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal/School Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that ask school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal; 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 parent or eligible student 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.

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 health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 202024605

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in the absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within the (10) days of receiving this notice of the information they do not want released. The following information may be released without obtaining parental consent:
Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible, activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards, ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
6. Pursuant to federal law, military recruiters and institutions of higher learning may request and receive the names, addresses and telephone numbers of all high school students unless their parents or guardians notify the school not to release this information. Please notify the district in writing if you do not want this information released.
7. Pursuant to a court issued "ex parte" order, personally identifiable information in the student's records may be released to the Attorney General of the United States or his/her designee in response an "ex parte" order issued in connection with the investigation or persecution of terrorism crimes.

SCHOOL WELLNESS

Policy # 6142.101

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Goals for Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

Nutrition Guidelines for Foods Sold in Schools

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three-year assessment and evaluation report and this wellness policy and plan.

The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

Community Input

The Superintendent or designee will provide opportunities, suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public. This is best achieved through the establishment of a standing wellness committee, with membership as listed above.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The District will make available to the public the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

The School Wellness Policy shall be made available annually to students and families through inclusion in the student handbook and the Board's website.

Teacher to Student Incentives

Use of food items as student incentives is allowed and teachers are encouraged to follow district and state guidelines including the restriction of no soda in school. Healthy alternatives, including but not limited to fruit, vegetables, and milk, must be included in all incentive programs or celebrations to:

- Encourage the use of healthy snacks in appropriate portion sizes
- Discourage the use of food as either an incentive or a reward for good behavior or academic performance
- Encourage healthy party menus and non-food alternatives for celebrations

Staff Meetings

Healthy alternatives, including but not limited to fruit, vegetables, and milk, must be included in all staff meetings when food is provided by the district.

Vending Machines

Vending machines should offer a varied selection of nutritious food and beverage choices that are consistent with district and state guidelines. State guidelines will be followed and up dated on an as needed basis.

Fundraising Activities

- Encourage non-food promotional activities
- All fundraising should follow school district and state nutrition standards/guidelines including the offering of healthy alternatives
- All fundraising projects for sale and consumption during the school day should follow district and state guidelines. No fundraising candy sales will be held before the close of school. All food and beverage sales must not take place during school lunch waves as required by the state food service rules.

Parent/Guardian/Staff Information

Nutritional information should be provided as needed to parents and staff for the Middle School and High School through the school newsletters, website, and other informative means by the Nutrition Advisory Committee, the school nurse, food service manager, and others as deemed appropriate - the topics should include but are not limited to:

- Healthy snack ideas
- Healthy lunch ideas
- Healthy breakfast ideas
- Non – food birthday celebration ideas
- Calcium needs of children
- Healthy portion sizes
- Food label reading guidelines
- Fun activities to encourage increased physical activity inside and outside of school

MEDICAID REIMBURSEMENT FOR SPECIAL EDUCATION STUDENT Policy # 3231

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law.

Medical Reimbursement for Special Education Students

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law utilizing the following procedures noted below. Any such reimbursement received minus the administrative processing fee as agreed upon by the Superintendent of Schools and/or Business Manager, shall be credited to the Board of Education as a reduction in the Shared Services assessment or other appropriate charges to Regional School District No. 7 for the school year in which the reimbursement is received.

1. The Planning and Placement Team will determine, for each student who requires special education services and for each student who is referred to special education, if that child is enrolled in or eligible for Medicaid.
2. If any child is eligible for Medicaid, but not a current Medicaid recipient, the Board will request and assist the parent or guardian of that child with applying for Medicaid.
3. If any child is eligible for Medicaid, the Board will request that the parent or guardian of the child give written permission to allow the Board to request Medicaid reimbursements for eligible health related special education costs.
 - a. If written permission described is received, the Board will submit claims to Medicaid through the State Department of Administrative Services for reimbursement of any health-related cost.
 - b. If written permission is denied, the Board will terminate its efforts to secure Medicaid reimbursements otherwise applicable to the child.
4. Whether the parent or guardian refuses or gives consent to the Board to access Medicaid, reimbursement is strictly optional.
5. Whether the parent or guardian refuses or gives consent to the Board to access Medicaid reimbursement, the child will receive all special education services to which he/she is entitled without delay, at no cost to the parent or guardian.