



Board of Education

5 Minortown Road ~ Woodbury, CT 06798

www.ctreg14.org

Mission: The mission of Connecticut Region 14 Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative, collaborative lifelong learners and responsible members of the world community.

Board of Education Goals:

Academic Performance - The district will strive to improve academic performance for all students on multiple assessment indicators and the staff will be committed to continuous improvement.

Communication - Region 14 will develop partnerships with all stakeholders in the school community to highlight the exemplary programs the district offers

Safety - Region 14 will provide safe and secure facilities equipped with technology, enabling a 21st century learning environment that supports the values of the district

Budget - Region 14 will prepare a budget that meets the needs of every student and communicates the needs and priorities of Region 14 in a clear and concise manner.

A G E N D A

Special Meeting

Board of Education –Policy Committee

Monday, October 16, 2023; 6:30 p.m.

Mitchell Elementary School

Flanders Room

- I. Call to Order
- II. Policy 3542.43 Charging Policy Food Service (regulation also included)
- III. Policy 5118.1 Homeless Students
- IV. Policy 5125 Student Records
- V. Adjournment

Sample policy to consider, with several options to consider.

Business/Non-Instructional Operations

Food Service

Charging Policy

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.

Alternate language to consider: *Connecticut's school Child Nutrition Programs consist of the National School Lunch, School Breakfast, Special Milk, After School Snack and Fresh Fruit and Vegetable Programs. It is a local decision as to in which programs the District selects to participate. These programs are federally funded and are administered by the United States Department of Agriculture's Food and Nutrition Service. At the State level, the school Child Nutrition Programs are administered by the Connecticut State Department of Education, which operates the program through agreements with the local school food authorities.*

The school nutrition program is an extension of the school's educational programs and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals, which are attractively presented at an affordable price.

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 elementary and secondary students enrolled in the District's 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 lunch 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 or grade group.

Note: *At the discretion of the school food authority, schools participating in the National School Lunch Program and School Breakfast Program may offer meals at no cost to children who would otherwise qualify for reduced price benefits. This is a strategy to consider to prevent children eligible for reduced price meals from accruing unpaid meal charges.*

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 non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

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 pre-paid accounts.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which may exclude a la carte items, for any school breakfast, lunch or other feeding.

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 or his/her 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 lunch to apply.

Definitions

"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 nonfederal funds.

Elementary Students *(Options to consider/choose)*

1. The District shall maintain a "no charging policy." The charge/no charge policy will be strictly enforced to eliminate unnecessary debt within the School Food Service Program.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Elementary Students (*Options to consider/choose*) (continued)

2. The District uses _____, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to an amount not to exceed the cost of thirty (30) meals. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the _____ website.
3. Students shall be allowed up to thirty (30) reimbursable meal charges. All other a-la-carte items shall not be charged. After thirty charges, the parents/guardians of such child will be referred to the District's homeless education liaison. The alternate meal shall consist of one or more of the examples listed above. When a charge is occurred, a written notification shall be sent home to parents. All credited meals must be repaid.

Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

4. No elementary or middle school student shall be deprived a reimbursable meal due to forgotten or lost meal money. The school Principal will be responsible for maintaining a fund of money to loan to students without meal money. The pool of money may be established from school or PTA/PTO funds. The Principal or his/her designee is responsible for collecting money that has been loaned to students. Students will be responsible for repaying all loaned money within an established timeframe. A note shall be given to the student to take home or mailed to the student's home to inform parents of the loan obligation. In situations in which a student is consistently without meal money, the Principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

Business/Non-Instructional Operations

Food Service

Charging Policy

Elementary Students (*Options to consider/choose*) (continued)

5. The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary at the elementary level. The District/school policy is as follows:
 - a. All charges must be paid in 10 days.
 - b. Students may not charge more than 5 reimbursable meals.
 - c. Parents will be notified and asked for prompt payment after 3 charges.
 - d. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

6. Students shall be allowed to charge up to thirty meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.

Secondary Students (*Options to consider/choose*)

1. A student shall not be allowed to purchase any reimbursable meal on credit.

2. The District uses _____, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$6.00. No snacks or a-la-carte items may be charged. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*) If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Secondary Students (*Options to consider/choose*) (continued)

3. Students may charge up to _____ meals at the middle school level and 2 meals at the high school level. (*A source of funding needs to be established based upon the fact that the cost of this meal cannot come out of the school food service account.*)
4. Students shall be allowed to charge up to two meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. After charging four meals, the parents shall receive written notification. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application.

District-Wide (*Options to consider/choose*)

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 a-la-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 households 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.

Business/Non-Instructional Operations

Food Service

Charging Policy

Delinquent Debt and Bad Debt (continued)

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 each school year and to households transferring to the school or school district during the school year.

This policy shall be included in 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.

(cf. 3542 – Food Service)

(cf. 3542.31 – Free or Reduced Price Lunch Program)

Business/Non-Instructional Operations

Food Service

Charging Policy

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

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," Nov. 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. (7 CFR 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"

Policy adopted:

rev 4/17

rev 7/21

An administrative regulation to consider/modify which complies with USDA regulations requirements.

Business/Non-Instructional Operations

Food Service

Charging Policy

Purpose for Administrative Regulation

School boards must adopt a policy pertaining to student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectible debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A board of education can decide if it wants to develop separate procedures for primary-aged children versus secondary-aged children.

The following prohibitions must be adhered to when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

Procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

The District will adhere to the following meal charge procedures:

1. All cafeteria purchases are to be prepaid before meal service begins [*describe how households can prepay student accounts. If electronic payment options exist, provide a non-electronic payment option for those who don't have access to computers*].
2. A student may charge up to \$ _____ as long as they establish and maintain a good credit history of making payments on their food service accounts.
3. A staff member may charge up to \$ _____ as long as they establish and maintain a good credit history of making payments on their food service accounts.
4. A student who has charged a meal may not charge or purchase "a la Carte" item(s), including extra main entrees or make purchases in [*enter any other purchasing areas such as a snack bar, school store, a la carte kiosk, etc.*]
5. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

Business/Non-Instructional Operations

Food Service

Charging Policy

Procedures for Student Lunch/Meal Accounts (continued)

6. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
7. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the District's website that lists any community services available to town/city residents.
8. If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
or
 If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of purchasing a meal will be refused.
9. The automated call system will notify parents every [*enter time period*] of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$ ____ and above.
10. All accounts must be settled at the [*enter time period*]. Letters will be sent home approximately ____ days before the [*enter time period*] to students who have any negative balances. Negative balances of more than \$ ____ not paid in full in ____ days prior to the [*enter time period*] will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District.
11. Students who graduate or withdraw from the District and have \$ ____ or more left in their lunch/meal food service account will be notified by mail by food services at the [*enter time period*] and given the option to transfer the funds to another student or to receive a refund. If no response is received within ____ days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to _____ fund.

Regulation approved:

cps 6/17
rev 7/21

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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(Background Information for Policy Sub-Committee)

The Every Student Succeeds Act (ESSA) reauthorized the McKinney-Vento Act by Title IX, Part A on December 10, 2015. The McKinney-Vento Homeless Assistance Act is amended and ESSA imposes new obligations on state educational departments and local school districts including a requirement to review existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. The amendments to the McKinney-Vento Act become effective as of October 1, 2016.

The amendments to the federal legislation, the McKinney-Vento Act, require districts to:

1. review, revise and adopt policies so that they do not act as barriers to the identification of homeless children and youths to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and are enrolled in school;
2. give consideration to issues concerning transportation, immunizations, residency, birth certificates, school records and other documentation, and guardianship in the review and revision of such policies;
3. designate a liaison for homeless children and youth to carry out certain duties enumerated by the Act;
4. provide transportation to a homeless student's school of origin, as described in the Act;
5. enroll immediately any homeless student, even if documentation of required immunizations is not available; and
6. give special attention to ensuring the identification, enrollment and attendance of homeless children and youths not currently attending school.

Homeless children and youths are defined as "individuals who lack a fixed, regular, and adequate nighttime residence." This definition includes children and youths who are:

1. sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar settings;
7. migratory children living in the above described circumstances.

The Act defines "enroll" and "enrollment" to include attending classes and participating fully in school activities. "Unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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The above expands upon Connecticut's residency definitions. C.G.S. 10-235(d) defines "non-residency" as children residing with relatives or non-relatives, when it is the intention of such relatives or non-relatives and of the children or their parents or guardians that such residence is to be (a) permanent, (b) provided without pay and (c) not for the sole purpose of obtaining school accommodations. In addition, C.G.S. 10-253(e) indicates that children in temporary shelters are entitled to free school privileges from either the school district in which the shelter is located or from the school district in which the child would otherwise reside, if not for the need for temporary shelter. School districts have an obligation to identify homeless and migratory children.

District Obligations Regarding Placement of Homeless Students:

1. District policy must remove barriers to the identification, enrollment and retention of homeless children and youths including such barriers as outstanding fees, fines or absences.
2. The district must continue the student's education in the "school of origin" which is the school the child attended when permanently housed or the school of last enrollment. The district must presume that keeping a homeless child or youth in the school of origin is in such individual's best interest unless doing so is contrary to the request of the individual's parent/guardian or unaccompanied youth. **OR**
3. The district must enroll the homeless student in any public school that non-homeless students who live in the area where the child is actually living are eligible to attend. The school selected based on a homeless child or youth's best interest must immediately enroll such child even if he or she has missed application or enrollment deadlines during any period of homelessness.
4. The district is required, "to the extent feasible," to keep the homeless child or youth in the school of origin unless it is against the wishes of the parent/guardian. If the district determines that it is not in the child's or youth's best interest to attend the school of origin, the district is required to provide a written explanation of the reasons for its determination, in a manner and form that is understandable.
5. The homeless child's right to attend the school of origin extends for the duration of homelessness.
6. If a child becomes permanently housed during the academic year, he/she is entitled to stay in the school of origin until the end of the school year.
7. A child who becomes homeless in between academic years is entitled to attend his/her school of origin for the following academic year.
8. The district must provide written explanation, including the right to appeal, whenever the school district sends the homeless child to a school other than the school of origin or a school requested by the parent/guardian.
9. With an "unaccompanied youth," the district's homeless liaison must assist in the placement/enrollment decisions, considering the youth's wishes, and provide notice of appeal under the Act's enrollment disputes provision.
10. District policy and practice must ensure that LEA liaisons participate in professional development and other technical assistance activities provided by the State Office of the Coordinator for Education of Homeless Children and Youth. (Office of the Coordinator)

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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1. The definition of “school of origin” includes preschools and when a child or youth completes the final grade served by the school of origin, it also includes the designated receiving school at the next grade level for all feeder schools.
2. Information about a homeless child’s or youth’s living situation shall be treated as a student education record, subject to FERPA protections and shall not be deemed to be directory information.

Appeal Procedures:

1. C.G.S. 10-186 currently defines the process for resolving issues involving homeless students. The state is required to establish an appeal process.
2. If a dispute arises over eligibility, the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district’s homeless liaison is required to carry out the dispute resolution process expeditiously and, in the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

Educational Services to be Provided to Homeless Students:

1. Educational services are to be comparable to those received by other students in the school.
2. Such students may be entitled to such services as Title I, state/local remedial programs, special education, limited English proficiency, vocational education, gifted/talented and school nutrition programs.
3. Homelessness alone is not to be considered a sufficient reason to separate students from the mainstream school environment.
4. Homeless students may be segregated for short periods of time only for health and safety emergencies or to provide temporary, special or supplemental services.

Transportation Obligations of the School District for Homeless Students:

1. Services must be comparable to those provided to other students in the selected school.
2. Homeless students must be provided transportation to the school of origin, if requested by the parent/guardian, if the school is within the school district.
3. If the school of origin is in a different school district from where the child is currently living, both school districts are to agree on a method for sharing the responsibility and costs, or share the costs equally.
4. When a student obtains permanent housing, transportation to the school of origin must be provided until the end of the academic year, if it’s in the student’s best interest to remain in that school.

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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Enrollment Requests from Homeless Parents:

1. The selected school is required to immediately enroll the child, even in the absence of records normally required for enrollment. Parents/guardians may be required to submit contact information.
2. The last school attended must be contacted to obtain records.
3. If the child lacks immunizations or immunization/medical records, the enrolling school MUST refer the parent/guardian to the liaison in order to get help obtaining immunizations and records.

Duties of the Local Liaison:

1. Districts are required to designate a staff person, who may also be a coordinator of other federal programs, as a local educational liaison for homeless children and youths to carry out the duties described, as follows:
 - a. Ensure homeless children and youth are identified by school personnel through outreach and coordination with other agencies and entities.
 - b. Ensure homeless children are enrolled in and have a full and equal opportunity to succeed in the schools of the district.
 - c. Ensure that homeless families and homeless children and youth have access to and receive educational services for which such families, children and youth are eligible, including services through Head Start Programs, (including Early Head Start Programs) under the Head Start Act, early intervention services under Part C of the IDEA and preschool programs administered by the district.
 - d. Ensure that homeless children and youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services.
 - e. Inform parents/guardians of homeless children and youth of the educational and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children.
 - f. Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of such children and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens in a manner and form understandable to parents/guardians of homeless children and youths and unaccompanied youths.
 - g. Ensure that enrollment disputes are mediated.
 - h. Inform parent/guardian of all transportation services, including to the school of origin, and is assisted in accessing those services.
 - i. Assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions.
 - j. Assist children who do not have immunizations, or immunization or medical records, to obtain the necessary immunizations, or immunization or medical records.

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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- k. Collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children.
 - l. Indicate that a child or youth, or the immediate family of such a child or youth, is eligible to participate in a local district program and qualify such individuals for HUD homeless assistance programs; (provided the local liaison has received the mandated training.)
 - m. Provide to the State Coordinator the reliable, valid, and comprehensive data needed to fulfill the data collection required by the Act;
 - n. Participate in professional development and other technical assistance activities, as determined appropriate by the State Coordinator.

State Responsibilities:

- 1. The State must create a State plan which shall describe how the State Department of Education will provide support to local districts in the identification, enrollment, attendance and school stability of homeless children and youths, including if relevant eligibility criteria are met, access to academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning and charter school programs.
- 2. The State plan shall ensure that all children receive a high quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards.
- 3. Procedures/proof to indicate that districts have developed policies to remove barriers to the enrollment and retention of homeless children and youths and that such children have equal access to educational programs provided to other children, including public preschool.
- 4. To coordinate housing assistance. (Refer homeless families and students to housing services.)
- 5. To facilitate coordination of services between agencies.
- 6. To provide sub-grants to school districts for the purpose of facilitating enrollment, attendance, and success in school of homeless children.
- 7. The State's plan must include a description of how homeless children and youths will receive assistance from counselors to advise such youths, and prepare and improve the readiness of such youths for college.
- 8. Conduct monitoring of local districts.
- 9. Make publicly available information on the number of homeless children and youths identified in the State and the difficulties in identifying the special needs of and barriers to the participation and achievement of homeless children and youths. Such information must be posted annually on the SDE's website.
- 10. To respond to inquiries from the parents/guardians of homeless children and youths, which may include eligibility disputes.

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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Foster Care

The definition of homeless children and youth no longer includes “awaiting foster care placement” in the McKinney-Vento Act. The deletion of “awaiting foster care placement” goes into effect on December 10, 2016 in every state except Delaware and Nevada where the deletion is effective December 10, 2017.

The amendments regarding homelessness and foster care in ESSA detail the following responsibilities for state departments of education and local districts.

I. State Responsibilities

State Title I Plans must describe the steps the SEA will take to ensure collaboration with the State Child Welfare Agency to ensure the educational stability of children or youth in foster care, including assurances that:

- Foster youth are enrolled or remain in their school of origin, unless a determination is made that it is not in their best interest.
- The determination will be based on best interest factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of placement.
- When a determination is made that it is not in the child’s best interest to remain in the school of origin, the child will be immediately enrolled in a new school.
- The SEA will designate a point of contact for child welfare agencies, who will oversee implementation of the SEA responsibilities.
- The SEA point of contact may not be the same person as the State Coordinator for homeless children and youth under the McKinney-Vento Act.

II. Local District Responsibilities

Local Title I Plans must contain an assurance that LEAs receiving Title I funds will:

- Collaborate with the state or local child welfare agency to:
 - Within one year of enactment, develop and implement procedures for how transportation to maintain foster youth in their schools of origin, when in their best interest, will be provided, arranged and funded. These procedures must:
 - Ensure that foster youth who need transportation to the school of origin promptly receive it in a cost-effective manner, and in accordance with the child welfare agency’s authority to use child welfare funding available under section 475 (4)(A) of Title IV-E of the Social Security Act to provide transportation.
 - Ensure that if there are additional costs incurred in providing transportation to the school of origin, LEAs will provide it if:
 - They are reimbursed by the child welfare agency;
 - The LEA agrees to pay the costs; or
 - The LEA and the child welfare agency agree to share the costs.
- Designate a point of contact for the local child welfare agency, if the local child welfare agency notifies the LEA, in writing, that it has designated a point of contact for the LEA.

Homeless Students: The McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015

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Policy Implications:

State and school districts are required to adopt policies and practices to ensure that homeless children and youth are not segregated on the basis of their status as homeless or stigmatized. District applications for McKinney-Vento Act grant funds will be judged on the extent to which the local district uses the grant to leverage resources, including maximizing non sub-grant funds for the position of the liaison and the provision of transportation and how the district uses Title I Part A set-aside funds to serve homeless children and youth. Grant funds may also be used to attract, engage, and retain homeless children and youth who are not enrolled in school, or used for extraordinary or emergency assistance needed to enable homeless children and youths to attend school and participate fully in school activities. Districts that receive Title I Part A funds must reserve funds to support homeless students, which can include transportation to the school of origin and for local liaisons. The district, through its policies and procedures must ensure that its activities will not isolate or stigmatize homeless children or youth.

The Secretary of the U.S. Department of Education issued guidelines pertaining to the McKinney-Vento Act, as amended, in the March 17, 2016 Federal Register. The guidelines address ways in which a state and local districts can implement the provisions related to homeless children and youths amended by the ESSA and that local districts need to review and revise policies and procedures that may present barriers to the identification, enrollment, attendance and success of homeless children and youths in school. Districts are encouraged to implement policies whereby schools immediately enroll homeless children and youth on such basis as oral communication with prior schools; affidavits from parents or guardians in place of immunization documentation, birth certificates, proof of residency, or other records; and other alternatives to the records usually required for enrollment. The local liaisons can facilitate implementation of these measures.

Policy #5118.1, “Homeless Students” has been revised in order to comply with the new amendments to the Act and follows. In addition, an updated administrative regulation is also provided.

P.A. 19-179: An Act Concerning Homeless Students' Access to Education

~Page 1~

(Background Information for Policy Review Committee)

Existing law establishes an appeals process when students are denied access to school accommodations, including transportation, to attend a local or regional public school.

This Act:

1. adds unaccompanied youth to existing law's appeals process, generally requiring boards of education to notify students of hearings and decisions;
2. modifies the burden of proof in cases where the child is claiming to be homeless; and
3. establishes additional steps that boards must take in the case of a homeless child.

The Act uses the definition of "unaccompanied youth" from federal law, which includes a homeless child or youth not in the physical custody of a parent or guardian (42 USC §11434a).

As with the existing law regarding cases of questioned residency and school accommodation for other types of students, the legislation specifically permits unaccompanied and homeless youth to continue attending or be allowed to enroll in the school of their choice while the appeals process takes place.

The effective date of this legislation is July 1, 2019.

Public School Accommodation

Existing law requires school districts to provide school accommodation, including transportation, so that each child age five and over and under 21 years old who is not a graduate may attend public school. Any board of education that denies school accommodation, including based on the student not being a school district resident, must inform the child's parents or guardian of their right to a hearing. In the case of an emancipated minor or a student who is 18 years old or older, the board must notify the student.

The Act adds to this requirement that, in the case of an unaccompanied youth, the board must notify the youth. The bill also incorporates unaccompanied youths into the appeals process, and specifically requires them to receive appeals notices, and hearing and formal session transcripts upon request.

Burden of Proof

Under current law, in cases where access to school is denied based on residency, the party denied schooling has the burden of proving residency in the school district where he or she was denied by a preponderance of evidence. Under the Act, if the student claims that he or she is homeless, then the party claiming ineligibility has the burden of proving, also by a preponderance of the evidence, that the student denied schooling is not homeless in accordance with the federal law.

Under federal law, (*McKinney-Vento Homeless Assistance Act*) each state must ensure that each homeless child and homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children. States must also take steps to ensure that their laws regarding school district residency do not create obstacles for homeless students to attend school (42 USC 11431 et. seq.)

Additional Requirements

The Act adds specific requirements that a board of education must follow if a homeless child or youth is denied accommodation by the board, a subcommittee, or an impartial hearing board (boards of education are allowed to use any of those three mechanisms to determine accommodation cases). The legislation requires the board to provide the homeless child or youth, or his or her parent or guardian, with (1) a written explanation of the reasons for the denial that is in a manner and form understandable to them and (2) information regarding the right to appeal the decision.

The board must also refer the child or parents/guardians to the district's homeless student liaison. Federal law requires districts to designate a homeless student liaison.

Policy Implications

The policies impacted by this new legislation are as follows:

- Policy #5111 – Admission (an optional policy)
- Policy #5112 – Ages of Attendance (a mandated policy)
- Policy #5118.1 – Homeless Students (a mandated policy)

A policy is required by federal law on this topic.

Students

Homeless Students

The Board shall make reasonable efforts to identify homeless children and youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Optional Language:

The District administration shall attempt to remove existing barriers to school attendance by homeless children or youth, which may include:

- A. **Records** – The selected school for the homeless student shall enroll the child or youths even in the absence of records normally required for enrollment. The last school in which the student was enrolled shall be contacted to obtain records.
- B. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent.
- C. **Grade Level Placement** – If the District is unable to determine the student’s grade level due to missing or incomplete records, the District shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
- D. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, shall be waived.
- E. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student’s school of origin in compliance with federal and state regulations.
- F. Official school records, policies, and regulations shall be waived at the discretion of the Superintendent, in compliance with federal and state regulations.
- G. **Immunization Records** – The District shall make a reasonable effort to locate immunization records from information available. The District’s liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
- H. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Students

Homeless Students (continued)

Homeless students shall not be separated from the mainstream school environment on the basis of their homelessness. Such students shall have access to education and other services they need to meet the same challenging State academic standards to which all students are held.

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

1. continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. If placement in the school of origin is not feasible, the homeless student must be placed in the school that is attended by other students living in the same attendance area in which the homeless child lives.

The District will provide a written explanation, including the right to appeal, whenever the District sends a homeless student to a school other than the school of origin, a school requested by the parent/guardian or unaccompanied youth.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the District, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs, and preschools operated by the District, if they meet the established criteria for these services.

The Superintendent of Schools or his/her designee, shall refer identified homeless children under the age of eighteen who may reside within the school district, on a case-by-case basis, when there is reasonable suspicion of neglect or abuse, to the Connecticut Department of Children and Families (DCF). (Homelessness by itself does not automatically mean that abuse or neglect exists.)

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Students

Homeless Students (continued)

3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations. If the school of origin is in a different school district from where the homeless child or youth is currently living, both school districts shall agree on a method for sharing the responsibility and costs, or share the costs equally.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. The Board will provide any homeless student, who is not in the physical custody of a parent/guardian, full access to his/her educational records, including medical records, in the Board's possession.
8. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.
9. The District will treat information about a homeless child or youth's living situation as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA). Such information shall not be deemed to be directory information.

Any homeless child or youth denied school accommodations shall continue in attendance or be immediately enrolled in the school selected by the child in the school district. The homeless child or youth or the parent/guardian of such homeless individual shall be provided with a written explanation of the reasons for the denial of accommodations in a manner and form understandable to such homeless child or youth or parent/guardian. Information shall also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals.

In addition, if a homeless child or youth is denied school accommodations, such homeless child or youth shall be entitled to a hearing conducted pursuant to C.G.S. 10-186.

Students

Homeless Students (continued)

The District's educational liaison for homeless children is _____. The liaison must assist homeless children and youth, as described within the administrative regulations, in the placement/enrollment decisions, considering the youth's wishes and provide notice of appeal under the Act's enrollment disputes provisions. The liaison shall also participate in State provided professional development programs for local liaisons.

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

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

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5143 - Student Health Assessments and Immunizations)

(cf. 5146 - Child Abuse and Neglect)

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings.
4-181a contested cases. Reconsideration. Modifications.
10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers. (as amended by PA 19-179)
10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters. (as amended by PA 17-194)
17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order.
17a-103 Reports by others.

Students

Homeless Students

Legal Reference: Connecticut General Statutes (continued)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

PA 17-194 An Act Concerning Access to Student Records for Certain Unaccompanied Youths

PA 19-179 An Act Concerning Homeless Students' Access to Education

McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95.

Federal Register: McKinney-Vento Education for Homeless Children and Youths Program, Vol. 81, No. 52, 3/17/2016.

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

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011.

Policy adopted:

rev 11/17
rev 10/19
rev 2/20

CABE's revised mandated policy to consider.

Students

Student Records; Confidentiality

Educational records, defined as records directly related to a student, 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 need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment 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), as amended, and its implementing and revised 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. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

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. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

“Student” means an individual who is or has been “in attendance” in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students “attend” classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

“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.

Students

Student Records; Confidentiality (continued)

“Student record” (continued) Student records include any information maintained for the purpose of review by a second party is considered a student record. Records that pertain to an individual’s previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system. Student records 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. Records of the law enforcement unit of the District or school are not considered student records.

“Law Enforcement Unit” means an individual office, department, division, or other component of an education agency or institution that is officially authorized or designated by that agency or institution to (1) enforce laws or refer matters of law enforcement to appropriate authorities, or (2) maintain the physical security and safety of the agency or institution.

“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 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, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

“Authorized Representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

“Early Childhood Education Program” means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

Students

Student Records; Confidentiality (continued)

“Directory Information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or e-mail address, student’s name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student’s social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student’s ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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 (administrative regulations) 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 of 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.

Students

Student Records; Confidentiality (continued)

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/guardian with an opportunity to seek the correction of the student's education records through a request to amend the records. If the District decides that an amendment of the records as requested is not warranted, to inform the parent/guardian or eligible student and advise him/her of the right to a hearing and permitting the parent/guardian 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 districts 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.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records. (as amended by PA 17-68, Section 4)

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

Students

Student Records; Confidentiality

Legal Reference: Connecticut General Statutes (continued)

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

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

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011)

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

P.L. 112-278 “The Uninterrupted Scholars Act”

Policy adopted:

rev. 4/09
rev. 4/12
rev. 3/13
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rev 6/17