



2023-2024

Bethlehem Elementary Mitchell Elementary



STUDENT AND PARENT/GUARDIAN HANDBOOK

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REGION 14 VISION OF A LEARNER

We want the students in our Region 14 communities to be future ready. To ensure that all of our learners are prepared for the opportunities and challenges of the 21st century, we have developed a common understanding of the skills and qualities that will help them to thrive in life. Our vision represents the core values that guide the work of our educators and students and aligns with the characteristics our community deemed necessary for our students to be positive contributors to society.

Region 14 students:

- **THINK CRITICALLY AND CREATIVELY** – They evaluate an issue or problem and develop a solution or opinion using multi-disciplinary thinking, originality and imagination.
- **COLLABORATE AND COMMUNICATE EFFECTIVELY** – They find effective ways to work together and express, listen to, and exchange ideas and information in many forms.
- **DEMONSTRATE EMPATHY** – They understand and respect the ideas, beliefs, and values of others to foster an inclusive environment.
- **TAKE INITIATIVE** – They take ownership of learning by inquiring, setting goals, taking action, and consistently reflecting.
- **PERSEVERE** – They persist through challenges to achieve goals and build resilience.
- **ADAPT AND ADJUST** – They remain flexible and open to new ideas, and they adjust to new situations.

Region 14's Vision of a Learner will provide coherence across our schools from Pre-K through 12th grade and serve as a guide for instruction and decision making.

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

- All students will graduate equipped with the necessary knowledge and skills to be prepared for a successful future in a global society.
- Regional School District 14 will attract, develop and retain the highest quality teachers, administrators and staff.
- Regional School District 14 will provide safe and secure facilities equipped with technology enabling a 21st century modern learning environment that mirrors our educational values.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct, which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through our website.

STATEMENT OF NON-DISCRIMINATION

The Regional School District 14 Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation, or disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504. Any person having inquiries concerning Regional School District 14 Public Schools’ compliance with Section 504, Title VI or Title IX should contact Donna Marcinek, Director of Student Services, Regional School District 14, 5 Minortown Road, P.O. Box 469, Woodbury, CT 06798 (203) 263-6356.

REGION 14 SCHOOLS START/END TIMES

Pre-School			Elementary Schools			
Regular School Day	9:00	3:00	2:15	Regular School Day	8:25	3:15
Modified Day/PD	9:00	12:40	11:55	Modified Day/PD	8:25	12:55
Prof. Learning Wednesday	9:00	1:35	1:35	Prof. Learning Wednesday	8:25	2:35
2-Hour Weather Delay	11:00	3:00	2:15	2-Hour Weather Delay	10:25	3:15
Early Dismissal Weather	9:00	12:40	11:55	Early Dismissal Weather	8:25	12:55
Wed. 2 hr. Weather Delay	11:00	1:35				

2022-2023 SCHOOL CALENDAR

[Printable calendar](#)

REGIONAL SCHOOL DISTRICT 14 CALENDAR

2023-2024 School Year

186 faculty / 182 students
Board Approved 01/03/2023

August 2023							September 2023							October 2023							Date	Event/Holiday
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	August 23-24	New Teacher Orientation
			1	2	3	4								1	2	3	4	5	6	7	August 28	Convocation/Teacher Prof. Develop.
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	August 29	Teacher Professional Development
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	August 30	First day of School
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	September 4	Labor Day – Schools Closed
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					October 9	Columbus Day – Schools Closed
					(4)	(2)															November 7	Teachers' Professional Learning Day - Schools Closed (Election Day)
November 2023							December 2023							January 2024							November 10	Veteran's Day Observed – Schools Closed
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	November 22	Early Dismissal
			1	2	3	4								1	2	3	4	5	6		November 23-24	Thanksgiving – Schools Closed
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	December 22	Early Dismissal
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	December 25 – January 1	Winter Break – Schools Closed
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	January 12	Early Dismissal – Teacher Prof Lrng.
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				January 15	Martin Luther King, Jr. Day – Schools Closed
					(19)	(18)	31														February 19 & 20	Presidents' Day/February Break – Schools Closed
February 2024							March 2024							April 2024							March 22	Teachers' Professional Learning Day - Schools Closed
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	March 29	Good Friday – Schools Closed
																					April 15 – April 19	April Break – Schools Closed
4	5	6	7	8	9	10	3	4	5	6	7	8	9	14	15	16	17	18	19	20	May 24	Early Dismissal – Teacher Prof Lrng.
11	12	13	14	15	16	17	10	11	12	13	14	15	16	21	22	23	24	25	26	27	May 27	Memorial Day – Schools Closed
18	19	20	21	22	23	24	17	18	19	20	21	22	23	28	29	30					June 11	Last Day of School* EARLY DISMISSAL
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30						
					(19)	(18)	31															
May 2024							June 2024															
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa									
5	6	7	8	9	10	11	2	3	4	5	6	7	8									
12	13	14	15	16	17	18	9	10	11	12	13	14	15									
19	20	21	22	23	24	25	16	17	18	19	20	21	22									
26	27	28	29	30	31		23	24	25	26	27	28	29									
							30															
					(22)	(22)																

Early Dismissal Times: NHS and WMS 11:55 am; MES and BES 12:55 pm
Professional Learning/Early Dismissal Wednesdays: NHS/WMS 1:35 pm; MES/BES 2:35 pm

School Year includes 182 student days and 186 faculty days

**Last day of school and high school finals schedule dependent upon cancellations due to weather or other emergencies

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, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a 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.

Donna Marcinek 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.

ADMISSION/PLACEMENT

A student seeking enrollment in the Region 14 School District 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. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person 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. A student who has attained the age of seventeen 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.

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

The Board shall not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age. The Board will promote an educational environment free from harassment and discrimination. In keeping with requirements of federal and state law, the Board strives to remove any element of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to

students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board shall adopt and the District shall publish grievance procedures providing for prompt and equitable resolution of complaints concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX, and the Age Discrimination Act. As part of those procedures, the Superintendent shall appoint and publish the names of the individuals to contact with any such complaints. Federal civil rights laws prohibit discrimination and/or retaliation against an individual because he/she has opposed any discriminatory act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. The Board shall not retaliate against any person for these types of protected activities, or coerce, intimidate, threaten or interfere with an individual for exercising the rights guaranteed under these federal laws.

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Donna Marcinek for the Region 14 School District at 203-263-6356.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has plans on file showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

ATTENDANCE

The Regional School District No. 14 Board of Education, pursuant to state statutes and in an effort to provide all students with continuity of instructional experience, requires all students to attend school on scheduled days. Students attending school who are under seven and over sixteen years of age, and whose attendance is not required by law, but who are registered in a public school, must maintain satisfactory attendance. The complexity of instructional material requires good attendance. Absences create learning gaps that require extra effort by students and teachers.

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence means an excused absence, unexcused absence or an in-school suspension that is greater than or equal to one-half of a school day.

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

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

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 a “chronically absent child.” The child will be subject to review by the district and/or the school attendance team.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school on the morning of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse directly to the office. Parents should contact the principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Excused Absence

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
 - 1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - 2. Student observance of a religious holiday.
 - 3. Death in the student’s family or other emergency beyond the control of the student’s family.
 - 4. Court appearances which are mandated. (Documentation required)

5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of service members.

The responsibility for makeup of work lies with the student, not the teacher.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the students' final grade.

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

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator regarding the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Truancy

Please refer to BOE policy [5113](#) for full guidance on Truancy.

A student age five to eighteen including 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual strategic school profile reports.

BACKGROUND CHECKS

All volunteers must complete an annual background check before working with students. Forms are available at each school office and on the district website. Forms must be dropped off IN PERSON at the respective schools (only one check is needed if you have multiple children in Region#14 schools) and the school SRO will process the form. Please make sure to bring a government-issued form of identification (i.e.: passport, driver's license).

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Region 14 School District Board of Education are:

James Crocker	Chairperson
Christopher Matta	Vice Chairperson
Carol Ann Brown	Secretary
Tikva Rose	Treasurer
Chris Griffin	Assistant Secretary/Treasurer
Alice Jones	
Michael Carbonneau	
Caren Lipinski	

In order to perform its duties in an open and public manner and in accordance with state law, the Region 14 School District Board of Education holds regular business meetings on the first and third Mondays of each month at 7:00 p.m. in the Flanders Room, located in Mitchell Elementary School, 14 School Street, Woodbury, CT 06798, unless otherwise noted. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 3 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the

Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

BULLYING

Please refer to BOE policy [5131.911](#) for full guidance on bullying.

Bullying of a student by another student is prohibited. Such behavior is defined as 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 to 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 students,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

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

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

A student who engages 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 victims,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

A student and/or his/her parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal and/or anonymous complaints.) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

Bullying behavior by any student in the Region 14 Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "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, or
- E. Substantially disrupts the education process or the orderly operation of a school.

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

developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #[5131.911](#) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

BUS CONDUCT

School transportation privileges are extended to student's conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school, which endangers persons or property or violates a Board policy or administrative regulation.

CAFETERIA

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from Tina Tanguay, Director of Finance/Operations.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which

may occur.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) Board of Education.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

Please refer to BOE policy [4100](#) for full guidance.

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. The final decision for placement rests with the principal or his/her designee.

COMPUTER RESOURCES

Please refer to BOE policies [6141.321](#) acceptable use, [6141.326](#) use of social media, and [6141.328](#) bring your own device, for full guidance.

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources.

Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore, students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.

CONDUCT

Please refer to BOE policies for full guidance on [5114](#) student discipline and [5136.6](#) drugs, alcohol, and tobacco.

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.

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, including electronic nicotine delivery systems (e-cigarettes) and vapor 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.
29. Bringing skateboards, rollerblades, or sneakers with retractable built-in wheels on school grounds.

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Sneakers or rubber-soled shoes are required for outdoor play and for participation in PE classes. Students may bring in a pair of sneakers on their assigned PE day.

Smoking

Please refer to BOE policy [5136.6](#) for full guidance on smoking.

CYBER BULLYING

For full guidance please refer to BOE policy [5131.911](#) on bullying and [5131.913](#) on cyberbullying. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a

violation of District policy and of the District's acceptable computer use policy and procedures. 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.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOLS (AED's)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. 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.

DISCIPLINE

Please refer to BOE policy [5114](#) for full guidance on discipline.

A student who violates the district's code of conduct shall be subject to disciplinary action. Region 14's disciplinary actions may include using one or more discipline management techniques, such as 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 an 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.

Expulsion

Please refer to BOE policy [5114\(a\)](#) for full guidance on expulsion.

A teacher may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Suspension

Please refer to BOE policy [5114\(a\)](#) for full guidance on suspension.

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

DISTRIBUTION OF MATERIALS

Materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The superintendent may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school maybe posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed due to inclement weather or another emergency, announcements will be posted on the district's website at: <https://www.ctreg14.org/> and via a PowerSchool message to notify parents/guardians. The information will also be available on the following TV/ radio stations: WFSB Channel 3, WTNH Channel 8, WTIC Fox 61, NBC Channel 30, 960 AM. 1080 M, 1320 AM. 940 AM. 800 AM. 92.5 FM. 99.

S.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (esol)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from

participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

EXTRACURRICULAR ACTIVITIES

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher-sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

All volunteers must complete an annual background check before working with students. Forms are available at each school office and on the district website. Forms must be dropped off IN PERSON at the respective schools (only one background check is needed if you have multiple children in Region#14 schools) and the school SRO will process the form. Please make sure to bring a government-issued form of identification (i.e.: passport, driver's license).

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

FOOD ALLERGIES

Please refer to BOE policy [5141.25](#) for full guidance.

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their medical needs, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

We ask that all elementary school parents be sensitive to common childhood allergies. Some classrooms are designated “nut free zones”. It is imperative that all students in any of these designated classrooms not bring peanut or products with nuts into school for classroom snack. Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician’s order warrants such activity.

FUNDRAISING

Please refer to policy [1314](#) soliciting funds from/by personnel, [1324](#) soliciting funds from/by students. Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Principal and Superintendent at least 2 weeks before the event. Except as approved by the Superintendent, fundraising by outside vendors is not permitted on school property.

Any food items sold as part of any fundraising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event

occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

GRADUATION REQUIREMENTS

Please refer to BOE policy [3525](#) for full guidance.

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).

HARASSMENT STATEMENT

Please refer to BOE policy [5145.5/5145.5A](#) for full guidance.

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or Donna Marcinek, Director of Student Services. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Please refer to BOE policy [5141.3](#) for full guidance on audiometric, visual, and postural screening.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

Note: Due to latex allergies, latex balloons, gloves, and other products are prohibited.

Administration of Medication

Please refer to BOE policy [5141.21](#) for full guidance.

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's,

dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization from the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and

therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a “qualified/school employee” may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

Communicable/Infectious Diseases

Please refer to BOE policy [5141.22](#) for full guidance.

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in

the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Donna Marcinek, Director of Student Services.

Illness

Please notify the school nurse if your child will be absent from school for reasons such as an operation or a communicable disease. An operation may require program modification and the presence of a communicable disease may need to be shared with other parents if their child has been exposed to the disease.

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery.

Parents must sign their child out from the main office prior to picking up their child in the Health Office. The school nurse and principal are the only persons authorized to dismiss a child from school. The school nurse will administer first aid if a child becomes ill. No medications will be given without a physician’s order. The parent will be contacted by the school nurse or office when necessary.

Immunizations

Please refer to BOE policy [5141.3](#) for full guidance.

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or

religious reasons, a statement from a physician or the parent as appropriate must be provided.

For further information regarding immunizations please refer to the [State of Connecticut immunization requirements](#) or by contacting your school nurse. [Information regarding Covid 19 can be found on the district's webpage at ctreg14.org.](#)

Physical Examinations

Please refer to BOE policy [5141.3](#) for full guidance.

All students must present evidence of a recent physical examination by a licensed Physician (completed within the last 12 months) upon enrollment to the district. (C.G.S. 10-204a) State mandated health assessments shall also be required prior to the end of the 6th grade year and prior to the end of the 10th grade year. All students in grades K, 1, 3, 4, and 5 will undergo vision and

hearing screening by the school nurse. Postural screening will be conducted for all female student in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

HOLOCAUST AND GENOCIDE EDUCATION AND AWARENESS

The Holocaust and genocide education awareness are required subjects taught in the district's social studies curriculum.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school. In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate

protection for their children while in school. Any such arrangements is contractual between the parent and insurance carriers and the Region 14 Public School assumes no liability from disputes arising from such contract.

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.

LOCKDOWN PROCEDURE

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures." Students will be informed of specific actions they should take when a lock down procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

LUNCH CHARGING

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.

MAGNET SCHOOLS

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an

inter district magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

MIGRANT STUDENTS

Please refer to BOE policy [6141.312](#) for full guidance.

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, 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.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

OUT OF SCHOOL MISCONDUCT

Please refer to BOE policy [5114](#) for full guidance.

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.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Scheduled conferences occur twice annually. Conferences with teachers may be held at any other time

during the school year upon request. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTA/PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA/PTO.

PESTICIDE APPLICATION

Please refer to BOE policy [3520](#) for full guidance.

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact your school office. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met. Notice will be provided at least 24 hours in advance of the

application of a pesticide either on the school's homepage or on the school or district's primary social media account.

PHYSICAL ACTIVITY/EXERCISE

Please refer to BOE policy [6142.101](#) for full guidance.

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom

activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

POSTERS

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROMOTION, RETENTION, PLACEMENT

Please refer to BOE policy [5123](#) for full guidance.

Regional School District No. 14 is committed to accommodating a wide range of student ability and performance at each grade level. Students shall be placed by the certified staff at the grade level best suited to them academically, socially and emotionally. It is the expectation that the vast majority of students will progress through the school system with their age peers. However, in

taking into account the individual needs of a child, in certain situations it may be in the best interest of the child to spend an additional year at a particular grade level.

Prior to deciding upon a possible retention, the following criteria shall be used:

- A. Classroom performance
- B. Physical size
- C. Emotional and social maturity
- D. Relative chronological age
- E. Test results
- F. Family factors
- G. Attendance
- H. Other relevant indices

The eventual placement is the result of a cooperative decision between home and school. At the high school level, class standing is determined exclusively by the earning of credits in the prescribed and elected courses.

PROPERTY, LOCKERS, AND EQUIPMENT

Please refer to BOE policy [5145.12](#) for full guidance.

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

Chromebooks are issued to each student, and each student will receive one “accidental” repair per calendar year, which runs from June 4th, 2023 to June 4th 2024 this year. This does not include intentional damage.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk, hall locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student’s desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn’t functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

Please refer to BOE policy [4120](#) for full guidance.

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.

SAFE AND DRUG-FREE SCHOOLS PROGRAM

Please refer to BOE policy [5136.6](#) for full guidance. The Board of Education is committed to maintaining a drug, alcohol and tobacco free environment for students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol, performance enhancing substances, and other substances that affect behavior.

In keeping with this policy, the use, possession, sale, or distribution of drugs, controlled substances, drug paraphernalia, performance enhancing substances, or alcoholic beverages is prohibited on school premises or at any school sponsored activity, including athletic activities.

Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency as deemed appropriate. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds. Furthermore, student athletes who violate this policy may be subject to removal from participation in athletic activities.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there is reasonable grounds to suspect that the search will produce evidence that the student has violated school rules. Please see also Policy [5145.12](#) Search and Seizure.

SCHOOL ATTENDANCE AREAS

Students will attend the school designated within the school boundary in which the student resides.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Regional School District 14 reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL CLIMATE

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. In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

SCHOOL DISTRICT RECORDS

Please refer to BOE bylaw [9950](#) for full guidance.

Interested persons may inspect “public district records” which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

SCHOOL SECURITY AND SAFETY

Please refer to BOE policy [3517](#) for full guidance.

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each

school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school’s security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

The District has developed, maintains, an emergency disaster preparedness and response plan for implementation as needed. The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

SEARCH AND SEIZURE

Please refer to BOE policy [5145.12](#) for full guidance.

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student’s locker or desk under the following conditions:

1. There is reason to believe that the student’s desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests

of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school- related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SECLUSION/RESTRAINT, USE OF

The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM

Students in grades K-12 will be involved in a prevention-oriented 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.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: any student who

believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Dina Ericson.

SPECIAL NETWORKING SITES

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, Myspace, You Tube, Flickr and Twitter.

The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

STUDENT PUBLICATIONS

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 found to be 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.

STUDENT RECORDS

Please refer to BOE regulation [5145.15](#) for full guidance.

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education

member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of \$0.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the

school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business. There are exceptions to the requirement for written consent of a parent or eligible student.

The District will forward education records to other agencies or institutions that have requested the records and in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. This includes the transfer of disciplinary records with respect to a suspension or expulsion.

Parents and eligible students have 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. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Donna Marcinek.

SURVEYS/STUDENT PRIVACY

Please refer to BOE policy [5145.16](#) for full guidance.

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individual with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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.

TESTING

All students in grades 3 through 8 inclusive and grade 10 shall annually, in April or May, take a mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 10 shall annually, in April or May take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 10 or 11 state assessment test may/shall be included on transcripts and permanent records.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Student behavior that results in three or more incident reports from the bus company that compromises the safety of others will require a parent conference and may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct 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.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. 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 procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity.

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges in conjunction with the transportation provider. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. 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.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

TUTORING

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This does not apply to teachers of homebound children employed by the Board of Education.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document students’ misconduct. Discipline will be in accordance with the District’s discipline policy.

VISITORS

Parents and other visitors are welcome to visit (district) schools, but are subject to change due to possible Covid restrictions. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

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.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

WEBSITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

WELLNESS

Please refer to BOE policy [6142.101\(a\)](#) for full guidance.

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

List revised: 09/02/2022

Classroom Celebration Snack Request Form

Please select the item(s) you wish to purchase and provide for your child's classroom celebration. Return the form **with payment** to your child's classroom teacher **two weeks prior** to date of celebration. Please note; NO EXCEPTIONS WILL BE MADE.

<u>DESCRIPTION</u>	<u>PRICE (qty 24)</u>
<input type="checkbox"/> Blue Raspberry (Gluten Free)	\$10.00
<input type="checkbox"/> Rich's [Low Fat] Cookie Crunch Ice Cream Cone (Nut Free)	\$14.00
<input type="checkbox"/> Rich's [Low Fat] Ice Cream Sandwich (Nut Free)	\$14.00
<input type="checkbox"/> Linden's Chocolate Chippers Cookies	\$10.00
<input type="checkbox"/> Baked Lays (Gluten Free)	\$12.10

Please submit check made out to **Region 14 Schools** along with the Classroom Celebration Snack Request Form.

School: _____

Total Payment Amount: _____

Teacher name/Room #: _____

Date of Celebration: _____

Time of Celebration: _____

Parent Name: _____

Telephone: _____

Nutritional information and ingredient lists available by contacting
the Food Service Director at 203-263-3190

REFERENCED BOARD OF EDUCATION POLICIES

[1314](#) - Soliciting funds from/by personnel
[1324](#) - Soliciting funds from/by students
[3517](#) – School security and safety
[3520](#) – Pesticide application
[3525](#) – Green cleaning
[4100](#) - Child Abuse and Neglect
[4120](#) – Psychotropic drug use
[5113](#) - Truancy
[5114](#) – Discipline
[5114](#) – Out of school misconduct
[5114](#) - Student discipline
[5114\(a\)](#) – Expulsion, Suspension
[5123](#) – Promotion, retention, placement
[5131.911](#) - Bullying
[5131.913](#) – Cyberbullying
[5136.6](#) - Drugs, alcohol, and tobacco
[5136.6](#) – Safe and drug free schools
[5141.21](#) – Administration of Medication
[5141.22](#) – Communicable/Infectious Diseases
[5141.25](#) - Food Allergies
[5141.3](#) - Audiometric, visual, and postural screening
[5141.3](#) – Immunizations, Physical Examinations
[5145.12](#) - Breathalyzers
[5145.12](#) – Property, lockers and equipment / search and seizure
[5145.15](#) – Student records
[5145.16](#) – Surveys/student privacy
[5145.5](#), [5145.5A](#) – Harassment
[6141.312](#) – Migrant Students
[6141.321](#) - Acceptable use
[6141.326](#) - Use of social media
[6141.328](#) - Bring your own device
[6142.101](#) – Physical Activity/Exercise
[6142.101\(a\)](#) - Wellness
[6145.2](#) – Athletics
[6146](#) - Graduation requirements [6146.1](#) -
Weighted grading [9950](#) –
School district records