COOPERATIVE EDUCATIONAL SERVICES

50th ANNIVERSARY

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RE: **Student Data Privacy & Emergency Preparedness**

Dear Parents and Guardians:

We want to make sure you are aware of our commitment to the safety and security of all students and staff.

Please know that we are committed to protecting your child's education records. C.E.S. has developed comprehensive policies to comply with federal and state student privacy laws and regulations and is subject to strict penalties if student information is misused or compromised.

Our schools collect data including scores on tests and assignments, report card grades, student attendance, demographics, information on special needs, graduation and remediation rates, and disciplinary actions. This data is used to determine eligibility for services, help teachers and school leaders understand what is or is not helping students succeed, and personalize instruction to improve student achievement. While schools and school districts have always collected student data, the creation, storage, and analysis of this information has increasingly moved to digital formats online.

As a result, we have a strict student data policy that details the procedures and security mechanisms in place to protect student data. This policy also outlines restrictions on authorized users who are permitted to access student data. Access to personally identifiable data about your child is limited to those with a legitimate educational interest in their data, meaning that individuals within the district only have access to the data they need to do their job.

Scan the QR code on the left for a copy of our student data privacy policy. This data will never be sold or shared for marketing or commercial purposes, and will only be used to improve how our students learn and succeed.

For questions or concerns, you may contact David Figueroa at figueroda@cestrumbull.org or 203-365-8827.

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our Agency has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is essential in any emergency.

Please do not come to the school or telephone the school. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.

1. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person (not an employee) to pick up your child at school:
    a. He/she is 18 years of age or older.
    b. He/she is usually home during the day.
    c. He/she could walk to school, if necessary.
    d. He/she is known to your child.
    e. He/she is both aware and able to assume this responsibility.

2. Turn on your radio for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via email. In addition, information regarding day-to-day school operations will be available by calling the C.E.S. Administrative Office at 203-365-8827. We also use an emergency notification system known as Messages XR for this purpose.

3. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons identified on the Agency Emergency Card. During an extreme emergency, students will be released at designated reunion locations on the school campus or, if necessary, elsewhere.

Please be patient and understanding with the student release process. Please instruct your student to remain at school until you or your designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

When the dangerous incident has subsided, an all-clear signal will be given.
Please discuss these matters with your immediate family. Planning will help alleviate concern during emergencies.

Thank you, and we look forward to a successful school year.

Best regards,



Charles Dumais, Ed.D., Esq.
Executive Director