

Frederick F. Brewster Elementary School

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District Mission Statement

Through engagement in authentic learning all Regional School District 13 students are empowered to thrive and contribute as global citizens.

Code of Conduct

As a student in Regional School District 13,

1. I will treat others with courtesy, respect, fairness and kindness.
2. I am honest with other people in my work.
3. I will obey teachers and other school staff members.
4. I will follow all school and classroom rules.
5. I will accept consequences for not doing what I should.
6. I will take care of my property, the property of others and school property.
7. I will work, play and move safely and appropriately.
8. I will cooperate when I work and play.
9. I will participate in my education to the best of my ability.

Core Ethical Values

Respect, responsibility, honesty, kindness and courage are the core values we strive to embrace and practice in Regional District 13.

Statement of Core Ethical Values

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

1. myself
2. the worth and rights of others
3. the views of others
4. personal, school and community property
5. the environment

Am I accepting **RESPONSIBILITY** for

1. my own actions and words
2. my own welfare and the welfare of others
3. my personal growth and learning
4. making ethical choices

Am I practicing **HONESTY**

1. with myself
2. with others
3. in my work

Am I showing **KINDNESS** by

1. treating others the way I would want to be treated
2. promoting the well-being of others
3. being patient with myself and others
4. acting with compassion

Am I showing **COURAGE** by

1. standing up for moral principles
2. persisting in the face of adversity
3. being willing to accept challenges
4. being true to myself

Statement of Beliefs

We believe that:

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continue throughout one's life.
- ◆ Growth, innovation and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

Message from the Principal

Dear Brewster Families,

Welcome to the 2020-2021 school year! I am excited to start another school year as the principal of Brewster School. I want to thank you for trusting your children with us. Our goal is to develop and prepare your children for the best of what life has to offer. Each fall our families send us their children and hope that they come to school and are safe, happy, and learning how to become strong readers and mathematicians. It is our honor and privilege to do just that. We look forward to working collaboratively with our families and the community to build a better world.

During the 2019-2020 school-year, staff and students will experience school in a different way than any of us have experienced in the past. Many of the procedures and protocols in this handbook may be superseded by the Reopening Plan. You can access the plan at this link: [Brewster Reopening Plan](#). During this ever changing time, the staff and I appreciate the unwavering support and flexibility families have had and I am sure will have as we continue to navigate through this pandemic as a school, district, community, and society.

I truly look forward to seeing all the returning and new Brewster families. I hope you all had a wonderful summer!

As always, I wish you all a wonderfully productive school year and hope to develop an open line of communication between your homes and our school. Please do not hesitate to contact me if you have any questions or concerns at dmurray@rsd13.org

Best,

Debra Murray

Principal

Brewster School

Brewster Elementary School Faculty and Staff

Principal: Debra Murray

Administrative Assistants: Sandy Simon and Lori Robison

PreK Teachers	Kindergarten Teachers	Grade 1 Teachers	Grade 2 Teachers	
Salli Miller Tara Salvadori	Sharon Berndt MaryKate Brand Jennifer Canning Carrie Kosienski	Laura Bernstein Elizabeth Burns Jessica Loffredo Tracey Penney	Jeff Bernabeo MaryBeth Ghoreyeb: (Long Term Substitute TBD) Maura Lundt Ashley Rodrigues	
Art Teacher	Music Teacher	Physical Education/ Health Teachers	Library/Media Specialists	Technology Teacher
Ruth Dwyer	Allan Schulenburg	Alex Edwards	Jenny Lussier	Bridgette Schlicker
Special Education Teachers	Speech Pathologists	Coaches	Interventionists	Science Specialist
Michele Schwartz Jeffrey Landry	Kelley Lehmann Teresa Reilly	Noelle Durkin-Math Christy Barrett - Reading	Christina Toti - Reading Tammy Stewart-Math	Susan Michael
Social Worker	School Psychologist	Nurse	Tutors	Special Education Therapists
Linda Frazer-Sierra	Nilani Shankar	Deanna Loso	Jeanne Vicchitto TBD	Alyssa Albanese Teresa D'Antonio Amity French-Wilson Paula Murphy Jennifer Yeziarski TBD TBD TBD
Teacher Assistant	Custodians	Cafeteria Services	OT/PT	
Jeanne Boothroyd Sharon Criscuolo Marcia Croteau Mellissa Fernicola Christie Fournier Lori Guewa Elyse Kirschner Jennifer Longo Carin Napoletano Terri Ryan Jaspreet Sandhu Marilyn Sheehan	Kenneth Anderson- Head Custodian William Baker	Bonnie Racine-Head Cook Carra Lucibello	Carla Muskatallo - OT Kelly Davis - OT TBD-PT	

Brewster Parent Teacher Organization – BPTO Officers 2020-2021

President: Jennifer Rubino
Vice Presidents:
Secretary: Jenna Lombardo
Treasurer: Jennifer Longo

To contact any of the members of the BPTO, email is received at: bpto.rsd13@gmail.com. You can also ask to join the Brewster Parent Teacher Organization on Facebook to keep up to date on how you can be an active participant in the organization.

School Hours

Regular Day	Early Release	Professional Development Early Release	Two-Hour Delay
<u>Pre School (M,T,Th,F)</u>			
Three-Year-Old - 9:00-1:15	9:00-1:30	9:00-12:05	11:00-1:15
Four-Year-Old - 9:00-3:00	9:00-1:30	9:00-12:05	11:00-3:00
<u>Grades K, 1 & 2</u>			
8:50-3:20	8:50-1:30	8:50-12:05	10:50-3:20

School Cancellations

Announcements concerning school cancellation, late opening, and early release will be made on 10AM WTIC, WFSB channel 3, WVIT channel 30, WTNH channel 8. The announcement will be made for Regional District #13, not Durham/Middlefield or the individual schools. When the district issues a message, a districtwide message will also be released via ParentSquare.

The decision to close school early will be made by **10:45**. Parents are advised to monitor TV stations for announcements of an early release. Grades PreK3 through grade 2 will be dismissed at 1:30.

ParentSquare

ParentSquare will be used to communicate with you daily. It is available for download on the Apple Store or Google Play Market. Brewster School will be using ParentSquare to send school, district, and community related information. Emergency notifications, such as weather-related school closings, will also be sent out through ParentSquare. It is extremely important to sign up for this service. Please click the ParentSquare icon at the top right of the district website www.rsd13ct.org for further instructions.

Arrival/Dismissal

Please follow the link to the Brewster Arrival and Dismissal Procedures.

[Brewster Arrival/Dismissal Procedures](#)

Attendance

Significant changes have been made to the State Attendance Policy that impacted the District Attendance Policy. Please carefully read the **Student Attendance and Truancy Plan** in the **Policy Section** of this handbook and call the school office if you need clarification or have any questions. Written documentation is required each time your child is absent. The first nine absences will be excused with a signed note from a parent/guardian. After nine absences parents will receive a letter indicating that additional documentation will be required for an excused absence (see policy).

The Brewster School day begins at 8:50 and ends at 3:20. The Pre-K3 program is from 8:50-1:15. It is important for your child to attend the entire day of school so he/she can benefit from every educational experience. Every attempt should be made to schedule appointments after school hours. Vacations should be scheduled when school is not in session.

Students will be marked tardy if they arrive after 8:50 A.M. If a student is late due to a bus problem, he/she will not be marked as tardy. If you drop your child off late, please make sure that he/she **checks in at the office upon his/her arrival to school.**

If you sign out your child prior to 3:15, it will be recorded as an early dismissal on your child's attendance record.

If your child will be absent or tardy from school, please call the school nurse at 860-349-7228 or email the school and inform the office as to why your child is absent. If you choose to email the school, you must email: Sandy Simon - ssimon@rsd13.org and your child's teacher. If you do not call the school, the nurse will be contacting you through ParentSquare regarding your child's absence.

Bus Information

Dattco Bus Company – 860-349-8479

You **MUST** be at the stop to meet your child or you **MUST** be clearly visible to the driver. Drivers are instructed never to leave children at the stop if an adult is not present. If a neighbor or relative will be meeting your child, please inform the school by sending a note, otherwise your child will not be dropped off. The person responsible for getting your child off the bus should be prepared to show identification to the driver. If no one is at the bus stop to meet your child, he/she will be brought back to Brewster.

If you have a bus change during the school year, please remember that it may take up to 48 hours for a bus change to be processed. You must complete a bus form with the change and submit it to the school. These forms can be found on line. You will be notified when the bus change will go into effect.

When waiting at the bus stop, plan to be at the stop 10 minutes before and after the scheduled time of bus arrival. There are many things that make a bus run off schedule including several children not attending school on a particular day, or the driver encounters traffic. You should call the school, not the bus company, if the time of pick-up and drop off is extremely inconsistent.

Bus Rules

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

1. Follow directions the FIRST time they are given.
2. Keep hands, feet, and objects to one's self.
3. Keep all parts of your body and all objects inside the bus.
4. Stay in your seat with your feet on the floor (not in the aisle.)
5. No toys are allowed on the bus.
6. All items must be kept in backpacks.
7. Do not swear, use rude gestures, or tease anyone on the bus.
8. No pushing, shoving, or fighting.
9. No eating on the bus.
10. Do not litter, write on, or damage the bus in any way.

Please be certain to remind your child periodically about bus safety. Children must listen to the driver at all times, remain seated at all times when the bus is moving, and use quiet voices. Drivers have a very difficult job with much responsibility. Please help them. Students who do not follow these rules will be written up and receive appropriate consequences. If a child continues to misbehave he/she may lose the privilege of riding the bus for a period of time. It will be the parent's responsibility to provide transportation.

Cafeteria (Please see Reopening Plan for lunch and snack procedures changes from our typical school procedures.)

Free and Reduced Lunch

The Application for Free and Reduced-price school lunches is now on-line. Visit the District 13 website, www.rsd13ct.org; navigate to Parents/School Lunch Information for detailed instructions and to apply. The application must be printed out, completed and signed by a parent or guardian and turned in to any District 13 school office or to the Superintendent's Office prior to or at the start of the school year. Only one application per household needs to be submitted, even if your children attend more than one school in Regional School District 13. The Sharing Information with Other Programs form should also be printed, completed and submitted with your application.

Children receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid benefits may be directly certified and automatically eligible for free or reduced priced meals without further applying for benefits. If you received a NOTICE of DIRECT CERTIFICATION for free or reduced-price meals by the start of school, do not complete the application, your children will automatically receive the benefit.

If you do not have access to a computer or have difficulty printing the application, please contact your child's school and a copy of the form will be sent home to you.

Breakfast

The cost of breakfast is \$2.00. Children will go directly to the cafeteria after being dropped off in the morning. They will eat there and return to class or recess as time allows.

Lunch/Snack

The cost of a school lunch, including milk, is \$3.50 a day. Individual milk and water are also available for .60. Parents are able to access their child's lunch account online. Money to purchase lunch or drinks can still be sent to school with your child on a daily, weekly or monthly basis and will be applied to your child's account. Each student will be issued a student ID with his/her photo on it and will use it when buying his/her lunch or drink.

If your child does not have a lunch or has forgotten to bring in lunch money, hot lunch will be made available. Parents of elementary school students who charge will be notified by the cafeteria that their child has received charged meals. After the third charged meal, the School Food Service will provide an alternate meal. An example of an alternate meal includes, but are not limited to the following:

- A cheese sandwich, a piece of fresh fruit, bagged baby carrots and low fat milk.

Alternate meals will be provided until all charged amounts, including full pricing for alternate meals are paid. The Board reserves the option to discontinue alternate meals should payment not be forthcoming after two (2) week's time.

All students have a morning or afternoon snack. Parents are asked to pack a healthy snack and drink for their child to have during school snack time.

Cafeteria Rules

- Appropriate table manners are required
- Students must stay in their seats until dismissed
- Quiet voices are to be used
- Students should not share food
- If you drop it, pick it up

Class Lists

A class list containing your child's name and contact information will be made available to parents of students in the class. It is a great way to plan play dates, classroom parties, Valentine's Day cards, etc. A consent form will be included in the first day packet that will give you the opportunity to choose to have that information shared with classmates. This information is **For School Use Only**. **The information may not be used for any other purpose.**

Field Trips

Field trips are a wonderful way to enrich a student's academic area of study. Field Trips are learning experiences for students, and chaperones. Siblings can often distract students and chaperones on field trips so **siblings are not allowed to attend a field trip or a nature walk**. The Dance Festival, Winter Concert, Field Day, school open houses and school performances are a great time to bring siblings and friends.

Here are a few things you need to know when your child goes on a field trip:

- If your child becomes ill on a field trip, you will be contacted and it will be your responsibility to pick up your child at the trip location.
- When tickets are purchased for field trips, there will be no refund for the field trip if your child is unable to attend due to illness.
- Students are expected to ride district transportation to and from all field trips.
- Please send in the exact monetary amount for your child's field trip. Your child's teacher has no way of making change.
- ParentSquare may also be used to pay for trips with a credit/debit card.
- **When chaperoning a field trip please turn your cell phone off or on privacy mode and refrain from calling or texting others when volunteering,**

Fire Drills/Safety Drills (Please refer to Reopening Plan for any changes.)

As part of our District Crisis Management Plan each school must have monthly fire drills and periodic safety drills throughout the year. The fire drill and safety drill procedures will be reviewed with students throughout the school year. The first fire drill will be held during the first week of school. During fire drills, students exit the building and go to a designated area outside where attendance is taken. The children remain in their classroom during lockdown drills and modified lockdown drills. The students practice how to shelter in place in case of severe weather and learn where the safe areas of the school are located.

If you have any questions about fire drills or safety drills, please feel free to call the school.

Health Office

A student having a temperature of 100° or higher, sore throat, signs of pinkeye, earache, or vomiting should not attend school. If you have a question as to whether your child should attend, please call the nurse. Your child may return to school **24 hours after a fever or vomiting have subsided.**

According to district policy, medication, including cough drops, must never be brought to school by a child. If your child requires medication during school hours, please call the nurse to obtain a form to be completed by your child's physician for the dispensing of any medication.

If your child is well enough to attend school they will be going outdoors for recess. A note from your child's physician is required for a student to miss recess or physical education due to a health concern.

*** As stated in the Reopening Plan, the school nurse will not have a change of clothes for students for accidents or mishaps. Please send in a full change of clothes to be kept in your child's backpack.

An Important Note Regarding Administration of Epinephrine at Public Schools is located in the Policy Section of this Handbook. Please make yourself aware of this policy.

Allergies

Classrooms enjoy many celebrations throughout the year such as student birthdays, Halloween, Valentine's Day, End-of-Year parties, etc. Parents often choose to send in snacks or treats to be shared with the students in the classroom. Please be aware that students may have allergies to various foods that are sent to school. If you will be sending in a snack for the entire class, please make sure that the snack is safe for all students in the classrooms that children with allergies are included. If a student in your child's classroom has a food allergy, you will receive notification from the school nurse. It is extremely important you follow the instructions in the letter when choosing snacks to send into school.

Homework Policy

Learning activities scheduled outside of the classroom are a vital aspect of Brewster School's learning experience. In meeting our District's Mission "to ensure that all students become self-reliant, lifelong learners" an active partnership between family and school is essential.

Homework is recognized as one means of enhancing the learning experience. Homework helps build responsibility, independence, autonomy, perseverance, time management, initiative, self-reliance, resourcefulness and self-esteem. Homework also provides an opportunity to practice and strengthen academic skills.

Students are expected to:

- make a commitment to complete and return assignments in a timely manner.
- take pride in their work.
- students will attempt assignments independently when appropriate.
- students are expected to complete their work in a neat and legible manner.

Time and Frequency Guidelines

Kindergarten

- The frequency of the assignments will be left to the teacher's discretion, usually not to exceed four times per week.

Grades one and two:

- Students will usually have homework assignments that will require between 10 and 20 minutes to complete.
- The frequency of these assignments will be left to the teacher's discretion, usually not to exceed four times per week.

Invitations

Invitations to birthday parties or other events should not be handed out at school unless the whole class is invited. Young children feel isolated and left out when not invited to parties.

Mandatory School Age

The Connecticut General Assembly, in the 1998 session completed in May, passed a number of proposals, affecting education and the operation of school districts. Most of these proposals are aimed at promoting early reading success and overall early literacy.

One proposal, which directly involves parents of young children, is concerned with the age of the child upon school entry. The mandatory school age has been lowered from age 7 to 5, with a parental option to have their child begin school at age 6 or 7. To

exercise the option, the parent, or other person having control of the child, must personally appear at the school district office and sign an option form and the district must provide the parent, or other person, with information on the educational opportunities available in the district.

What this means for parents is that, if they choose not to have their child start school in the calendar year their child turns five they must make an appointment at the Regional School District 13 Central Office and sign a form. Parents exercising the option to hold their child out for a year, and therefore needing to sign the option form, should call Central Office at 349-7200. They will arrange an appointment at which time the option may be signed and information about educational opportunities available in the district will be shared.

Pets

Due to allergies and for safety reasons no animals or pets will be allowed in the school at any time without prior permission from the principal.

PowerSchool Parent Portal

The Parent Portal on PowerSchool is intended to provide parents, students and teachers with a tool to communicate student information. At this grade level, you will have the ability to securely view your child's attendance and other important demographic information via the internet. You will be given credentials to create your own secure account. Once the account is created you can manage your account information, link any and all your children to your account (for whom you have parental and legal rights to). Once you have created an account, this account will be available to you until your child leaves the district. In the upper grades, the account will allow you to view your child's grades.

Recess (Please see Reopening Pan.)

Students in pre-k through grade two will go outside each day for recess throughout the school year. Students will stay inside for recess if it is raining or if the weather is unusually cold. In the winter months, the temperature is checked prior to the students going outside. If it is deemed too cold, the students will be kept indoors. However, the staff is a very hearty bunch and the students need physical activity during the day even if the weather is cool. Students are outside for 30 minutes and should be dressed appropriately for the weather.

The playground at Brewster has lots of climbing activities that are easier to navigate with sneakers. Backless shoes and flip-flops are discouraged since they may fall off while climbing.

Student Assistance Team

As a part of our Early Intervention Program, the Student Assistance Team meets weekly to discuss children whose academic, social, emotional, or behavioral needs raise a concern with one or more faculty members.

Members of the team are the: principal, school psychologist, social worker, special education teacher(s), school nurse, regular education teacher(s), and speech pathologist.

Reading and math specialists, and physical and occupational therapists also join the team periodically to discuss student concerns.

The main purpose of the team is the early identification of any academic or behavioral concerns exhibited by a child. This early identification can prevent a concern from becoming a more significant problem later. The first step is a teacher/parent contact to discuss the concerns. Next, a teacher will bring the child's name to the team for discussion. The team will then develop an action plan that will include strategies to try in the classroom. It also may include observations of the child in class, parent conferences, team meetings, or any number of other options. Parents are a vital part of any plan to assist a child. Parents and teachers working together consistently can resolve many early difficulties. We all have the same goal; helping our children be successful.

All students are eligible for the services of the Student Assistance Team. If for any reason you do not wish for your child to receive any such services, please contact the Principal.

Security System

The security system ensures the safety of students and staff at Brewster School. **All exterior doors including the front doors will remain locked throughout the day.** All parents, guardians, volunteers and visitors must go to the main entrance of the school. At the main entrance there is a call button that must be pressed to enter the school. The office staff will be able to view the visitor prior to entering the school on a video screen in the office. Once the visitor has been verified, the office will allow the door to be opened by the visitor. All visitors must then **sign-in** on the visitor book and wear a security badge while in the building. Visitors must **sign out** when leaving the building. Please return your security badge when you leave the building.

If your child arrives after 8:50, he/she will be marked tardy and you or your child must press the call button to enter the school. When dropping off your child at the front door. Please make sure he/she enters the school safely.

Student Code of Conduct

As a student in Regional School District 13,

1. I will treat others with courtesy, respect, fairness and kindness.
2. I am honest with other people in my work.
3. I will obey teachers and other school staff members.
4. I will follow all school and classroom rules.
5. I will accept consequences for not doing what I should.
6. I will take care of my property, the property of others and school property.
7. I will work, play and move safely and appropriately.
8. I will cooperate when I work and play.
9. I will participate in my education to the best of my ability.

Responsibility

Responsibility is a key component in the school's mission. As a student, this means that we accept the consequences whenever we violate school or district policy. As we prepare for our roles in society, our behavior should not be disruptive to the school community whether we are in class, at a sporting event, on a field trip or any other school related event.

Code of Discipline

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code and the Core Ethical Values. Consequences for infractions of school and classroom rules are age appropriate and established by each school. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

School Rules

- Show RESPECT by using friendly words.
- Show RESPONSIBILITY by following all adult directions.
- Show HONESTY by telling the truth.
- Show KINDNESS by keeping hands, feet and objects to one's self.
- Show COURAGE by making good choices.

Items Not Allowed In School

Hats are not allowed to be worn during school hours, unless it is for a specific event or activity and approved by the Principal.

Students are never allowed to trade any items from home while on the bus or in school.

The following items are not allowed to be used during school or on the bus:

- Trading cards – including but not limited to Pokemon, Yugio, sports
- Electronics – iPads, Kindles, PSP, Gameboys, iPod, CD players
- Cell Phones
- Fidgets (ie. cubes, spinners, gyroscopes, etc.)

If a child brings any of these items to school, the following actions will take place:

1st Offense - The child will be reminded of the rule and be asked to put the item in his/her backpack to bring home.

2nd Offense - The item will be taken from the child and returned at the end of the day to bring home and leave at home.

3rd Offense - The item will be taken from the child and kept at school until the child's parent/guardian comes to school to pick it up.

Technology Information

The District and school websites are updated regularly and is a wonderful way to feel connected to what's happening in the district. Calendars, lunch menus, community flyers, and exciting happenings are posted regularly. Please make it a point to check the website on a regular basis.

Regional School District #13 - www.rsd13ct.org

Brewster Elementary School - www.rsd13ct.org/brewster

Twitter is also a great way to stay connected to what's happening at Brewster. Please follow us to get up-to-date posts of classroom and school activities. Check with your child's teacher to see if he/she has a Twitter account to share.

Brewster School and the Brewster PTO can be found on **Facebook**. Like us at: Brewster Elementary School and keep up to date on what's going on at school. We try to post as many activities as we can, so check us often. There is also a calendar that you can refer to for dates of important upcoming events.

Volunteers (Please see Reopening Plan for visitor restrictions this school year.)

Volunteers are an extremely important resource and are appreciated by classroom teachers and other school personnel. Numerous parents are involved in short and long-term volunteering activities. Volunteers are used in many ways to supplement and enrich our school programs. Volunteers assist in daily classroom activities, the library, school trips and are actively involved in our parent organization, the Brewster Parent Teacher Organization. Classroom volunteers work with individuals or small groups of students under the direction of the classroom teacher. When volunteering for a field trip, please remember your undivided attention is required to supervise a group of students. **Siblings are not allowed to attend nature walks or accompany you when volunteering.** When you volunteer, the following information will be shared with you:

- The daily classroom schedule and the expectations of the classroom teacher
- Information regarding classroom visitors, classroom interruptions and procedures in the event of an emergency
- The importance of confidentiality.

Before reporting to your volunteer assignment, please sign in at the office and wear a security badge. **Children are easily distracted, so please turn your cell phone off or on privacy mode and refrain from calling or texting others when volunteering.**

If you have any questions about volunteering, you should check with your child's teacher.

Notice of Intent to Release Directory Information – Policy - *Without Prior Consent*

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

- A. Name
- B. Address
- C. Telephone number
- D. Place and date of birth
- E. Electronic mail address
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited
- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- K. Grade level
- L. Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15th.

- A. Directory information may be released to the following:
- B. Federal, state and local government agencies
- C. Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- D. Employers or prospective employers
- E. Parent/teacher organizations
- F. Military Recruiters

Subject to the provisions of C.G.S. §1-210(b)(17), high schools shall provide the same directory information and on-campus recruiting opportunities to military recruiters as are offered to non-military recruiters or commercial concern. (cf.5145 On-campus Recruitment)

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

Policies

Regional School District 13's policies are updated periodically. Please check the Board of Education Policies section of the district website at www.rsd13ct.org for updates.

Please review all policies as you sign the bottom of the Student Information/Emergency Form.

There is a separate link for Policies on the Brewster School Website.

An Important Note Regarding Administration of Epinephrine at Public Schools

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

Personnel – Certified/Non Certified

4118.11(a)4218.11

Nondiscrimination

It is the policy of the Board of Education to extend the advantages of public education and employment so as to ensure equal opportunity to all personnel. Consequently, conditions of employment, employment opportunities, and educational programs in the school district shall be established and provided, as required by law, without regard to race, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability.

Cross Reference: 4111, 4135

Legal Reference:

Connecticut General Statutes 46a-60 Discriminatory Employment Practices Prohibite
46a-81c
47 U.S.C. Section 20000e (Title VII of the Civil Rights
Act of 1964)
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
Policy Adopted: January 8, 1992
Policy Revised: February 11, 1998

Personnel – Certified/Non Certified

Complaint Procedure for Processing Discrimination Complaints

The Regional District 13 Board of Education prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, disability, marital status, or age, and, in the case of employment, sexual orientation, in admission to, access to, treatment in, or employment in its programs and activities.

Any student or employee of the Board of Education may file a complaint of unlawful discrimination. All formal complaints shall be addressed in writing to the designated compliance officer. The complaint shall state the name of the complainant, the nature of the alleged discrimination and, where appropriate, the date of the conduct complained of, and the names(s) of the individual(s) responsible for the alleged violation. A complainant requiring assistance in preparing a written complaint may request assistance from the compliance officer.

The Regional District 13 Board of Education designates the Superintendent of Schools as compliance officer with regard to the processing of complaints alleging unlawful discrimination. The compliance officer, or his/her designee, will, at least annually, notify all students, parents, and employees of the name, address, and phone number of the compliance officer and the procedure for processing complaints.

Step I – Informal Level

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. The principal shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from receipt of the meeting request.

Step II – Formal Level – Compliance Officer

If the complainant is not satisfied with the disposition of his or her complaint at the informal level he/she may file a formal complaint with the compliance officer. All formal complaints must be filed within sixty (60) days from the alleged violation. The compliance officer or his/her designee shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting the complainant, the compliance officer shall render a written decision to the complainant as to the disposition of the complaint.

Regulation Adopted: February 11, 1998

Family Policy Compliance Office (FPCO) Home

The family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232G; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Records

Confidentiality and Access to Education Record

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. Definitions

- A. **Access** is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.

- B. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- C. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- D. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- E. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- F. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- G. Education Records
1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
 2. Education records do not include:
 - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
 - b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;
 - d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
 - e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
 - f) grades on peer-graded papers before they are collected and recorded by a teacher.
- H. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- I. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
- J. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.
- K. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity the student to whom the education record relates.
- L. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- M. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/ Release of Directory Information

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. Confidentiality of Education Records

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.
- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. Access to Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible students.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For **students requiring special education**, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the board of education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.

- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.
- I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.
- J. Non-custodial Parents:
A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.
- K. Copies of Education Records/Fees:
 - 1) The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible students) right to inspect and review the child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed \$.50 per page.
 - 2) In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.
 - 3) The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed \$.50 per page.

VI. Record Keeping Requirements/Documentation of Access of Education Records

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
 - 1) the name of any individual, agency, or organization that requested or obtained access to the student's records;
 - 2) the date of the request for access;
 - 3) whether access was given;
 - 4) the purpose for which the party was granted access to the records;
 - 5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
 - 6) the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does **not** apply to requests from, or disclosure to:
 - 1) a parent or eligible student
 - 2) a party seeking directory information;
 - 3) a party who has a signed and dated written consent from the parent and/or eligible student;
 - 4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 - 5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be re-disclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:
 - 1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 - 2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the

telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.

- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
 1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
 2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and re-disclosure of personally identifiable information from education records.
 3. The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.
 4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written
 5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
 6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
 7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.
 8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
 9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
 10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.
 11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
 12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
 13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary

to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines.

D. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
4. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
5. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.
6. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. Records of the Department of Children and Families ("DCF")

1. Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

VIII. Re-disclosure of Education Records

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 - 1. the party to whom the information is disclosed will not subsequently re-disclose the information to any other party without the proper consent of the parent or eligible student, and
 - 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be re-disclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.
 - 1. The record of the original disclosure includes the names of the parties to whom re-disclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 - 2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).
 - 3. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 - 4. The information is considered directory information.
- C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly re-disclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. Amendment of Education Records

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
 - 1. Request in writing that the school district amend the records;
 - 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. Hearing Rights and Procedures

- A. Rights
 - 1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
 - 2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
 - 3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.
- B. Procedures
 - 1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
 - 2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
 - 3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
 - 4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
 - 5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. Waiver of Rights

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. Special Confidentiality Procedures for HIV-Related Information

- A. The following definitions shall apply to Section XII of this policy:
 1. Confidential HIV-Related Information
"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.
 2. Health Care Provider
"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.
 3. Protected Individual
"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.
 4. Release of confidential HIV-related information
"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.
 5. School Medical Personnel
"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.
- B. Confidentiality of HIV-related Information
 1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
 2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.
- C. Accessibility of Confidential HIV-related Information
 1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - b. any person who secures a release of confidential HIV-related information;
 - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e. a medical examiner to assist in determining cause of death; or
 - f. any person allowed access to such information by a court order.
- D. Procedures
 1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
 2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school

medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
 4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
 5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
 6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.
- E. Disclosures Pursuant to a Release
1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
 2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
 3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy.

XIV. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

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

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 et seq.
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 et seq.
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at <http://www.cslib.org/retschedules.htm>

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
USA Patriot Act of 2001, Pub. L. 107-56
No Child Left Behind Act of 2001, Pub. L. No. 107-110
34 CFR 99.1 - 99.67 (as amended)
34 CFR 300.560-300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Policy Revised: February 12, 2014

Field Trips - 6153

The Board of Education encourages and sanctions student trips and other out-of-school activities, including participation in interscholastic events and community service projects, which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The principal may place restrictions upon a student's participation when, in the staff's judgment, his/her welfare requires it.

Transportation for trips of significant educational value as described above may be free of cost to students. In some instances, transportation for trips may be provided for a fee set by the Superintendent of Schools, or his/her designee to cover costs.

If a fee is charged, the opportunity to participate in a field trip, specifically tied to the curriculum, must be available to every member of a class who is unable to pay. Efforts may be made to defray costs for enrichment field trips for students unable to pay.

Field trips that are overnight or for more than one school day require Board of Education approval. Out of state field trips that are not overnight or not for more than one school day require approval by the Superintendent of Schools. All other field trips require approval by the building principal.

Applications must be submitted well in advance because event dates are reserved only after applications have been approved. Applications for trips requiring Board of Education approval must be submitted in writing to the Superintendent of Schools by the principal prior to the beginning of any fundraising, and 45 days prior to the date of the trip or 90 days for any trip that includes air travel or is greater than 4 days in length on a form designated and approved by the Board of Education. Exceptions to the "prior notice" clause may be approved by the Superintendent.

All field trips must occur within the school year, any request for exception would require special Board of Education approval.

Applications for trip approval shall include the following information:

1. Clear and detailed statement of educational objectives
2. Description of activities
3. Statement of costs
4. Provision for students who cannot afford trip
5. Provision for supervision including number of students, number of staff, number of parents, and names of chaperones

The criteria utilized by the Board of Education in determining whether to approve a field trip includes, but it is not limited to the following:

1. Degree of educational value
2. Cost to the District or to each student
3. Location of the trip
4. Amount of time missed from regular classes
5. Number of chaperones
6. Number of previous field trips undertaken by particular group
7. Age appropriateness of students for the trip

Approval by the Board of Education is also contingent upon all building requirements having been met.

Field trips will be offered exclusively to Regional School District 13 students who are enrolled at the time of the trip.

Chaperones for field trips that are out-of-state or overnight must be certified staff or adults over the age of 25. Spouses of certified staff who are chaperones may accompany a field trip at the discretion of the Superintendent. Students from other districts traveling simultaneously with a District 13 sanctioned field trip shall not be under the auspices of Regional School District 13.

If any trip is not approved by the Principal, Superintendent, or Board of Education, the Board of Education and Regional District 13 bears no responsibility or liability if such trip occurs without appropriate authorization.

Policy Revised: September 14, 1983
Policy Revised: January 8, 1992
Policy Revised: February 8, 1995
Policy Revised: May 10, 1995
Policy Revised: April 25, 2001
Policy Revised: September 12, 2012

School Sponsored Activities - 6145.3

Students who reside in Durham and Middlefield but are full time students outside District 13 or are home schooled are not eligible to participate in any curricular or extra curricular activities provided by or sponsored by Regional School District 13. The only exception to this policy will be school-sponsored dances at the middle school and high school as long as the guest is invited by a student currently enrolled in Regional School District 13. All guests must be registered with the school's principal before the dance.

Policy Adopted: May 22, 2002
Policy Revised: January 8, 2003
Policy Reviewed: February 8, 2011

Administration of Medication by School Personnel - 5141.21

1. Medications shall be administered in the school only when it is not possible to achieve the desired effects by home administration during other than school hours. Arrangements will be made for administering such medications when the

nurse and prescribing physician deem it necessary for the well being of the student. The prescribing physician will be responsible for the medical care of the student.

2. Medications shall be administered in schools only upon written authorization of the attending physician or dentist and written authorization of the parent or guardian, in accordance with District procedure.
3. Personnel authorized to administer medications shall be limited to either the school medical advisor (M.D.), or a school nurse (R.N.), or in their absence, a licensed practical nurse (L.P.N.) so designated by them. In the absence of these persons, the school principal, or in his/her absence, an appropriately trained teacher **or teacher assistant** may administer medications in accordance with District procedures. School health aides are not allowed to administer medications. In an emergency, if the student's physician or the school medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.
4. The medication should be delivered to the school nurse, principal, assistant principal, or L.P.N. by the parent or responsible adult and should be properly labeled with directions.
5. Students in grades 7 through 12 may be allowed to carry and self-administer medications, only with prior written authorization of a physician or dentist, and parent/guardian, and upon a determination on an individual basis as to need and safety in accordance with District procedures.
6. Administration of medication off of school property or after school hours to our students involved in school activities shall be in accordance with District 13's medication procedures.
7. Aspirin or aspirin substitutes containing acetaminophen and/or ibuprofen will not be administered without written physician order and parent authorization.
8. Emergency administration of medication: In case of an anaphylactic reaction or risk of such reaction, a school nurse, or in his/her absence, the administrator, [or] designated teacher **or teacher assistant**, may administer emergency oral
9. and/or injectable medication to any student in need thereof on the school grounds, in the school building, **on school**
10. **transportation**, or at a school function according to the Standing Order of the school medical advisor. The data on the medication administered shall be entered in ink on an Individual Student Medication Form and filed in the student's cumulative health record.

Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and (h) of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.

Legal Reference:

Connecticut General Statutes 10-212a Administration of medicines by school personnel
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render
CT Regulations of State Agencies 10-212a-1 through 10-212a-7

Policy Adopted: May 9, 1990
Policy Revised: May 23, 1990
Policy Revised: August 26, 1998

Video Cameras on School Buses - 5145

Video Cameras in School Facilities

The Regional District 13 Board of Education recognizes the District's continuing responsibility to maintain and improve discipline and to ensure the health, welfare and safety of its staff and students on school transportation vehicles and elsewhere on school facilities.

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the District's duty to ensure discipline, health, welfare and safety of staff and students, supports the use of video cameras on its transportation vehicles and elsewhere in school facilities when appropriate.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities and under other circumstances in which the Superintendent of Schools has determined that the use of video monitoring is in the best interests of the students and the school system.

Students in violation of District conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline.

The District shall comply with all applicable state and federal laws related to video recordings, including when such recordings are considered for retention as part of the student's behavioral record. Such records will also be subject to established District student records procedures including retention, access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of these video cameras on school transportation vehicles and school facilities, and such other procedures as may be required for the implementation of this policy.

Legal Reference: CT General Statutes 7-109 Destruction of Documents
10-221 Boards of Education to prescribe rules
10-233d(a)(3) Expulsion of Pupils
Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400, et seq.

Search and Seizure – 5145.2

I. Intent of the Policy

The Board of Education promulgates this policy in recognition that pupils have certain constitutionally protected rights to be free from unreasonable searches and seizures and in recognition that school officials need to maintain security and order in school.

II. Definitions

A. Prohibited Items

Prohibited items as used in this policy statement shall include the following: firearms, weapons, explosives, poisons, alcoholic beverages, drugs, stolen property and other materials which endanger the physical safety of persons or property in the school.

B. Delegation of Responsibilities

For purposes of definition in this regulation, the term “principal” shall include any supervisor designated by the building principal to act on his/her behalf.

The term “superintendent” shall include the administrator designated to act in the superintendent’s absence.

III. Circumstances Under Which Searches May be Conducted

A. Searches Pursuant to a Warrant

A search of a pupil’s person or personal property may be conducted in accordance with law pursuant to a valid warrant by law enforcement personnel.

B. Searches Under Administrative Procedures

A warrantless search of a pupil’s person or personal property shall be conducted only when it is reasonably likely to produce anticipated tangible evidence of a violation of the law or of the rules of the school. Any search shall be limited in scope to measures which are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the suspected infraction.

If a school principal has reasonable suspicion to believe that a “prohibited item” is on a pupil’s person, gym bag or similar personal property, the school principal shall authorize the search if he/she finds that it is supported by facts constituting reasonable suspicion to believe that a prohibited item is on the pupil’s person or in the pupil’s personal property. The principal shall set limitations on the scope of the search based on the age and sex of the pupil, the nature of the suspected infraction, the nature of the suspected prohibited items and other factors which relate to the reasonableness of the scope of a search in order to balance the need of the search against the invasion which the search entails.

C. Lockers and Desks

The school administration, and law enforcement officers, are hereby authorized to search student lockers, and any other property available for use by students, for weapons, contraband, including the items listed in Section IIA, or the fruits of a crime when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school policy or rules.

State statutes require that the scope of any search under this section meet certain requirements. While the scope of a search of a student’s desk or locker is less likely to be an issue than in the case of the search of a student’s person, administrators should be mindful that state statutes require that the search be reasonably related in scope to the circumstances that justified the search in the first place. The scope of such a search shall be considered reasonable when the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

IV. Limitations on Searches

A. Strip Searches

School personnel shall not conduct strip searches of students, i.e. a search that requires students to remove their clothes or requires the inspection or feeling of parts of the students’ bodies. When it is believed by the Superintendent that such a search is warranted because of the magnitude of the suspected criminal offense and the nature of the circumstances, local law enforcement officials shall be contacted.

B. Group Searches

All searches of students and their effects must be particularized. Because group searches lack the grounds of individualized suspicion of wrongdoing, they will not be permitted.

C. Consent

Except as provided in Section III, a student’s person shall not be searched. School authorities may not consent on behalf of a student to a search of his/her person.

V. Persons Present at a Search

In all cases where searches are conducted pursuant to a warrant, the school principal, or his/her authorized designee, shall be present. In the case of a warrantless search conducted by a school principal, or his/her authorized designee, at least one witness other than the pupil shall be present. When feasible, the pupil shall be notified and present during a search.

Prohibited items found during a search shall be held by the school principal if needed as evidence. Items which do not belong to the pupil and which are not held as evidence shall be returned to the owner, if possible.

VI. Reports of the Searches

Promptly following any search, the school principal shall submit a Report of Search to the Superintendent. The report shall include the identity of the person or locker searched, the time of the search, the identity of the person conducting the search, the persons

present, the items, if any, taken from the person, and, if known, the intended disposition of those items.

VII. Class Trips

Any search of a student, his/her personal property or room in which he/she is staying which may occur while on a class trip shall be governed by all sections elaborated above. All searches shall be conducted by a school official and not a parent or other chaperone who may accompany students. Prior to any class trip, written notice shall be given to each student and parent that the student, his/her personal property or room may be subject to a search by a school official pursuant to this policy.

VIII. Notice

Student will be provided notice of this policy concerning search and seizure through publication in the student handbook during the first two weeks of every school year.

Policy Adopted: March 12, 1986
Policy Reapproved: January 11, 1989
Policy Revised: March 24, 1999
Policy Reviewed: February 8, 2011

TECHNOLOGY ACCEPTABLE USE POLICY

Students - 5131.3

Computers, computer networks, internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the District.

As the owner of the computer systems, the Board reserves the right to monitor the use of the District's computers and computer systems. When personal devices are used on the District network, they are considered part of the computer system and therefore are subject to monitoring by the District and the subject of this and other related policies. These computer systems are business and educational tools. As such, they are made available to students in the District for educational uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for educational purposes. The Board will educate students about appropriate online behavior, including cyberbullying, and interacting with other individuals on social networking websites and-in chat rooms. Additionally, the Board will implement technology protection measures to block or filter internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors. The administration will ensure that such filtering technology is operative at all times.

Students are allowed to use privately owned technology devices for educational purposes at the discretion of the faculty and in accordance with appropriate use guidelines to be determined by the principal or principal's designee. Privately owned technology devices will be permitted access to the school network only through Board-provided network accounts, and all such access will be monitored and filtered by the District's technology protection measures. All use of privately owned technology devices is subject to this Technology Acceptable Use policy, the Discipline Policy (5114) and the Regional School District 13 Core Ethical Values. Violations may result in revocation of access to and privileges relating to use of the computer systems, and to disciplinary action, up to and including suspension and/or expulsion.

Responsibilities

Building principals are responsible for ensuring that use of the computer systems by students is supervised by faculty in accordance with school and District policies and monitored by the technical staff as needed. Building principals shall also determine which privately owned technology devices will be permitted in their school and establish guidelines for their use.

The Superintendent of Schools or his/her designee will be responsible for implementing this policy, establishing procedures and guidelines and supervising access privileges. Such guidelines shall be used to enforce the measures to block or filter internet access and to preserve the rights of both students and staff to examine and use information to meet the educational goals and objectives of Regional District 13.

Classroom teachers are responsible for employing technology in relevant ways to meet the District's Technology Integration Standards and Benchmarks, providing training to students as needed, and supervising student use of computer systems as directed by the principal in accordance with school and District policies.

Legal References:

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h) Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777
Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii).

Policy Adopted: February 11, 2009
Policy Reviewed: February 8, 2011
Policy Revised: October 12, 2011
Policy Revised: May 23, 2012

Computer Use and Internet Safety Introduction - 5131.3

The District offers students access to the District's computers and computer networks, including access to electronic mail (e-mail) and the internet (that will be referred to collectively as "computer systems". This also includes privately owned technology devices.) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for educational purposes. Use of the District's computer systems will be allowed exclusively for students who comply with all District policies and procedures pertaining to the District's computer systems.

Access to the computer systems or computer network, and use of privately owned technology devices on the school network is a privilege, and not a right. Violations to this policy may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Monitoring

It is important that students and parents understand that the District, as the owner of the computer systems, will monitor the use of these computer systems at all times even if they are accessed from privately owned technology devices.

As part of the monitoring and reviewing process, the District will retain the authority to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail may be bypassed for these purposes. The District's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to oversight of Internet site access, the right to review emails sent and received, the right to track student access to blogs, electronic bulletin boards and chat rooms, and the right to review student document downloading and printing.

All users must be aware that they shall not have any expectation of personal privacy in the use of District computer systems.

Student Conduct

Students are permitted to use District computer systems exclusively for legitimate educational purposes. Personal use of the District computer systems is expressly prohibited. Conduct that constitutes inappropriate use includes, but is not limited to the following:

1. Cyberbullying or any other form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
2. Gaining or seeking to gain unauthorized access to computer systems;
3. Damaging computers, computer files, computer systems or computer networks;
4. Downloading or modifying computer software of the District in violation of the District's licensure agreement(s) and/or without authorization from a teacher or administrator;
5. Using another person's password under any circumstances;
6. Trespassing in or tampering with any other person's folders, work or files;
7. Sending any message that breaches the District's confidentiality requirements, or the confidentiality of students;
8. Sending unauthorized copyrighted material over the system;
9. Using computer systems for any personal purpose, or in a manner that interferes with the District's educational programs;
10. Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
11. Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, or legal action if the misuse is constituted a criminal activity. Further, the District will cooperate with law enforcement.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

Internet Safety

The Administration will take measures: to ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

Privately Owned Technology Devices

Students are permitted to use privately owned technology devices in school and to access the school network during the school day for educational purposes. Use of privately owned technology devices by students is allowed under the following conditions:

1. When they focus on the educational uses of personal technology and their appropriate use and etiquette in a public setting.
2. When the use is at the discretion of the teacher. Students will be able to use devices only in the manner that each teacher permits, and are not to use them in class at other times or for other uses.

3. When they are used in non-classroom settings, they will be permitted as long as they do not interfere with education, the learning environment, or the functioning of the classroom or school.

Guidelines for using privately owned devices are:

- A. Devices are permitted in the cafeteria and library during unstructured times and in study halls. Earphones must be used, and only at a volume that allows a person speaking to be heard easily.
- B. Earphones will not be permitted in hallways.

Privately owned devices are the responsibility of the students who bring them to school, and no student will be required to bring their devices to school. The school will not assume any responsibility for devices that are lost or damaged in any way if students choose to bring them to school.

Legal References:

Children's Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h) Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777 Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

18 U.S.C. § 2256 (definition of child pornography)

Miller v. California, 413 U.S. 15 (1973) (definition of obscene)

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (computer-related offenses) Conn. Gen. Stat. § 53a-193 (definition of obscene)

Regulation Adopted: February 11, 2009

Regulation Reviewed: February 8, 2011

Regulation Revised: October 12, 2011

Regulation Revised: May 23, 2012

Policy Revised: November 14, 2012

Child Abuse or Neglect - 5141.5

It is the public policy of the State of Connecticut to: protect children whose health and welfare may be adversely affected through injury and neglect; strengthen the family and make the home safe for children by enhancing the parental capacity for good child care; provide a temporary or permanent nurturing and safe environment for children, where necessary; and, for these purposes, require the reporting of suspected child abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family.

Connecticut General Statute 17a-101 as amended, has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused or neglected or may be abused.

In order to assure that the above policy of the State of Connecticut is fully implemented, Regional District 13 does hereby establish the following policies with respect to suspected abuse and neglect of students:

1. All personnel of Regional School District 13 shall fully comply with all the requirements of the Connecticut General Statutes and with regulations promulgated by the Commissioner of Children and Families with respect to the reporting of suspected abuse or neglect of a child in accordance with the administrative procedures of Regional District 13.
2. All personnel of Regional District 13 shall fully comply with all the requirements of the Connecticut General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of suspected abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of Regional District 13.
3. All personnel shall cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect.
4. Such mandated reporting requirements of the general statutes and regulations, and the administrative procedures regarding reporting, shall be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g., secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals not less frequently than once each school year.
5. Any student suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care.
6. All personnel of Regional School District 13 shall treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

The purpose of this Board policy is to inform all employees in the school system of the statutory requirements to report suspected child physical or sexual abuse, and neglect, and of their immunity from civil liability or criminal penalty for making such reports.

Legal Citations: CT General Statutes Sections 17a-101, 102,103,104,106 and
CT General Statutes Sections 19a-458a, as amended by Public Act 96-246

Legal Reference: 17a-101 Protection of children from abuse. Reports required of certain
professional persons. When a child may be removed from surrounding
without court order. (as amended by PA 96-246, PA 00-220 and
PA 02-106)
17a-101a Report of abuse or neglect by mandated reporters. (as
amended by PA 02-106)

Policy Approved: August 22, 1992

Student Sexual Harassment - 5150

It is the policy of the Board of Education to create and maintain a learning environment that is free from sexual harassment and discrimination on the basis of sex. The District strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. Sexual harassment can occur adult to student, student to student, between members of the opposite sex, or between members of the same sex.

The District encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All students have the right to be free from retaliation of any kind. The District will promptly investigate all complaints of sexual harassment, and will take prompt corrective action to end the harassment.

Policy Adopted: March 24, 1999
Policy Reviewed: February 8, 2011

Student Sexual Harassment - 5150

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

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

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

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

Complaint Procedures

It is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. Victims of sexual harassment shall be afforded avenues for filing complaints which are free from bias, collusion, intimidation or reprisal.

Step I – Informal Level

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. In the event that the student is uncomfortable, for any reason, with discussing the matter with the building principal, the student may speak with any other administrator regarding the alleged harassment. The principal or other school administrator shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the receipt of the meeting request.

Step II – Formal Level

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the Pupil Personnel Director. A student need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the office of the Superintendent of Schools, as well as the office of the building principal. In addition, written complaints may be brought to the attention of a building principal or the Pupil Personnel Director. Any student who is unable to file a written complaint may speak with one of the above mentioned district employees, who will then assist the student in filing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the principal and/or the Pupil Personnel Director/Title IX Coordinator.

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

The Pupil Personnel Director shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Whenever possible, the District will make

an effort to respect the privacy and confidentiality of all parties and witnesses to complaints brought under this policy. However, because an individual's need for confidentiality must be balanced with the District's obligation to investigate complaints, the District retains the right to disclose the identity of parties and witnesses to the extent necessary. Whenever, a sexual harassment complaint is made, the school administration will investigate the complaint or refer the complaint for investigation even if the student does not request any action or withdraws the complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting with the complainant, the Pupil Personnel Director/Title IX Coordinator shall render a written decision to the complainant as to the disposition of the complaint. Time lines herein for investigation and resolution of sexual harassment complaints may be extended to ensure a thorough investigation of the complaint.

If the decision results in a determination that sexual harassment has occurred, appropriate actions shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of employment or expulsion from school of the harasser. No adverse action will be taken against a student for filing a complaint of sexual harassment.

Regulation Approved: March 24, 1999
Regulation Reviewed: February 8, 2011

Grievance Form

Title VI, IX and Section 504

Name: _____

Employee _____ Student _____

School: _____

Statement of Complaint:

Solution Suggested by Complainant:
Solution Suggested by Complainant:

Signature Student/Employee

Date Submitted

Level One Procedure

The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the compliance coordinator.

The coordinator's responsibilities:

- A. investigate, within one (1) week, the circumstances of the complaint,
- B. render a decision, within two (2) weeks after receipt of the complaint, and notify the complainant,
- C. provide the complainant one (1) week to react to the decision before it becomes final.

Level Two Procedure

The compliance coordinator requests the Superintendent of Schools to review the complaint.

The Superintendent will schedule a meeting within one (1) week of the request for review. The participants shall be the complainant, the coordinator and the superintendent.

The Superintendent will make a decision within (1) week which shall be final. The complainant and the coordinator will receive copies of the decision.

I have read the above policy, regulation and complaint procedure on sexual harassment, and understand my rights and obligations under this policy.

Signature

Date

United States Department of Education – Office for Civil Rights, Region 1

The Office for Civil Rights of the U.S. Department of Education located in Boston and serving New England has moved to a new building. The new address is

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491