Parent/Student Handbook
2017–2018

Laurel Ledge Elementary School
Prospect Elementary School
Long River Middle School
Woodland Regional High School

Our schools are great places to learn!
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SUPERINTENDENT OF SCHOOLS
Michael P. Yamin

30 Coer Road, Prospect CT  06712 * (203) 758-6671 * fax (203) 758-5797
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All policies referred to in this handbook can be found at www.region16ct.org
September 2017

Dear Parent or Guardian:

It is my pleasure to welcome you back to the 2017/2018 school year! As we approach the beginning of a new school year, I hope this letter finds you in good health and you enjoyed a pleasant summer break. The community support, the Board of Education’s vision, parent/guardians, and the dedication from both certified and non-certified staff has created a culture that has raised the expectations and standards of excellence for all members the Region 16 educational community. I am looking forward to this school year and all the challenges and rewards it will hold for our school community. I am especially looking forward to working collaboratively with you towards achieving our collective goal of providing the best possible education for our students.

We in Region 16 recognize that effective communication is the centerpiece for creating a strong partnership with parents, this parent/student handbook contains important information and expectations regarding your child’s educational experience in Region 16. It is a comprehensive snapshot of information that covers a wide variety of topics. I encourage you and your child to review the contents of the handbook together so you are aware of our expectations related to student behavior and discipline and to be aware of the many aspects of student life. I would also encourage you to utilize Schoology, PowerSchool, and our alert system through e-mail and the internet.

The Board of Education’s policies and administrative regulations are intended to guide the operation of the school district. Please note that the term “parent” may refer to parent, legal guardian or other person who has the legal right to assume responsibility for a student enrolled in our school system. New and revised policies are uploaded to the district website when approved by the Board.

Our Board of Education, faculty and staff are committed to providing the best possible education for your child(ren) and continually seek strategies and resources that will enhance instruction and increase student achievement. A strong family-school partnership must be in place in order to create a quality teaching and learning environment.

I encourage you to support and attend school events and activities, especially those intended to complement instruction. I look forward to the opportunity to work collaboratively with parents, students, staff and the Board of Education. Collaboratively we can assure that 2017/2018 will be a positive and productive school year. For further information about Region 16 schools and programs, please visit our website at www.region16ct.org or contact District Office.

Sincerely,

Michael P. Yamin

Michael P. Yamin,
Superintendent
REGIONAL SCHOOL DISTRICT #16
MISSION STATEMENT

The mission of Regional School District #16 is to provide high quality educational opportunities through the use of traditional, experiential, and creative instructional practices to ensure that all students become inquisitive, life-long learners with the 21st century skills necessary to be successful.

STATEMENT OF BELIEFS

We educate students intellectually, socially, emotionally, and physically to acquire knowledge and skills, to develop creativity and character, and to pursue their interests, realize their potential, and meet the challenges in a constantly changing world.

We believe that......

- A high quality education is fundamental to create a life with purpose, meaning, and happiness.
- Educated people of good character are essential to democracy.
- Public education is a responsibility shared by students, parents, school personnel, and community members.
- Trust and respect are prerequisites for sustaining and improving safe and successful schools.
- Critical thinking, intellectual curiosity, and innovation are essential.
- All people have value and should be treated with dignity and respect.

We are committed to......

- Clear communication and transparent processes;
- Rigorous, comprehensive, and innovative programs;
- Meeting the needs of all students within local, state and federal requirements;
- Collaboration, professional development, and ethical practice;
- Continuous improvement through systematically assessing our actions and outcomes;
- Using all resources efficiently and effectively to the greatest advantage of all students;
- Assuring the security at each school is such that students and staff are safe.
2017-2018 IMPORTANT SCHOOL INFORMATION

Prospect Elementary School (PK-5)             Laurel Ledge School (PK-5)
75 New Haven Road                              30 Highland Avenue
Prospect, CT 06712                             Beacon Falls, CT 06403

Principal: Dr. Rima McGeehan                  Principal: Mrs. Regina Murzak
Asst. Principal: Mr. Jeffrey Haddad            Teaching Vice Principal: Mrs. Michele LoRusso

Phone: (203) 578-3300  FAX: (203) 758-7505    Phone: (203) 729-5355  FAX: (203) 729-7349

Long River Middle School (grades 6-8)
38 Columbia Avenue                             Prospect, CT 06712
Principal: Mr. Derek Muharem                   Asst. Principal: Mrs. Michelle Meyers

Phone: (203) 758-4421  FAX: (203) 758-6948

Woodland Regional High School (grades 9-12)
135 Back Rimmon Road                           Beacon Falls, CT 06403
Principal: Mr. Kurt Ogren                     Assistant Principal: Dr. Dana Mulligan
Asst. Principal/Athletic Director: Mr. Brian Fell  Dean of Students: Mr. Christopher Decker

Phone: (203) 881-5551  FAX: (203) 881-2015

District Office: Regional School District #16
30 Coer Road                                   Prospect, CT 06712

SUPERINTENDENT: Mr. Michael P. Yamin
Dir. of Finance/Business Operations: Mrs. Pamela Mangini
Director of Special Education & Pupil Personnel: Mrs. Shelly McNulty
Asst. Director of Special Education & Pupil Personnel: Mrs. Jennifer Stewart
Director of Curriculum: Mrs. Michele Raynor
Director of Technology: Mr. Matthew Brennan
Director of Facilities: Mr. Steve Martoni (Interim)
Director of Child Nutrition: Mrs. Patricia Iraci

Phone: (203) 758-6671  FAX: (203) 758-5797

Website: www.region16ct.org

III
### Regional School District #16
#### Prospect—Beacon Falls
#### 2017–2018

#### August
- 23rd - Opening Breakfast
- 24th - Professional Development Day
- 28th - School Begins—Full Day of School

#### September
- 4th - No School/Labor Day
- 27th - Single Session/Teacher Collaboration/Data Team

#### October
- 9th - No School - Columbus Day
- 17th & 18th - Single Session/Parent/Teacher Conferences
- 19th - No school for students - Parent/Teacher Conferences

#### November
- 7th - No School - Election Day/Teacher Prof. Develop.
- 10th - No School - Veterans Day
- 22nd - Single Session/Thanksgiving Recess
- 23rd & 24th - No School - Thanksgiving Recess

#### December
- 22nd- - Single Session Day
- 25th - No School - Christmas Day
- 26th - Single Session - No School - Holiday Recess

#### January
- 1st - No School - New Year's Day
- 2nd - School Resumes
- 15th - No School - Martin Luther King Day
- 26th - Single Session/Teacher Collaboration/Data Team

#### February
- 16th - No School for Students-Teacher Prof. Development
- 19th - No School - Presidents' Day
- 20th - No School - Winter Break

#### March
- 13th - Single Session/Teacher Collaboration/Data Team
- 30th - No School - Good Friday

#### April
- 16th – 20th - No School - Spring Break
- 23rd - School Resumes
- 26th - Single Session Day/Parent/Teacher Conferences

#### May
- 28th - No School - Memorial Day

#### June
- 7th - Single Session Day
- 8th - Single Session Day/Last Day of School
- (If the dates of the last two days of school change due to cancellations, the last two final days of school in June will be single session days.)

- • = Teacher Work Day
- ❌ = Non-School Day
- ☄ = Single Session Day

End of 45-day marking periods - 4 semesters, grades 6-12
End of 60-day marking periods - 3 semesters, grades K-5

Each cancellation day will result in extending the school year after June 8, 2018, up to and including June 22, 2018, allowing for ten (10) snow days. Any cancellations past June 22nd will result in days taken away from April break starting with April 20th and working backwards (Friday, Thursday, Wednesday, etc.).

Note: WRHS students will have a single session day in spring 2018 at the state department required assessment date.

Approved by Board of Education 12-14-16
Regular School Day Hours:

<table>
<thead>
<tr>
<th></th>
<th>School Starts</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PSLC</td>
<td>8:45 a.m.</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>PM PSLC</td>
<td>12:30 p.m.</td>
<td>3:15 p.m.</td>
</tr>
<tr>
<td>Grades KDG-5</td>
<td>8:45 a.m.</td>
<td>3:15 p.m.</td>
</tr>
<tr>
<td>Grades 6-8 (LRMS)</td>
<td>8:05 a.m.</td>
<td>2:35 p.m.</td>
</tr>
<tr>
<td>Grades 9-12 (WRHS)</td>
<td>7:35 a.m.</td>
<td>2:05 p.m.</td>
</tr>
</tbody>
</table>

Delayed Openings on Regular Days: All delayed openings are two hours.

<table>
<thead>
<tr>
<th></th>
<th>School Starts</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PSLC</td>
<td>CANCELLED</td>
<td></td>
</tr>
<tr>
<td>PM PSLC</td>
<td>12:30 p.m.</td>
<td>3:15 p.m.</td>
</tr>
<tr>
<td>Grades KDG-5</td>
<td>10:45 a.m.</td>
<td>3:15 p.m.</td>
</tr>
<tr>
<td>Grades 6-8 (LRMS)</td>
<td>10:05 a.m.</td>
<td>2:35 p.m.</td>
</tr>
<tr>
<td>Grades 9-12 (WRHS)</td>
<td>9:35 a.m.</td>
<td>2:05 p.m.</td>
</tr>
</tbody>
</table>

Single Session School Day (already on school calendar):

<table>
<thead>
<tr>
<th></th>
<th>School Starts</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PSLC</td>
<td>8:45 a.m.</td>
<td>10:15 a.m.</td>
</tr>
<tr>
<td>PM PSLC</td>
<td>11:15 a.m.</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Grades KDG-5</td>
<td>8:45 a.m.</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Grades 6-8 (LRMS)</td>
<td>8:05 a.m.</td>
<td>12:20 p.m.</td>
</tr>
<tr>
<td>Grades 9-12 (WRHS)</td>
<td>7:35 a.m.</td>
<td>11:35 a.m.</td>
</tr>
</tbody>
</table>

In the event of inclement weather (or other unforeseen event) we will try to close using the Single Session Day schedule; BUT if there is a need to close the school EARLIER than Single Session times, this would warrant an EMERGENCY dismissal and those release times are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PSLC</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>PM PSLC</td>
<td>Cancelled**</td>
</tr>
<tr>
<td>Grades KDG-5</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>Grades 6-8 (LRMS)</td>
<td>10:45 a.m.</td>
</tr>
<tr>
<td>Grades 9-12 (WRHS)</td>
<td>10:00 a.m.</td>
</tr>
</tbody>
</table>

**on any un-planned early dismissal day, whether the Single Session Day OR Emergency dismissal times are used, there will be no PM PSLC

Please make sure all your contact information is up to date at your child’s school so you receive these notifications.
ADMISSIONS/WITHDRAWALS

ADMISSION/PLACEMENT
A student seeking enrollment in any Region 16 school for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program must provide proof of residency. A student who is transferring from a non-public school or a school outside the district will be placed at his/her current grade level. If the student appears to be having difficulties in his or her assigned grade level, the parent will be contacted. Assessment by support personnel and further consultation with the parents may be necessary to ensure the student’s success.  (see BOE Policy 5122.3 - Assignment of Former Home-Schooled Students to Classes)

KINDERGARTEN REGISTRATION INFORMATION
The following documents are required when registering a kindergarten student in Region 16:

- Copy of birth certificate
- Health Packet
- Registration Packet
- Proof of residency

PROOF OF RESIDENCY FOR STUDENTS ENTERING REGION 16
The following information must be provided as proof of domicile for all students entering Region 16 schools:

1. Mortgage statement or copy of a deed showing ownership of property where the child is residing

or

2. Copy of signed lease or rental agreement for the property where the child is residing. If you cannot provide, please fill out affidavit from office at your child’s school.

or

3. A notarized statement from the owner of the property where the child is residing listing all of the family members who are residing on the property.

AND

1. A copy of a current utility bill (gas or electric) from Eversource indicating the family has a current account for the address the child is residing.

or

2. If the landlord is supplying utilities, a notarized copy of the lease or rental agreement indicating that utilities are supplied by the landlord.

AND

1. Other bill confirming residency, cell phone bill, car insurance, car registration, credit card statement etc.

AND

2. A copy of a valid CT Driver’s License for either parent indicating the address where the child is residing.

Copies of each of the above four (4) documents must be placed in the student’s permanent folder before completion of the registration process.

If after a student who is legally registered and attending a Region 16 school moves to a new address within Region 16, the parent/guardian must notify their child(ren)’s school immediately and supply the appropriate documents verifying residency at the new address.
WITHDRAWALS
Parents withdrawing a child from school must notify the main office one week in advance of the child’s last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form. On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

HEALTH ASSESSMENT REQUIREMENTS (see BOE policy 5141 – Student Health Services)
Connecticut General Statute 10-206 requires that all school children have a complete health assessment, including a blood test for anemia, three times during their school years. The first time is for the initial health assessment. Since health and good education. Therefore, the best person to do this assessment is your family physician. Parents are encouraged to have the health assessment served a very important function in the learning process. The best person to do this assessment is your family physician. Parents are encouraged to have the health assessment completed as soon as possible each year that it is applicable. Please return the completed health assessment form to the school nurse in the school your child will attend.

IMMUNIZATIONS
State regulations require all school-age children to be immunized according to current state regulations. Proof of immunization or successful vaccination must be presented when the child registers for admission to the school system.

All students must be immunized against certain diseases and must present proof of immunization from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are:

PRESCHOOL

DTaP: 4 doses (by 18 months for programs with children 18 months of age)
Polio: 3 doses (by 18 months for programs with children 18 months of age)
MMR: 1 dose on or after 1st birthday
Hep B: 3 doses, last one on or after 24 weeks of age
Varicella: 1 dose on or after 1st birthday or verification of disease
Hib: 1 dose on or after 1st birthday
Pneumococcal: 1 dose on or after 1st birthday
Influenza: 1 dose administered each year between August 1st - December 31st (2 doses separated by at least 28 days required for those receiving flu for the first time)
Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday
### KINDERGARTEN

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>At least 4 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>Polio</td>
<td>At least 3 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses separated by at least 28 days, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>Hep B</td>
<td>3 doses, last dose on or after 24 weeks of age</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses separated by at least 3 months-1&lt;sup&gt;st&lt;/sup&gt; dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday; or verification of disease</td>
</tr>
<tr>
<td>Hib</td>
<td>1 dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday for children less than 5 years old</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>1 dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday for children less than 5 years old</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>2 doses given six calendar months apart, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
</tbody>
</table>

### GRADES 1-5

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>DTaP /Td</td>
<td>At least 4 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday. Students who start the series at age 7 or older only need a total of 3 doses.</td>
</tr>
<tr>
<td>Polio</td>
<td>At least 3 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses separated by at least 28 days, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after the 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>Hep B</td>
<td>3 doses, last dose on or after 24 weeks of age</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses separated by at least 3 months - 1&lt;sup&gt;st&lt;/sup&gt; dose on or after the 1&lt;sup&gt;st&lt;/sup&gt; birthday; or verification of disease</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>2 doses given six calendar months apart, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
</tbody>
</table>

### GRADE 6

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/Td</td>
<td>At least 4 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday. Students who start the series at age 7 or older only need a total of 3 doses.</td>
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<td>Polio</td>
<td>At least 3 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses separated by at least 28 days, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after the 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>Hep B</td>
<td>3 doses, last dose on or after 24 weeks of age</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses separated by at least 3 months-1&lt;sup&gt;st&lt;/sup&gt; dose on or after the 1&lt;sup&gt;st&lt;/sup&gt; birthday; or verification of disease</td>
</tr>
</tbody>
</table>

### GRADE 7-12

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tdap/Td</td>
<td>1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older, only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap</td>
</tr>
<tr>
<td>Polio</td>
<td>At least 3 doses. The last dose must be given on or after 4&lt;sup&gt;th&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses separated by at least 28 days, 1&lt;sup&gt;st&lt;/sup&gt; dose on or after the 1&lt;sup&gt;st&lt;/sup&gt; birthday</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>1 dose</td>
</tr>
<tr>
<td>Hep B</td>
<td>3 doses, last dose on or after 24 weeks of age</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses separated by at least three months – 1&lt;sup&gt;st&lt;/sup&gt; dose on or after 1&lt;sup&gt;st&lt;/sup&gt; birthday, or verification of disease</td>
</tr>
</tbody>
</table>
Important Reminders:

- DTaP vaccine is not given on or after the 7th birthday and may be given for all doses in the primary series.
- Tdap can be given in lieu ofTd vaccine for children 7 years and older unless contraindicated. Tdap is only licensed for one dose.
- Hib is not required for children 5 years of age or older
- Pneumococcal is required for all Pre-K and K students less than 5 years of age.
- Hep A requirement for school year 2017-2018 applies to all Pre-K, K, 1st, 2nd, 3rd, 4th, & 5th graders born 1/1/2007 or later.
- Hep B requirement for school year 2017-2018 applies to all students in grades K-12. Spacing intervals for a valid Hep B series: at least 4 weeks between dose 1 and dose 2; 8 weeks between dose 2 and 3; at least 16 weeks between dose 1 and 3; dose 3 should not be given before 24 weeks of age.
- Second MMR for school year 2017-2018 applies to all students in grades K-12.
- Meningococcal Conjugate requirement for school year 2017-18 applies to students in grades 7-12.
- If two live virus vaccines (MMR, Varicella, MMRV, Intra-nasal Influenza) are not administered on the same day, they must be separated by at least 28 days (there is no 4-day grace period for live virus vaccines). If they are not separated by at least 28 days, the vaccine administered second must be repeated.
- Lab confirmation of immunity is only acceptable for Hep A, Hep B, Measles, Mumps, Rubella, and Varicella.
- VERIFICATION OF VARICELLA DISEASE: Confirmation in writing by a MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.
- For the full legal requirements for school entry visit www.ct.gov/dph/cwp/view.asp?a=3136&Q=467374&PM=1
- If you are unsure if a child is on compliance, please call the Immunization Program at (860) 509-7929.

New Entrant Definition:
New entrants are any students who are new to the school district, including all preschoolers and all students coming in from Connecticut private, parochial and charter schools located in the same or another community. All preschoolers, as well as all students entering kindergarten, including those repeating kindergarten and those moving from any public or private pre-school program, even in the same school district, are considered new entrants. The one exception is students returning from private approved special education placements – they are not considered new entrants.

Commonly Administered Vaccines:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Brand Name</th>
<th>Vaccine</th>
<th>Brand Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP-IPV-Hib</td>
<td>Pentacel</td>
<td>MMRV</td>
<td>ProQuad</td>
</tr>
<tr>
<td>DTaP-HIB</td>
<td>TriHibit</td>
<td>PCV7</td>
<td>Prevnar</td>
</tr>
<tr>
<td>HIB-Hep B</td>
<td>Comvax</td>
<td>PCV13</td>
<td>Prevnar 13</td>
</tr>
<tr>
<td>DTap-IPV-Hep B</td>
<td>Pediarix</td>
<td>DTap-IPV</td>
<td>Kinrix</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Havrix, Vaqta</td>
<td>Influenza</td>
<td>Fluzone, FluMist, Fluviron, Fluarix, FluLaval</td>
</tr>
</tbody>
</table>
IS YOUR CHILD TOO SICK FOR SCHOOL?

1. **Fever:**
   If a child has a fever of over 100 degrees by mouth, he/she must be excluded from school. Do not send your child back to school until he/she has been “fever free” for at least 24 consecutive hours (without medicine) before returning to school.

2. **Mild Cough/Runny Nose:**
   If there is not a fever and your child feels fairly good, school is fine.

3. **Bad Cough/Cold Symptoms:**
   Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. When the cough improves, and child is feeling better, then it’s back to school.

4. **Diarrhea or Vomiting:**
   If your child is vomiting, he/she will be sent home. The child should remain out of school until the illness is over and/or for 24 hours after the last vomiting/diarrhea episode (without medication).

5. **Sore Throat:**
   A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Keep your child home from school and contact a doctor. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours after antibiotic treatment begins.

6. **Pink Eye (Conjunctivitis):**
   May or may not be unusually contagious. Please keep child home or expect a phone call for pickup if any of the following symptoms are present:
   - Redness of whites of eye along with purulent (mucous) discharge
   - Crusts in inner corners of eyes and on eye lashes

7. **Rash:**
   Children with a skin rash should see a doctor before coming to school, as this could be one of several infectious diseases.

8. **Lice:**
   For a confirmed case of lice, the student must be brought to the school nurse to be checked before returning to school after the initial treatment. The child should be retreated after 10 days and will then be rechecked by the school nurse. If evidence of lice is discovered at any time, the child will have to be removed from school as Region 16 has a no nit policy.

   Please call the nurse’s office if your child has been diagnosed with communicable conditions such as chicken pox, impetigo, scabies, lice, fifth disease, strep or pink eye.

**NOTE:** Children are not allowed to have any prescription or over the counter medications, including cough drops, throat lozenges, aspirin/Tylenol, etc. on their person at any time without a valid medication order on file in the nurse’s office of your child’s school.
HEALTH SERVICES

ADMINISTERING MEDICATION TO STUDENTS DURING SCHOOL HOURS (including self-administering) (see BOE policy 5141.21- Administering Medication)
Parents of students requiring medication during school hours should contact the school nurse. Special forms are required to permit administering any medications (prescription or non-prescription) to students during the school day. All medication must be in original container with proper labels.

In accordance with Connecticut Regulations (10-212a-1 through 10-212a-7) indicating how medications shall be administered in the school setting, Region No.16 Board of Education has adopted the following policy. Medication forms are available in the nurse’s office or you can download them from this site.

Prescription and Non Prescription Medication

Please read the following medication procedure for Regional School District No. 16. The term "medication" refers to any category of prescription and nonprescription preparations.

1. Medication must be brought to the school by an adult responsible for the child's care and given to the School Nurse or Principal.
2. Medication must be in the original labeled or pharmacy prepared container, stating how the medication should be administered.
3. All medication (both prescription and over-the-counter medication) including antibiotics, aspirin or aspirin substitutes, cough drops, cough syrups or medicated lollipops, decongestants, throat lozenges, creams, ointments, eye drops, throat/nose sprays, etc., must be accompanied by a written order from the health care provider, and signed by the person responsible for the child's care (parent/guardian) granting permission for school personnel to administer the medication.
4. No more than a 45 day supply of medication should be brought in at one time.
5. All medication must be picked up by the parent 1 week after the order for giving medication has expired or the school year ends. All medication not picked up will be destroyed.
6. NO medication will be accepted in envelopes or baggies. Do not send any types of pills, creams, cough drops, balms, lotions or liquids to school with your child.
7. All medication (prescription and non-prescription) must be delivered by a parent or other responsible adult in the original container. Under no circumstances are children to carry medications to school. Medications will not be sent home with a student.
8. All medication is stored in the health office in locked cabinets (double-locked for controlled medications).
9. At the end of the school year, all medication must be picked up by parent or guardian. Medication will not be sent home with students. In June, reminder notices will be sent to all students with medication orders in each school. Medication that is not repossessed by the parent within a seven day period of notification by school authorities will be destroyed by the School Nurse in the presence of a witness (4118.32). The school cannot retain medications for the next school year or for the Extended School Year Program.
10. At the beginning of each school year, or at the beginning of the ESY Program, new signed medication orders must be obtained from your child’s physician and delivered with the medication to the School Nurse.

COMMUNICABLE/INFECTIOUS DISEASES

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

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.
HEALTH OFFICE/SCHOOL NURSE
The school health office is designed to provide care to students who become ill or are injured while in school. The school nurse is available by phone. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. When a child is found to have a vision or hearing loss, parents are notified in writing. Parents are also informed about the results from the postural screening.

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

If at any time during the school year changes occur in your child’s health status, please notify the nurse. She can interpret these changes for school personnel and can recommend and help implement any modifications in the school program necessary to meet the needs of your child.

ILLNESS
Procedures have been developed to provide for intervention in case of illness, injury, or emotional disturbances. Parents/guardians will always be informed of care provided and can feel free to call the nurse for additional information.

If students must be dismissed early from school due to accident or illness, the school nurse or principal will call home to request transportation. PLEASE BE SURE THAT THE SCHOOL HAS AN EMERGENCY NUMBER TO CALL in case your child needs transportation and you are unavailable. In most cases, except for dire emergencies, we will not be able to provide transportation. If in an emergency situation we are unable to contact a parent or guardian, we take such action as is needed to safeguard the well-being of your child.

ACADEMIC INFORMATION

TESTING
Formal testing through the use of screening, diagnostic, unit, mid-year and end-of-course tests provide the teachers with data to inform their planning and instruction and to evaluate student learning. In addition, in grades 3-8 and 11, students take the national Smarter Balanced assessments in literacy and mathematics in the spring. They provide parents with information on the progress of their child and the district and supply teachers with information to help us evaluate the effectiveness of our curriculum and instruction. Our testing calendar is on the district website. Please feel free to contact your child’s teacher to discuss the results of these tests.

REPORT CARDS
Report cards are one vehicle we use to communicate with you about your child’s progress and mastery of the curriculum. Report cards are issued at different times according to your child’s grade level. Elementary students are expected to deliver report cards to their parents and must be signed by the parents and returned to the school within three days.

- Kindergarten students receive two report cards per year.
- Students in grades 1 through 5 receive three report cards per year.
- Students in grades 6 through 12 receive four report cards per year.

Parents are made aware of marked changes in a student’s performance, motivation, and effort.
GRADING SYSTEM
The primary purpose of grading shall be to keep parents and students fully informed of student progress and to provide continuous and accurate records of each student’s achievement for use in instruction.

Approved grading policy for grades K-5: Standards Based Report Cards

Approved grading policy for grades 6-8: Consistent within departments; common weighting for homework, tests, quizzes; common rubrics for scoring student work. Use all courses to determine student average.

Approved grading policy for grades 9-12: Consistent within departments; common weighting for homework, tests, quizzes, common department rubrics; students are given multiple opportunities to redo written assignments to raise their grades. Use all courses to determine student average.

HONOR ROLL CRITERIA
For grades 6-12, there will be the distinction of achieving Honor Roll by two levels: Honor and High Honors. High Honors: PowerSchool average of 93% or above; Honors: PowerSchool average of 85-92%; no grade less than 70%.

PROMOTION, RETENTION AND PLACEMENT
A student shall be promoted from one grade to the next on the basis of academic performance. A student who is not promoted shall be retained in the same grade and has the option of remaining with the same teacher.

No student shall be retained more than once in grades 5 through 8, unless a committee of the student’s teachers, the administrator(s), and the parents agree because of special circumstances. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision making process. Parents will be notified as early as possible that retention is being considered. The principal shall be responsible for making the final decision as to retention and assignment.

ATTENDANCE/ABSENCE
(see BOE Policy 5113—Attendance and Excuses)

ATTENDANCE
Connecticut state law requires that the school district provide you with written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or guardian of a child five years of age and older and under eighteen years of age to ensure that the child attends school regularly when school is in session – unless such parent or other person shows that the child is receiving equivalent instruction elsewhere. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. Parents are encouraged to schedule vacations and doctor appointments during non-school hours. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

ABSENCE/EXCUSED ABSENCES
A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

We require parents to call the school by the start of the school day on the morning of a child’s absence and leave his/her name, the teacher’s name, and the reason for his/her absence with the office. This call
assures the school that your child is safe at home. Parents/guardians will be contacted if the school does not hear from you. **Please be sure your current and up-to-date contact information is on file with your child’s school office at all times.**

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

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials, within 10 days of absence. **If received after 10 days, the documentation is no longer valid.**

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that four (4) unexcused absences from school in one month or ten (10) unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students to improve their attendance when such improvement is needed. Only when all local resources are exhausted is referral to legal authorities recommended.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.
TARDINESS/EARLY DISMISSAL  
(See BOE policy 5113.2 - Truancy)
For the purpose of tardiness and early dismissal, “excused” is defined the same as “excused” absence. A pupil who is tardy must report to the office upon entering school before reporting to his/her classroom.

Students who are not in their classrooms by 7:35 a.m. at the high school, 8:05 a.m. at the middle school and by 9:00 a.m. at the elementary school are considered tardy. For high school and middle school: Pupils are considered tardy or dismissed early if not in class when the bell rings. A student discovered on school grounds who has not signed in at the office will also be considered tardy. Students tardy to school are responsible for work done in classes missed as well as assignments made or due. School personnel will work together to address the needs of those students who are developing a pattern of being tardy. Students who are not making progress towards correcting the problem of tardiness will be referred to the school administration.

For every three unexcused tardiness to school or for every three unexcused early dismissals from school, one unexcused day of absence will be assessed to the student’s academic record for that class period specifically affected by the tardy or early dismissal. At the high school level, tardy is applied to the class that the student is late/dismissed for specifically. Regardless whether the tardy or early dismissal is excused or unexcused, the student must be present in school for at least half of the regular school day in order to receive attendance credit for the day.

REQUEST FOR EARLY DISMISSAL
Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. Early dismissals should be requested only in emergency and unusual situations.

Parents/guardians or designee requesting dismissal before the end of the school day for students in grades K-12 must make a written request. The designated adult of students in grades K-8 must come to the school office to pick up the student and sign them out. No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the principal.

The name of any person empowered to pick up your child must appear on your child’s emergency information form. This form should be updated during the school year as conditions or circumstances change. In the interest of the safety and welfare of your child, the school may request positive identification from the person picking up your child.

If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

LEAVING SCHOOL GROUNDS
No student may be permitted to leave school or school grounds other than at regular dismissal without the approval of the student’s parent/guardian. At the discretion of the principal, a telephone call from the child’s parent may be accepted in lieu of a note.

TRUANCY  
(See BOE policy 5113.2 - Truancy)
State law considers a student, ages five through eighteen inclusive, a truant if that student has 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year. The same law considers a student with 20 (twenty) unexcused absences in a school year as a habitual truant. When the student has 4 (four) unexcused absences IN ANY ONE MONTH, a referral will be made to the principal or designee. The principal/designee will arrange a meeting with the parent/legal guardian of the student to review and evaluate the reason for the student being truant. This meeting shall be held not later than 10 (ten) days after the child is identified as a truant. If the parent/legal guardian declines to attend the meeting, that
fact will be documented and the meeting will be held without a parent. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student’s truancy problem.

**CHRONIC ABSENTEEISM**

Any student enrolled in Region 16 in grades K-12 whose unexcused absences equals 19 days will automatically receive a grade of incomplete for all subjects. Restoration of credit and/or promotion will be based on an appeal at school level. Each school will set up an Appeals Board, consisting of the principal and one certified support staff member to informally hear all requests. Other pupil personnel faculty may be invited to participate in the Appeals Board, when appropriate. All parties directly involved may attend the informal hearing. The Appeals Board will meet as soon as possible after individual students have exceeded their absences to consider: presentation by parent/guardian; the student’s attendance record; the student’s request to earn back lost credit; documentation from medical personnel; and other information deemed appropriate by the administration. A student may be allowed an attendance appeal hearing on a yearly basis. Decisions of the Appeals Board are final, subject to the Superintendent’s approval. Appeals granted or denied must become a part of the student’s permanent cumulative file.

**BEHAVIOR/CONDUCT**

**BULLYING** *(see BOE policy 5131.911 - Bullying)*

The purpose of this policy is to maintain a student learning environment that is free from bullying. Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying as defined in this policy may be subject to discipline.

“Bullying” means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying*, directed at or referring to another student attending school in the same school district, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

(a) Causes physical or emotional harm to such student or damage to such student's property,
(b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
(c) Creates a hostile environment at school for such student,
(d) Infringes on the rights of such student at school, or
(e) Substantially disrupts the education process or the orderly operation of a school.

*Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying is prohibited on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device or network owned, leased or used by the local or regional board of education.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes
on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.

REPORTING PROCEDURES
Any person who believes he or she has been the victim of bullying may report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, shall report the alleged acts immediately in writing to an appropriate school district official designated by this policy.

Students and/or parents may make verbal or written reports of suspected bullying behavior, and students are permitted to anonymously report acts of bullying to school employees. Reporting forms are available online and in the main office of each school. For online access, go to www.region16ct.org click on the left tab on the home page marked “District Resources”, scroll down to “General Information” in the second column, scroll to “Safe School Climate Plans” – in the center of the Safe School Climate Plans page, click on “Bullying Report Form” under “How to Report Bullying”. Any report of suspected bullying behavior will be promptly reviewed by the Safe School Climate Specialist. If acts of bullying are verified, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. The district’s Safe School Climate Plan sets forth this prohibition and the related procedures in detail and is posted on school and Board websites and available to students and their parents/guardians upon request.

The building administration is responsible for receiving reports of bullying at the building level. However, any person may report bullying directly to the Superintendent or his/her designee. The building administration will notify the Superintendent and the Director of Pupil Services of any reported incidents of bullying.

SCHOOL DISTRICT ACTION
Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. If upon investigation it is determined that bullying has occurred, the Superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter violations. The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the Superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

A list of the verified number of acts of bullying shall be maintained and shall be available for public inspection. The school district shall report such number to the Department of Education, annually and in such manner as prescribed by the Commissioner of Education.

The Superintendent shall be responsible for developing a prevention and intervention strategy for school staff to deal with bullying. Such a "prevention and intervention strategy" may include, but is not limited to, (1) implementation of positive behavioral interventions and support process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) a school survey to determine the prevalence of bullying, (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy, (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school, (7) individual interventions with the bully, parents
and school staff, and interventions with the bullied child, parents and school staff, (8) school-wide training related to safe school climate, including appropriate in-services for certified staff regarding the prevention of bullying, and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions. In addition, the Superintendent or his/her designee shall direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.

**CHEATING**

Academic cheating will not be tolerated. Students will receive a zero on the test or assignment, and the parent or guardian will be notified. The following list contains examples of behavior that may be considered cheating.

- Copying another person’s work, in whole or in part, and turning it in as one’s own work. Both the person copying and the person whose work is being copied may be in violation.
- Copying text, graphics, musical scores, mathematics solutions, artistic layouts, Internet presentations, or any idea from another source without proper citation. This is considered plagiarism.
- Receiving unfair assistance from another student, a parent, a computer program, or any other unauthorized source on a project that was meant to be done alone.
- Retrieving unauthorized information -- whether on paper, in electronic form, or from another student -- during a closed test.
- In laboratory situations, falsifying or fabricating data or observations, including computer output.
- Having prior access to an upcoming exam, whether obtained from a previous student or stolen.
- Communicating exam information or answers during an exam.
- Altering grades or grade records.

**CONDUCT**  
*(See BOE policy 5131 – Conduct and Discipline)*

Please note that each individual school may have guidelines not contained in this handbook. (Contact your child’s school for this information.)

The conduct of students in school has an important impact on the school climate for learning. Schools shall exercise the right to determine and request appropriate school behavior from students and to ensure that appropriate standards of behavior are maintained while students are under the school’s supervision. Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

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

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Respecting the rights of others.
4. Dressing appropriately; adhering to the district’s dress code policy.
5. Obeying all school and safety rules.
6. Abiding by the code of conduct.
7. Properly maintaining and respecting all school property.
8. Referring to adults as Mr. or Mrs. or Ms.

Each staff member will be directly responsible to correct minor infractions of the rules and regulations at each school. Administration will be informed of these infractions.
Students are expected to conduct themselves in an appropriate manner at all times. Inappropriate conduct on school property, school transportation or at any school-sponsored activity poses a danger to the person performing the action and to other students as well. The following actions will be addressed very seriously and may warrant suspension or expulsion based on the severity of the incident and the student’s prior history. Suspensions from one to ten school days will depend upon the severity of the incident, and the number of incidents and severity of past behavior.

Some offenses that may warrant suspension or expulsion are, (but not limited to):
• Insubordination to any staff member; refusal by student to identify himself/herself to a staff member when asked
• Smoking, carrying, or using tobacco products
• Willfully striking or assaulting another student or any member of the school staff
• Fighting (if investigation proves conclusively that one pupil is defending oneself, suspension will apply to the aggressor)
• Stealing
• Use of obscene gestures or profane language to an administrator or any member of the school staff or another student
• A walk-out from or sit-in within a classroom or school building
• Blackmailing, threatening, extorting or intimidating other students and/or school staff
• Possession or use of any kind of weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun or air soft pistol, explosive device (including fireworks or other explosive material), firearm (whether loaded or unloaded, whether functional or not) or any other dangerous object
• Possession or use of laser pointers while on school property, District transportation, or school sponsored or school related activities
• Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. “Drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance, whose possession, sale, distribution, use or consumption in school, on school grounds, or at any school related activity off grounds is illegal under state and/or federal law
• Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco
• Making bomb threats or other threats to the safety of students, staff, or other members
• The destruction of real, personal or school property such as, cutting, defacing or otherwise damaging property in any way
• Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes
• Unauthorized entrance into any school facility or aiding or abetting an unauthorized entrance, as well as trespassing on school grounds while on out of school suspension or expulsion
• Any act which endangers persons or property, seriously disrupts the educational process, or violates an approved Board of Education policy
• Misbehavior on a bus that is repeated or infringes on the safety of others
• Throwing objects that can cause bodily injury or damage property, including but not limited to, snowballs, rocks, sticks and/or similar objects
• Leaving school grounds or school sponsored events without permission
• Unauthorized and/or reckless or improper operation of a motor vehicle on school grounds or any any school sponsored activity
• Hazing and any haz ing activities
• Any act of harassment based on an individual’s sex, sexual orientation, race, color, religion, disability, national origin or ancestry
• Sexually harassing another student or any school personnel, verbally or in writing
• Other behavior deemed inappropriate.
CANCELLATIONS & DELAYS/EMERGENCY INFORMATION

SCHOOL CANCELLATION, DELAYED OPENING, & EARLY DISMISSAL PROCEDURE
If Region 16 schedules an early dismissal because of school-related events, such as parent conferences, you will be notified in advance. School cancellations, delayed openings, and emergency dismissals, however, will be announced on radio, TV, Twitter and Blackboard Connect. Please refrain from calling the schools or the police for specific information about a delayed opening or cancellation.

Radio stations: WELI (AM960) and KC101 (101.3FM).

TV Stations include (WVIT-NBC), (WFSB-CBS), (WTNH-ABC), and (WTIC-FOX).

Anyone having internet access can log onto www.ctweather.com and then click on “IAN cancellations” in the top-of-the-page menu selection and then click on “schools” to also view announcements about cancellations, delayed openings, or early dismissals. School cancellations, delays, and early closings will also be posted on our own Region 16 website at www.region16ct.org. In case of a delay or a school cancellation, announcements will be made by 6:00 a.m.

In the event of a delay in the opening of school, your child’s bus transportation will be delayed by the same amount of time. Standard delayed openings will be two (2) hours (please see grid on page V).

Should a severe storm develop while school is in session and we feel, in the interest of safety, that it is necessary to dismiss students early, announcements will also be given to the radio and TV stations and internet website listed above. Blackboard Connect and Schoology will also be a form of communication for early dismissals. Early dismissal times to be found in grid at front of this handbook.

Parents of elementary and middle school students should make arrangements for procedures to receive students at home should school be dismissed early. One or more of the following would be helpful:

a. Arrange to be home early for your child’s arrival;
b. Arrange for another adult to be at home for your child’s early arrival;
c. Arrange for a relative or neighbor to provide adult supervision in his/her home.

Please inform your child of any plans you have made in the case of an early dismissal. A written copy of this plan will be required for each child and will be kept on file in the school office. Forms will be distributed to all parents early in the school year.

BLACKBOARD CONNECT CALLS
The Blackboard Connect® service will allow our schools to send periodic and personalized messages by telephone and electronically. The Blackboard Connect service will help us provide a safer learning environment, enhance emergency preparedness and improve student attendance. This system is designed to inform you of emergencies and communicate important messages. This system will be supplemental to our usual methods of communications; it will not replace them.

Please help us by ensuring we have your current phone numbers and email information by updating your child’s school of any changes. Please be assured that all personal information will be maintained in the strictest confidence.

We will use the system in three ways:
1. Level 1 Time Sensitive Messages. For example, early closing of school, MRSA information, etc. We would contact everyone on all of the numbers and email addresses provided. This increases our chances to successfully contact as many families as possible in a timely manner with accurate information.
2. **Level 2 Important Messages.** These messages will only go to your home phone number and one other number that you specify. This can be used by divorced or separated parents to ensure that important reminders are sent to both households.

3. **Level 3 Absence Message.** These are calls to notify you of your child’s absence from school. It is recommended that a home number should **not** be used for attendance calls for middle school and high school students.

**Important Call Delivery Notes:**
1. When a call comes from the school, your caller ID will display the school or district’s phone number.
2. The *Blackboard Connect* service cannot dial a phone extension, so be sure the numbers you include are **direct lines**.
3. It is our recommendation that high school and middle school attendance messages be routed to a number other than the home telephone number.
4. When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.
5. If you missed any part of the message, stay on the line and press the star (*) key to hear the message again.

If you have any questions or concerns, please contact your child’s school main office.

**CHANGE OF HOME ADDRESS AND/OR PHONE NUMBER AND/OR EMAIL ADDRESS**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address, phone number record and parent email address, if available, at the school office. It is the parent/guardian’s responsibility to notify your child(ren)’s school with contact information. Please notify the school immediately if you have changed your address (even if it is within the Region 16 district), phone number or email address during the school year. Changes of address will require updated proof of residency. The school will notify the Transportation Coordinator to ensure that transportation continues for your child.

**EMERGENCY INFORMATION**

Each child is required to have the following information on file at the school office:
1. Parent(s) or guardian(s)’ names;
2. Complete and up-to-date address;
3. Home phone and parents’ work phone numbers and home and/or work email addresses, if available;
4. Emergency phone number(s) of relatives or friends to whom your child may be released;
5. Physician’s name and phone number; and
6. Medical alert information.

In addition, if there is a restraining order or legal restriction as to parental visitation or student pick-up, notifications should be provided at the time of student admission. A copy of and any updates to such documents must be provided to the school for inclusion in the student’s file.

**EMERGENCY PREPAREDNESS (CRISIS DRILLS) AND FIRE DRILLS**

Because the State wants every child to be prepared to react appropriately in an emergency, each school is required to hold ten (10) fire drills per year. In addition, state law requires school districts to have a crisis drill every three months during the school year. These crisis drills may include, but are not limited to, lockdown drills, tornado drills, etc. Local law enforcement personnel and/or CT State Police may offer support, guidance and direction during crisis drills.
Each classroom has established routes and procedures for leaving the building. Students must follow the exit directions posted in each classroom. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Once outside, students should remain lined up without talking. Students should not return to the building until the return signal is given. Students will re-enter the building quietly and in an orderly fashion when the all clear signal is given.

Although Region 16 schools are safe, emergencies can arise. Exercising good judgment and being prepared before an emergency are the best ways to ensure that the emergency will be handled effectively, efficiently, and safely. Each school has a well-developed plan to handle the many types of emergencies that may occur to ensure that each situation will be managed effectively.

Several policies relating to school security and safety have been approved (see below). All Board of Education policies can be viewed online at www.region16ct.org or a hard copy at your child’s school.

5141.6 Crisis Response
3516 Safety
6114 Emergencies and Disaster Preparedness
5131.7 Weapons & Dangerous Instruments
1700 Otherwise Unlawful Possession of Firearms on School Property
3517.1 Security of Buildings and Grounds – ID Badges – Employees
5142 Student Safety
5131.111 Video Surveillance

**DISCIPLINE/DETENTION/SUSPENSION/EXPULSION** (see BOE Policy 5114-Suspension and Expulsion/Due Process)

**ALCOHOL/CONTROLLED SUBSTANCES** (see BOE Policy 5131.6 Drugs and Alcohol/Tobacco)

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. If a student is under the influence of a drug or of alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol:

1. the police will be notified,
2. his or her parents/guardians will be contacted,
3. he or she will be suspended from school,
4. referred to a student assistance team, and
5. considered for expulsion.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that the abuse of certain substances is illegal and subject to criminal prosecution.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.
In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

**CANINE SNIFFING FOR SEARCHES ON SCHOOL PROPERTY** *(see Policy 5145.122)*

The Board of Education considers the possession or use of illegal drugs and other illicit substances on school grounds or at school-sponsored activities to be highly detrimental to the learning process as well as the health and safety of student and staff. As part of its commitment to eliminate the presence of illegal drugs and other contraband from its schools, the Board of Education has authorized the school administration to use trained dogs to conduct searches on school property.

Students should have no expectation of privacy in the use of desks, lockers and other similar school property. Furthermore, all lockers, desks and other storage places on school property as well as vehicles parked on school property are subject to search by school officials whenever there are reasonable grounds to believe that a search would produce evidence of illegal activity or a violation of Board policy or school rules.

The Superintendent is authorized to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained in detecting the presence of illegal substances including alcohol and/or drugs. *Specifics on canine sniffing are outlined in BOE Policy 5145.122.*

**DANGEROUS WEAPONS AND INSTRUMENTS**

Possession and or use of any potentially dangerous instrument or weapon is prohibited in any school building, on school grounds, in any school vehicle, or at any school-sponsored event at or away from school facilities.

These weapons include but are not limited to:
- Any firearm (whether loaded, unloaded, functional or not) pistol, revolver, rifle, shotgun, air gun, spring gun, pellet gun, slingshot, blackjack, bludgeon, brass or metal/artificial knuckles of any kind, box cutter, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position, martial arts weapon, explosive device (including fireworks), or destructive device.

In addition, any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon as defined by law (18 U.S.C. 921, CGS 53a-3, 53-202 to 53-206) in any school building, on school grounds, in any school vehicle, or at any school-sponsored event on school grounds or during a school-sponsored activity away from school facilities may be referred to law enforcement officials and will be recommended for expulsion from school for up to one year.

**DISCIPLINE**

A student who violates the district’s code of conduct shall be subject to disciplinary action. Regional School District #16’s disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, suspension, and expulsion. Disciplinary measures will be appropriate for the offense.

In addition when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive of the educational process or violates publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. Depending upon the seriousness of the offense, administrators may recommend one of the following disciplinary actions:
DETENTION
A student may be detained outside of school hours for violation of the code of conduct. The detention shall not begin, however, until the students’ parents have been notified of the reason for the detention and can make arrangements for the student’s transportation on the day(s) of the detention.

REMOVAL FROM CLASS
Each teacher shall have the authority to remove a student from his or her classroom when the student deliberately causes a serious disruption of the educational process in that classroom.

SUSPENSION  (see Policy 5131 – Conduct and Discipline)
Suspension from school is a very serious action and is never taken lightly by the school; we ask that you consider it serious as well. The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension. Suspensions from one to ten school days will depend upon the severity of the incident and the number and severity of past behaviors. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

EXPULSION  (see Policy 5131 – Conduct and Discipline)
The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student’s conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

A Summary of the Suspension and Expulsion Regulations Governing Regular Education and Special Education Students (see following charts)
**Suspension and Expulsion of Regular Education Students**

<table>
<thead>
<tr>
<th><strong>Suspension</strong></th>
<th><strong>Expulsion</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Exclusion from school privileges and transportation for up to 10 consecutive school days.*</td>
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<tr>
<td></td>
<td>Exclusion from school privileges for more than 10 consecutive school days.*</td>
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<tr>
<td><strong>Student’s Actionable Conduct</strong></td>
<td>Conduct on school grounds or at “school-sponsored activity” that:</td>
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<tr>
<td></td>
<td>(1) endangers persons or property,</td>
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<td></td>
<td>(2) is seriously disruptive of educational process, or</td>
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<td></td>
<td>(3) violates school board policy.</td>
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<td></td>
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<td><strong>Mandatory Expulsion:</strong></td>
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<td>If school administrator and/or board has reason to believe a student:</td>
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<td>(1) on school grounds or at “school-sponsored activity” possessed a firearm, deadly weapon, dangerous instrument, or martial arts weapon,</td>
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<td></td>
<td>(2) off school grounds possessed a firearm or used a firearm, deadly weapon, or dangerous instrument in the commission of a crime, or</td>
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<td></td>
<td>(3) on or off school grounds sold or distributed an illegal drug or substance.</td>
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<td><strong>Discretionary Expulsion:</strong></td>
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<td>More than 10 consecutive school days but can not extend beyond one calendar year.</td>
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<td></td>
<td>Past disciplinary problems may be considered In determining length of suspension</td>
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<tr>
<td></td>
<td><strong>Mandatory Expulsion:</strong></td>
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<tr>
<td></td>
<td>One calendar year, however, Board of Education or hearing officer/panel may modify the length on a case-by-case basis.</td>
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</table>

*The number of days will depend upon the severity of the behavior and/or the number and severity of past behaviors.*

**Authority to Impose Discipline** | School administration and school principal if authorized by Board of Education |
<table>
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<tbody>
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<td></td>
<td>Board of Education or impartial hearing officer/ panel.</td>
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</table>

**Length of Disciplinary Action** | Up to 10 consecutive school days but can not extend beyond end of school year In which imposed. |
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<tbody>
<tr>
<td></td>
<td>No more than 10 times or for a total of 50 days in one school year, (whichever results in fewer days), unless formal hearing is held,</td>
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<td>Past problems may be considered in determining length of suspension</td>
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# Suspension and Expulsion of Regular Education Students

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<tr>
<th>Due Process &amp; Administrative Requirements</th>
<th>Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suspension</strong></td>
<td>Unless an emergency exists, a formal hearing prior to disciplinary action during which: (1) student informed of reason for discipline and (2) student given opportunity to explain situation. In an emergency, a hearing shall be held as soon as possible after the exclusion of the student from school. School superintendent informed within 24 hours of student’s name and reason for suspension. Parents notified within 24 hours of disciplinary action.</td>
<td>Unless an emergency exists, a formal hearing prior to expulsion during which: (1) there is notice of hearing including a statement of allegation and proposed disciplinary action, (2) student has a right to counsel, offer testimony and evidence and confront and cross-examine witnesses, and (3) hearing must be recorded. Parents notified within 24 hours of disciplinary action.</td>
</tr>
<tr>
<td><strong>Expulsion</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Appeal Process</strong></td>
<td>No statutory right to appeal.</td>
<td>No statutory right to appeal, but suit may be filed in state or federal court alleging violation of civil or due process rights.</td>
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<tr>
<td><strong>Student Withdraws After Notice of Hearing</strong></td>
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<tr>
<td><strong>Student Enrolls After Notice of Hearing From Another School</strong></td>
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</tr>
<tr>
<td><strong>Student Enrolls After Disciplinary Action in Another School</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Required Educational Services</strong></td>
<td>None, but student must be given opportunity to complete missed class work including tests.</td>
<td>(1) Students under 16 years old, school board must provide alternative educational option. (2) Students between 16 and 18 years old and no prior expulsion, school board must offer alternative educational option, which may include placement in adult education program. Student must comply with conditions set by the Board of Education. No requirement to provide alternative educational option to students mandatory expelled for possession or use of firearm or weapons or sale of illegal drugs or substances. (3) Students over 18 years, no requirement to provide alternative educational option. However, an alternative educational option may be offered to any expelled student. Past disciplinary problems may be considered in determining alternative educational options and placements.</td>
</tr>
</tbody>
</table>

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### Suspension and Expulsion of Regular Education Students

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<thead>
<tr>
<th></th>
<th><strong>Suspension</strong></th>
<th><strong>Expulsion</strong></th>
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<tbody>
<tr>
<td><strong>Student’s Educational Records</strong></td>
<td>Notice of suspension and conduct included <em>may</em> be expunged if the Board determines that the conduct and behavior of the student in the years following warrants an expungement. Such notice from the cumulative educational record shall be expunged by the Board if the student graduates from high school.</td>
<td>Notice of expulsion and misconduct included but must be expunged upon student’s graduation. Expunging of record is not required if student expelled for possession of a firearm or deadly weapon. Students in grades K-8 expelled for possession of a firearm or deadly weapon <em>may</em> have notice of conduct expunged from the cumulative educational record by the Board if the Board determines the conduct and behavior in year’s following the expulsion warrants an expungement.</td>
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<tr>
<td><strong>Reports to Other Agencies</strong></td>
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<td>If expelled for possession of firearm or deadly weapon, report made to local police or, if vocational-technical school student to state police.</td>
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<tr>
<td></td>
<td></td>
<td>Report to state Department of Education (SDE) on expulsions for weapons possession as required by federal Gun-Free Schools Act.</td>
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<tr>
<td></td>
<td></td>
<td>Referral to appropriate rehabilitation, intervention or job training program of students expelled for sale of illegal drugs or substances.</td>
</tr>
<tr>
<td><strong>Reports from Other Agencies</strong></td>
<td>Local or state police must notify superintendents of schools of any student between the ages of 7 and 21 arrested for a felony of class A misdemeanor committed on or off school grounds during the school year. Verbal notification must be made no later than the end of the next school day following the arrest and written notice must follow within 72 hours of the arrest.</td>
<td><em>Reassignment of student</em> to a regular classroom education program in another school district by the Board of Education does not constitute suspension or expulsion.</td>
</tr>
</tbody>
</table>

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**“Reassignment of student”** to a regular classroom education program in another school district by the Board of Education does not constitute suspension or expulsion.

**“School-sponsored activity”** is any activity on or off school property sponsored, recognized or authorized by a Board of Education.

**“Emergency”** is a situation under which the continued presence of the student in school poses a danger to persons or property or is disruptive of the education process.

Source of Data: C.G.S.
## Suspension and Expulsion of Special Education Students

|                         | Suspension                                      | Expulsion                                                      |
|-------------------------|-------------------------------------------------|                                                               |
| **Definition**          | Same as for nondisabled students.               |                                                               |
| **Student’s Actionable Conduct** | Same as for nondisabled students.               |                                                               |
| **Authority to Impose Discipline** | Same as for nondisabled students.               |                                                               |
| **Length of Disciplinary Action** | Same as for nondisabled students.               |                                                               |
| **Due Process & Administrative Requirements** | Same as for nondisabled students.               |                                                               |
| **Appeal Process**      | Same as for nondisabled students.               |                                                               |
| **Change in Placement** | Generally, a suspension up to 10 days does not change placement or trigger procedural safeguards. However, a series of short suspensions (less than 10 days) may constitute a “pattern of exclusion” that can be a significant change in placement. | Yes, any denial of school privileges for more than 10 consecutive school days in a change in placement that triggers procedural safeguards and a right to due process hearing. Only PPT has right to change placement. |
| **Legal Procedures**    | Same as for nondisabled students, if school district believes further action may be required to address student’s conduct, it is recommended: (1) convene a PPT meeting to discuss behavior management plan, (2) conduct manifestation hearing, and (3) propose modification of IEP or placement if necessary. | Discernment Expulsion: (1) Suspend student for up to 10 full days. (2) Convene PPT meeting to review IEP and consider more restrictive educational planning and placement. Make modification if necessary. (3) Manifestation determination hearing. If relationship between conduct and disability, student cannot be expelled but IEP must be modified to address misconduct and safety of others. If there is no relationship, student may be expelled the same as nondisabled students but must receive alternative education. (4) If parents request due process hearing, student stays put in current placement. |
|                         |                                                | Mandatory Expulsion: (1) Suspend student for up to 10 full days. (2) PPT determines interim 45-day alternative educational placement. If parents request due process, student stays put in interim placement. (3) Manifestation determination hearing. If relationship between conduct and disability, can change placement but cannot expel student. Must have parental consent if there is no relationship between conduct and disability, student may be expelled the same as nondisabled students and receive alternative education. |
## Suspension and Expulsion of Special Education Students

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<th>Required Educational Services</th>
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<tr>
<td>None, but student must be given opportunity to complete missed class work including tests.</td>
<td>Regardless of misconduct, school district must provide education to IDEA-eligible students.</td>
<td></td>
</tr>
<tr>
<td>“Stay Put”</td>
<td>If parents request due process hearing, the student must stay put in current placement pending completion of all proceedings unless district and parents agree on temporary placement. If parties cannot agree and the student is dangerous, district may seek court order to remove student from school.</td>
<td>Discretionary Expulsion: If parents request due process hearing, the student must stay put in current placement pending completion of all proceedings unless district and parents agree on temporary placement. If parties cannot agree and the student is dangerous, district may seek court order to remove student from school.</td>
</tr>
</tbody>
</table>

### Special Situation

If student is suspended or expelled and previously not identified as special education and parents request an evaluation or due process hearing after the disciplinary exclusion from school, the district does not have to reinstate the student. However, the parents may seek a court order to reinstate if the district knew or reasonably should have known about the student’s need for special education.

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* Reassignment of student to a regular classroom education program in another school district by the Board of Education does not constitute suspension or expulsion.

** “School-sponsored activity”** is any activity on or off school property sponsored, recognized or authorized by a Board of Education.

*** “Emergency”*** is a situation under which the continued presence of the student in school poses a danger to persons or property, or is disruptive of the education process.

Source of Data: C.G.S.

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DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. However, Region 16 now utilizes email (Blackboard Connect) and Schoology to distribute flyers and notices to students in order to cut back on paper. These programs have significantly cut down on paper going home in backpacks and has given Region 16 the ability to reach out to parents in more effective ways. Please be sure your email is the correct one to receive these notices and is up to date at your respective school(s). Hard copies of all school notices will be available at your child’s school offices.

All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the Superintendent to determine whether the request complies with school policy.

The Superintendent or his/her designee may approve such distribution providing:
1. The material is related to the school, community, or a local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit-making organizations.
5. Does not advocate a position regarding a referendum question.

DUPLICATE COMMUNICATIONS TO DIVORCED OR SEPARATED PARENTS

A number of children in Region 16 come from homes in which the biological parents are either divorced or legally separated. For such parents and children the sharing of important school-related information is, at best, awkward and often very difficult. To assist such parents, the school will send through the mail duplicate copies of all relevant and important school-related documents to the non-custodial parent. Thus, such documents as report cards, failure notices, conference requests, class newsletters and the Planning and Placement Team (PPT) minutes will be automatically provided to both the custodial and non-custodial parent. Please note, duplicate copies will be sent through the mail only to the non-custodial parent. If you have any questions about items in any of the communications you receive, do not hesitate to contact your child’s school.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Athletics are considered an integral part of the school’s educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

CLUBS AND PERFORMING GROUPS

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

DANCES AND SOCIAL EVENTS

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.
FEES
Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks.

The student may be required to pay certain other fees or deposits, including:
1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.

FIELD TRIPS
Children learn important lessons outside of school. As part of the educational program of the school, children may be taken on field trips requiring bus transportation. When such trips are planned, permission slips will be sent home with specific information including time, place, and other requirements of the trip.

Permission slips must be signed by the parents and returned to the school before a child may participate in the trip. All field trips are supervised by regular classroom teachers who are assisted by volunteer parents. Students may be asked to pay for all or part of the field trip expense. PTO fund raisers may help to defray the cost of many trips. Children who do not participate in a field trip will have appropriate supervision in the school.

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

FINANCIAL ASSISTANCE FOR SCHOOL SPONSORED ACTIVITIES
Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. No child should be excluded from a regular same-day field trip involving an entire class. Those students who are eligible will receive financial assistance. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help. Overnight field trips and trips involving smaller groups are exempt.

PHYSICAL EXAMINATIONS FOR STUDENT ATHLETES
All participants in the middle and high school intramural and interscholastic sports are required to undergo a yearly physical examination. The proper school physical form must be completed and returned to the school before the student may practice or play any sport.
STUDENT ORGANIZATIONS
The building principal will oversee the development of rules and regulations for the conduct and operation of student organizations that conform to approved Board policies. In addition, a faculty advisor is also required for each student organization. Approval of club bylaws shall be submitted to the building principal for review and approval.

STUDENT PUBLICATIONS
The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. No copy may be censored except for reasons listed in Board policy.

The yearbook provides opportunities for students to develop a memory book of a class’ activities and accomplishments at the school. The yearbook advisor shall have the primary responsibility for reviewing the final copy submitted for production. The tenets listed above also refer to the publication of the yearbook.

PARENT INVOLVEMENT (see BOE policy 1110.1 & 6172.4 - Communication with the Public Parent Involvement & Title I Parent Involvement)

HELPING YOUR CHILD DEVELOP STUDY SKILLS
You can help your child be aware of the skills and techniques which make learning easier and more enjoyable. The following guidelines will help your child achieve good study habits:

1. Come to class prepared with pen/pencil, paper, and other necessary materials;
2. Be an active participant in class. Listen well and participate when appropriate.
3. Ask questions to clarify problems.
4. Plan the day and schedule quiet time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

PARENT CONFERENCES
Communication and cooperation between the home and the school are essential to your child’s achievement. You are invited to request a conference about your child’s achievement at any time during the school year, although a twenty-four hour notice would normally be required. Some parents are hesitant about participating in conferences, but teachers can do a much better job with students if they can share their understanding of the student directly with the parent.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Regularly scheduled parent-teacher conferences shall occur on three consecutive days in the fall (two of which will be single-session days; the third on a non-student day) and on one single-session day in the spring. Every effort will be made to accommodate parent schedules. Please schedule time to meet with your child’s teachers during this event.
PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS
The PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

VISITORS  (see BOE policy 1250 - Community Relations School Visitor and BOE Policy 3517.1 - Security of Buildings-ID Badges)

We are very proud of our schools and always welcome visitors. However, to ensure the safety of our students, please observe the following procedures during your visit.

- All doors are locked to visitors, please ring the door bell, and the office will let you in to the building.
- All visitors must first report to the principal’s office.
- Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Sign-in sheets are available for leaving books, supplies, or a lunch for your child or for picking up your child early.

A visitor’s pass will be given to you if you remain in school. Please return this pass to the office and check out with the school secretary before you leave the school.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

VOLUNTEER POLICY  (see BOE policy 1212 - Community Relations School Volunteers)
Parents are encouraged to become involved in our schools. There are many avenues open to parent volunteers, and everyone has some talent that can enrich student learning. Just send a note to the PTO Volunteer Chairman or to the school office, and you can become an integral part of the Region 16 volunteers.

SCHOOL LUNCH/CAFETERIA

CAFETERIA
The cafeteria is an extension of the classroom and provides time for students to apply the rules of common etiquette and to socialize with each other.

In order to provide a healthy and relaxed atmosphere during lunch, all students are expected to display proper table manners. All supervisors of the lunchroom must be shown proper respect.

Students may purchase hot or cold lunch entrees daily in the school’s kitchen/cafeteria facility, or they may bring a lunch from home. All school lunches meet the dietary guidelines for each specific age group, and milk is included with the school lunch purchase. Cold lunch students at the elementary level may also purchase milk separately on a daily or weekly basis.
FOOD SALES TO STUDENTS (BOE Policy 3542.2 – Food Sales to Students)

POINT OF SALE LUNCH PROGRAM
Region 16 implements a point-of-sale computerized debit program for school meal purchases. Each student is assigned an identification number (pin) that follows them from kindergarten to twelfth grade. Students key in their pin number at the point-of-sale and their current school picture and account balances are displayed on the screen for debiting and crediting purposes. Parents/guardians may deposit lunch funds into their child’s account daily using cash, by submitting a personal check or by using Café Prepay—a on-line credit card payment option. Café Prepay requires your child’s unique identification number to access his/her on-line account. Parents/guardians may check account balances free of charge; or for a small transaction fee, they may deposit funds into their child’s account using a credit card.

SCHOOL MEALS CHECK WRITING POLICY
The School Nutrition Director shall establish a minimum check amount that may be accepted for purchasing school meals. The Director shall also establish a fee to be charged in the event of a returned check. The Superintendent shall approve these amounts.

If an individual's check is returned due to insufficient funds, a copy of the returned check and a letter requesting reimbursement will be sent to the home address. Reimbursement must be made before funds can accumulate in the student’s account. A household may have its check-writing privileges revoked if a check is returned due to insufficient funds after two separate incidents.

LUNCH CHARGE POLICY
It is the obligation of the parent/guardian to keep track of their child’s school lunch account balance to ensure there are sufficient funds available to purchase a school lunch or to provide a lunch from home. Student lunch accounts are debit accounts, not charge accounts. Parents/guardians have the ability to check their child’s lunch account balances at any time on our prepaid meals website or to contact the food service manager at their child’s school.

ELEMENTARY SCHOOL LUNCH CHARGE POLICY
School lunch charges should be used in emergency situations only.

Elementary school students are allowed to charge a lunch if they have lost or forgotten their lunch or lunch money. Reimbursement for the charged lunch is expected by the next school day. After four lunch charges, elementary school students will receive a cold sandwich and 8 oz. milk or 4 oz. juice instead of the school lunch. If the same student is frequently requesting the cold sandwich/beverage meal, it will be reported to the school or program authority.

MIDDLE SCHOOL LUNCH CHARGE POLICY
There is a No Lunch Charge Policy at Long River Middle School.

It is the philosophy of the Board of Education that students at this age are mature enough to realize they must have money to purchase a lunch or they must bring a lunch from home.

In a situation such as when a student has no money or lunch and is unable to reach his/her parents, the food service manager will provide him/her with a cold sandwich and an 8 oz. milk or 4 oz. juice instead of the school lunch. If the same student requests the cold sandwich/beverage meal more than three times per month, it will be reported to the school or program authority and may be revoked at the discretion of the food service manager.
HIGH SCHOOL MEALS CHARGE POLICY
There is a No Meals Charge Policy at Woodland Regional High School for breakfast and lunch.

Free or reduced price lunch for $.40 is available to qualified families and may be applied for at any time during the school year. For a Free or Reduced Price Meal application or questions regarding the school lunch program, please contact the Food Service Dept. at the Region 16 District Office (203-758-6671).

STUDENT NUTRITION AND PHYSICAL ACTIVITY (STUDENT WELLNESS) POLICY (see BOE policy 6142.101-Student Wellness Policy)

It is the policy of Regional School District No. 16 that we are committed to provide a school environment that promotes and protects students’ health, well-being, and ability to learn by supporting healthy eating and physical activity. Students in Grades K-12 will have the opportunity, support, and encouragement to be physically active on a regular basis.

NUTRITION STANDARDS: SCHOOL MEALS
The district’s school lunch milk program will follow the federal dietary guidelines for Americans and comply with federal, state, and local requirements.

Regional School District No. 16 supports the philosophy of the National School Lunch and Special Milk Programs and shall provide wholesome and nutritious meals for the students in the district’s schools. In addition to meeting USDA’s nutrition standards for meals, Regional School District No. 16’s School Nutrition Program shall place an emphasis on offering its students a variety of fresh fruits and vegetables, low-fat milk, and whole grain items daily.

Food preparation will place a strong emphasis on using the low-fat methods for preparing all foods offered to students. Foods sold in the School Nutrition Program will not be deep fried. Attention will be made to limit the sodium content of foods. Consult the CSDE’s List of Acceptable Foods and Beverages for allowable products. Foods that meet the CT Nutrition Standards meet or exceed the USDA’s competitive food standards. Listed beverages will meet both federal and state requirements.

In order to increase participation in the Regional School District No. 16 School Meals Program, menus shall be planned to be appealing and attractive to children. Students will have the opportunity to sample new foods offered; menus will be sent home and featured on the district’s website. The School Nutrition Department will also encourage suggestions from a variety of sources including parents, health officials and student groups.

With appropriate medical documentation, modified meals shall be prepared for students with food allergies or other dietary needs. If you have any questions/concerns about your child’s food allergies, you may contact the school nurse at your child’s school or the Director of Food Services, Patricia Iraci, at 203-758-6671.

OTHER FOODS AND BEVERAGES SOLD DURING THE SCHOOL DAY
To support children’s health and safety, school nutrition-education efforts and ensure the safety of children with food allergies, food and beverage items sold to students during the school day must meet the district’s nutrition standards and Section 10-221q Connecticut General Statute Sale of Beverages. Connecticut General Statute Section 10-221q - Sale of Beverages regulates the sale of beverages sold to students in all public schools during the school day. Beverages for sale to students must be limited to the following five categories:
1. Milk, only low-fat or skimmed, that may be flavored but contain no artificial sweeteners, sugar alcohols or added sodium and no more than four grams of sugar per fluid ounce; (federal regulation require milk to be non-fat or low-fat 1%);

2. Nondairy milk substitutes, such as soy or rice milk, that may be flavored but contain no artificial sweeteners, non-nutritive sweetening agents, sugar alcohols, added sodium, and no more than four (4) grams of sugar per fluid ounce, no more than thirty-five percent (35%) of calories from fat per serving and no more than ten (10%) percent of calories from saturated fat per serving;

3. One hundred percent (100%) fruit juice, vegetable juice or a combination of such juices, containing no added sugars, sweeteners, artificial sweeteners or sodium;

4. Beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners or artificial sweeteners, or sodium and that meet the nutrition requirements pursuant to the Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, as amended from time to time; and

5. Water that may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, sodium or caffeine.

Portion sizes of beverages specified above are limited to no more than 8 fluid ounces for students in grades K-5 inclusive and 12 fluid ounces for students in grades 6-12 inclusive except water, which is unlimited.

All competitive foods and beverages sold during the school instructional day will progressively meet the recommended nutrition standards published by the Connecticut State Department of Education Child Nutrition Program. Based on Section 10-21-b-23 CT Statute, the district may not allow any group, such as the PTO, school store, or school clubs to sell or distribute any food or beverage anywhere on school premises from thirty minutes prior to the start of the National School Lunch and Breakfast Program and up until thirty minutes after the end of the last lunch wave. Any income from the sale of such food or beverage distributed anywhere on school premises during this time frame shall accrue to the School Nutrition Program.

Beverages that are not specified in Connecticut General Statute Section 10-221q and foods that do not meet district nutrition standards may only be sold to students at school if exempted by the local Board of Education and only if three conditions are met:

1. The sale is in connection with an *event occurring after the end of the regular school day or on the weekend;
2. The sale is at the location of the *event;
3. The beverages are not sold from a vending machine or school store.

*An event is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. Event examples include athletic games, theater productions. Examples of non-events that do not qualify for the food and beverage exemption are athletic or fine arts practices, meetings, or rehearsals.

**OTHER FOODS/BEVERAGES DISTRIBUTED THROUGHOUT THE SCHOOL DAY**

**CLASSROOM CELEBRATIONS**

Providing healthy and safe classroom celebrations demonstrates a school commitment to promoting healthy behaviors. It supports the classroom lessons students are learning about health, instead of contradicting them. Healthy celebrations promote positive lifestyle choices to reduce student health risks and improve learning. When parents send in homemade food, it is difficult to ensure that the food is safe from bacterial contamination and safe for those students with food allergies. It also violates the Board of Health regulations regarding homemade foods.
Regional School District No. 16 will not allow food or beverages for classroom celebrations such as birthday parties. A list of many non-food alternatives will be available in each of the district’s schools and on our website www.region16ct.org.

To enhance food safety, food and beverages to be distributed to the student population must be purchased and obtained through a licensed food vendor and must be commercially prepared, prepackaged, unopened, and, when possible, individually wrapped.

Not more than an average of once per quarter school-sponsored events that distribute food or beverages to students during the school day may be approved at the discretion of the building principal.

According to Board of Health regulations, homemade food or beverage items are not allowed to be served to the general student population.

**PHYSICAL EDUCATION**
The school district shall follow state standards and ensure that each school has a district-wide curriculum for physical education. District students shall participate as follows:

- Grades K: 2 days a week, 20 minutes and 25 minutes
- Grades 1-3: 2 days per week, 25 minutes and 30 minutes
- Grades 4-5: 2 days per week, 30 minutes each
- Grades 6-8: 90 minutes per week based on 24 weeks or 50 hours per year
- Grades 9-11: 200 minutes per week based on 18 weeks.

**SCHOOL HEALTH EDUCATION**
Comprehensive school health education shall be taught by certified, highly qualified, effective teachers. The school district shall have guidelines for the development, review and adoption of curriculum.

The school district’s comprehensive school health education shall be offered as part of a planned, ongoing, systematic, sequential and standards-based program and be administered in accordance with Connecticut General Statutes 10-16b, Prescribed courses of study; 10-19, Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome; Training of personnel; 10-220a In-service training; Professional development; Institutes for educators; Cooperating and beginning teacher programs, regulations.

**SCHOOL HEALTH SERVICES**
The district shall employ only highly qualified, registered nurses with a current valid nursing license. Nurses shall be expected to adhere to the scope and standards of professional school nurse practices at all times. These practices include:

- Patient assessment, nursing diagnosis, outcome identifications, planning, implementation, and coordination of care as well as referrals to appropriate outside medical services when necessary.
- School Nurses will participate in health education and promotion along with certified health education instructors, based on existing district curriculum.
- Evaluation of health services and the quality of practice is part of the School Nurse’s function.
- School Nurses will keep current on new medical protocols and research.
- School Nurses shall adhere to strict ethical conduct and follow all applicable privacy laws such as FERPA and HIPPA.
- School Nurses shall demonstrate leadership, the ability to practice independently, supervise others, and delegate care in the school health setting.
The school district’s Wellness Policy will be available in school offices, school libraries, the central office, and on the school district’s website. *See BOE Policy 6142.101 – Student Wellness Policy*

**SCHOOL POLICIES/REGULATIONS and BEHAVIOR**

**ASSEMBLIES**
There are times when classes, grades, teams or the entire school may gather for assembly programs. Typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in both time and money in preparation for an assembly program. A student’s conduct at assemblies must meet the same standards as in the classroom. We expect all students to demonstrate proper behavior and etiquette.

**BOOKS, BOOK BAGS, AND BACKPACKS**
Students in grades K-5 must keep book bags and/or backpacks in the closet area of the classroom or in an assigned locker, if available. Textbooks and other instructional supplies should be kept in the student’s desk.

Middle school students have easy access to their lockers during the school day. Consequently, students may not carry book bags between classes at the middle school because they pose an obstruction to safe passage of students in the classrooms and/or corridors.

High school students may use backpacks of a reasonable size to carry books and instructional supplies to their classes. Book bags and oversized backpacks are not allowed. The administration reserves the right to limit the size of the backpack and the use of backpacks if safety concerns arise.

Students must cover all textbooks, when required, and are expected to repair damage or replace any lost textbooks and library books.

**CHILD ABUSE**
Teachers, principals, paraprofessionals and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services.

A suspected child abuse report shall be made when he/she has reasonable cause to suspect that any student under the age of eighteen has had serious physical injury or injuries other than by accidental means:

1. by a person responsible for the child’s health, welfare, or care;
2. by a person given access to such child by the responsible person; or
3. by a school employee; or
4. if the student has injuries which are at variance with the history given of them or is in a condition that is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.
COMPLAINTS AND CONFLICTS
The partnership between home and school is very important to us because it supports student achievement. Despite our commitment to work together, from time to time problems may arise. Many parents have asked what to do when they have a concern about a classroom matter or when an issue between their child and the teacher has surfaced.

Although frustration and anger may be a parent’s initial reaction, please understand that a confrontation will not solve the problem. Gathering information first and getting the facts straight often goes a long way to resolving the issue. Minor problems can often be settled successfully over the phone, but more serious issues need to be addressed face-to-face with the individual involved.

Our school staff is dedicated to helping you and your child solve problems and appreciate being approached when there is a problem. Issues are best settled at the lowest level and with the individual with whom your child is/was involved.

• Please contact your child’s teacher first to discuss a classroom issue or concern. If the issue involves another individual, such as an aide, etc., please contact your child’s principal to discuss the issue.
• If a classroom issue addressed with your child’s teacher has not been settled at that level, please speak with your child’s principal. The principal cannot make an immediate decision and may suggest sitting down for a conference with you and the individual involved. Resolving the problem may take a little time, especially if various strategies for doing so are to be explored.
• If the resolution of the issue or problem is not possible at the school level, please let the principal know that you will refer or appeal the matter to the superintendent. First, the superintendent needs to know that you have attempted to settle the problem/issue with both your child’s teacher and the principal.
• Only when the complaint cannot be resolved by the superintendent should it be referred to the Board of Education. All complaints that have reached the Board of Education must be submitted in writing and be signed.

COMPLAINT RESOLUTION PROCEDURE – FEDERAL REGULATIONS
Federal regulations require that the state education agencies adopt written procedures for the receipt and resolution of any complaint which alleges that the state education agency, or an agency or consortium of agencies, has violated a federal statute or regulation that applies to the following programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free School and Communities).
10. Part A of Title V (Innovative Programs).
DISCRIMINATION
Region 16 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age or disability in providing education services.

The name/contact information of the person in Region 16 who has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended, is Mr. Derek Muharem, Long River Middle School, 38 Columbia Avenue, Prospect, CT 06712, (203) 758-4421, dmuharem@region16ct.org

Mrs. Jennifer Stewart, Assistant Director of Special Education/Pupil Personnel Services of Region 16, 30 Coer Road, Prospect, CT 06712, (203) 758-6671, jstewart@region16ct.org has been designated to coordinate compliance with Safe School Climate Coordinator (bullying and harassment concerns).

Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services of Region 16, 30 Coer Road, Prospect, CT 06712, (203) 758-6671, smcnulty@region16ct.org has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

The Dept. of Education Office for Civil Rights address is:
U. S. Department of Education, Office of Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, Phone (617) 289-0111, Fax (617) 289-0150 Email questions to: OCR.Boston@ed.gov or to file a complaint electronically: www.ed.gov/about/offices/list/ocr/complaintintro.html

DRESS CODE (See BOE Policy 5132 - Dress and Grooming)
Students are encouraged to dress in clothing appropriate to the school setting. Students’ overall appearance should fall within the generally accepted definition of neatness and cleanliness. Clothing should be clean, not torn, and free from promotion of or reference to drugs, alcohol, violence, weapons, tobacco, as well as, offensive signs, symbols, or words. Students should take pride in their appearance.

Reasonable and proper standards of dress are expected of EVERYONE! Logical expectations for appropriate dress are as follows:
• Outer jackets and coats -- including windbreakers-- are not to be worn during the school day.
• No hats, caps, bandannas, or hoods from hooded sweatshirts.
• Shirts and tops must lie over the waistband of the pants. It is appropriate to have shirts tucked in and required to have them buttoned.
• No spandex; clothing length should exceed the length of the student’s fingertips when arms resting at their side.
• Underclothing should be covered at all times.
• Undergarments may not be worn as outerwear.
• Tank tops must be worn over or under T-shirts, shirts, or blouses. If worn underneath, blouses should be buttoned.
• Transparent, mesh, or spaghetti strap tops or clothing with holes are not allowed.
• No bare backs, bare shoulders, or midriffs, or strapless clothing.
• No platform shoes, flip flops, open-toe shoes without ankle straps, clogs, “crocs” or “heelies” (with or without wheels) at elementary schools.
• No platform shoes or “heelies” (with or without wheels) at the middle school and high school.
• No black-soled shoes, boots, or sneakers which mark the floor.
• Baggy pants must be belted. Pants may not be worn below the waist or with undergarments visible.
• No chains, wallet chains, dog chains, or other such chains, may be worn.
• No jewelry, accessories or dress related to drugs or alcohol, violence, weapons, tobacco, as well as, offensive signs, symbols or words.
• Sunglasses may not be worn in school except for a documented medical reason.
• Students may not bring aerosol cans to school.

Staff and administration are expected to implement the above dress code throughout the district. Students whose dress and grooming does not conform to these standards will be referred to the principal. If students fail to remedy the necessary changes in dress, parents will be contacted.

Nothing in these regulations shall intrude on the constitutional or statutory rights of any student; however, students may not create a threat to the good order of the school and learning or cause disruption of any recognized school function. If students fail to comply with the school’s attire policy, discipline is appropriate.

HOMEWORK
The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Homework is an integral part of the instructional program and should be meaningful and help students develop constructive attitudes and sharpen useful skills needed in learning.

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction; therefore, homework is routinely assigned to all students in Region 16 schools. As the word implies, homework is to be completed outside the classroom. Parents should expect students to have regular homework assignments and should question the lack of such assignments.

Purposes for homework include:
• supplementing, reinforcing, and enriching classroom work;
• giving increased practice in previously developed skills;
• making up work because of absence;
• developing initiative, independence, self-direction and responsibility;
• assisting in the development of good study habits.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student’s work in school.

Homework assignments, as a general guideline, should be 10 (ten) minutes times the grade level. For example, 1st grade will be 10 minutes, 2nd grade will be 20 minutes, 3rd grade will be 30 minutes etc.

Homework will be mainly representative of the major academic disciplines, but may include other subjects. Unfinished class work and/or seatwork may be assigned for homework but should only occupy half of the allotted time or less.

• Homework guidelines are for all students. The type of homework assigned may be adjusted to fit the abilities, age, and maturity of individual students. Time allotted for homework may increase beyond the minimum as the year progresses.
At the elementary level, homework may not be assigned on a daily basis. However, students are encouraged to read daily for at least 15 minutes even on days when homework is not assigned.

Homework for students in the middle school and high school should be reasonable and appropriate to the developmental level of the student.

Individual schools may decide which days are designated for homework and how to coordinate assignments among subject areas.

The minimum time allotments apply to special education students in self-contained classes, unless individual student needs and abilities warrant adjustments.

If you have any questions or concerns about your child’s homework assignments, please feel free to call your child’s teacher(s) or the school.

LOST AND FOUND
Any articles, which are found in the school or on school grounds, should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

MEMORIALS (see BOE Policy 1180 – Memorials for Deceased Students or Staff)
Recognizing that the loss of a member of the school community is deeply felt, schools will support staff, students and families who feel the loss, and will assist with connections to appropriate community resources. As places designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.

PERSONAL PROPERTY
Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys, valuables, or unusual items to school unless they are intended for a specific purpose in the classroom. If special circumstances make it necessary for your child to bring substantial cash or other possessions to school, these items can be safeguarded by registering them and leaving them in the main office.

PESTICIDE MANAGEMENT (see BOE policy 3524.1-Hazardous Materials in Schools)
The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

POSTERS
The school principal and/or the superintendent must approve signs, posters and flyers/notices that students wish to display. Materials displayed without authorization will be removed.

SMOKING (see BOE policy 5131.6 – Drugs and Alcohol/ Tobacco)
There shall be no smoking or any other unauthorized use or possession of tobacco*, tobacco products, including chewing tobacco or tobacco paraphernalia by students in any school building/grounds or school vehicle, or when students are subject to supervision by school personnel, including extracurricular events, field trips or school related activities such as a work-study program.
*Tobacco includes, but it not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor product, chemicals or devices that produce the same flavor or physical effect of nicotine substances, any other tobacco or nicotine innovations and any other items containing or reasonably resembling tobacco or tobacco products.

**STUDENT RECORDS** *(see BOE policy 5125 - Student Records; Confidentiality)*

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

Safeguards shall be practiced by the school administration to protect the student and the student’s family from invasion of privacy in the collection, maintenance, and dissemination of information in student records. Information about a student that is contained in his or her records shall be accessible only to those legally entitled to the information. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes.

A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parent(s) or student.
A student over 18 and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student’s grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

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

**Directory information or class lists shall not be distributed to private, and/or commercial organizations by any Region 16 school or affiliated club, organization, or team without the consent of the parent or legal guardian of the student or by the student who has attained majority status.**

Directory information includes a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous public or private school attended by the student.

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

Recent Federal legislation entitled *Every Student Succeeds Act* mandates that all schools make students lists available to military recruiters upon request. Student information would include name, address and telephone number. This information must be made available, if requested, unless students and their parents exercise their right to prohibit the release of information. Forms for opting out are available at the school office. *(see BOE policy 5145.14 Campus Recruitment)*

**SURVEYS OF STUDENTS** *(see BOE policy 6162.51 - Survey of Students, Student Privacy)*

The Board of Education recognizes the staff’s need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys in accordance with the guidelines contained within this policy.

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student
knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. Note: The term “survey” includes an evaluation.

Prior to administering a survey, the Board of Education must approve all those that are received by the Superintendent that include reference to any of the factors listed below. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering concerning:
1. political affiliations;
2. mental or psychological problems;
3. sex behavior or attitudes;
4. anti-social and demeaning behavior;
5. critical appraisals of family relationships;
6. legally recognized privileged or analogous relationships;
7. income;
8. religious practices, affiliations, or beliefs of the student or the student’s parent.

Parents or students who believe their rights under Protection of Pupil Rights Amendment (PPRA) may have been violated may file a complaint with Education Department (ED) by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education. Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information.
2. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

   a. College or other postsecondary education recruitment, or military recruitment;
   b. Book clubs, magazines and programs providing access to low-cost literary products;
   c. Curriculum and instructional materials used in schools;
   d. Tests and assessments;
   e. Student recognition programs; and
   f. The sale by students of products or services to raise funds for school-related activities.

3. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above.

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

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

**SCHOOL ADMINISTRATIVE RIGHTS**

**SEARCH AND SEIZURE (see BOE policy 5145.12 - Search and Seizure)**

Search and seizure is a serious action and is only undertaken when there is reason to believe that the safety of students may be compromised.

Search and seizure is only performed by an authorized school administrator and is always in accordance with the Fourth Amendment rights of students. Because desks and school lockers are the property of the school, the right to inspect these desks and lockers may be exercised by school officials. An authorized school administrator may search a student’s locker or desk under the following conditions:

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

2. The student has been informed in advance that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students or the school are contained therein.

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

Under special circumstances, school officials may search students particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Parents will be called and may be present during the search. Students must be aware that such items are forbidden both on school property and at school-related activities.
VIDEO RECORDERS/SECURITY CAMERAS IN THE SCHOOLS
The district has installed security cameras with video recording capability in the schools and on its premises. Video will be viewed by the administration. Students violating conduct rules will be notified and disciplinary action will be taken. Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

SPECIAL SERVICES

DISABILITIES
The school District will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision. Region 16’s Section 504 Coordinator is Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services in Region 16, 30 Coer Road, Prospect, CT 06712, (203) 758-6671, smcnulty@region16ct.org.

GUIDANCE AND COUNSELING
Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the Social Workers and Guidance Counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance Counselors are required to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes or after school.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended through the PPT process.

HOMEBOUND (Please see BOE Policy 6173 - Homebound Instruction)
Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of greater than three weeks or longer as diagnosed by a physician, psychiatrist, or the Planning and Placement Team.

To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons. Homebound instruction is offered in core subjects at all levels and in middle/high school subjects, which do not require laboratories and special equipment.

PARENTAL NOTIFICATION AND CONSENT REQUIREMENTS FOR SCHOOL HEALTH SERVICES
Effective March 18, 2013, the United States Department of Education promulgated the Individuals with Disabilities Education Act (IDEA) Part B final regulations that change the requirements in 34 C.F.R. § 300.154(d) related to parental consent to access public benefits or insurance (such as Medicaid). The new rules ensure that parents of children with disabilities are informed of all of their legal protections when public agencies seek to access public benefits or insurance to pay for services.
Specifically, these final regulations require that public agencies:

1. Obtain a one-time written consent from the parent, after providing the written notification described below, before accessing the child’s or the parent’s public benefits or insurance for the first time. This consent must specify the following:
   - the personally identifiable information that may be disclosed (such as records or information about the services that may be provided to a particular child);
   - the purpose of the disclosure (such as billing for services);
   - the agency to which the disclosure may be made (such as Medicaid); and
   - that the parent understands and agrees that the public agency may access the child’s or parent’s public benefits or insurance to pay for services.

2. Provide written notification to the child’s parents before accessing the child’s or the parent’s public benefits or insurance for the first time and prior to obtaining the one-time parental consent and annually thereafter. The written notification must explain all of the protections available to parents under Part B, as described in 34 C.F.R. §300.154(d)(2) (v) to ensure that parents are fully informed of their rights before a public agency can access their or their child’s public benefits or insurance to pay for services under the IDEA. The notice must be written in language understandable to the general public and in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.

If you have questions regarding the regulatory requirements for parental notification and consent please contact Stephanie Knutson, CSDE’s School Health Consultant, at 860-807-2108 or stephanie.knutson@ct.gov. For questions regarding SBCH billing, please contact the Department of Social Services (DSS) School Based Child Health Program at DDS-SBCH@ct.gov, or Jennifer Pardus, Associate Accountant, at 860-424-4997 or jennifer.pardus@ct.gov.

SPECIAL PROGRAMS
The district provides special programs for those with disabilities which affect a student’s success at school. A student or parent with questions about these programs should contact the building principal or Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services, in the District Office at (203) 758-6671, smcnulty@region16ct.org.

For students in need of special education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in special education and special services programs.

SPECIAL SERVICES FOR STUDENTS/SCIENTIFIC RESEARCH-BASED INTERVENTION (SRBI)
Due to the changes in state and federal laws, Region 16 and all other districts in the state utilize a procedure for identifying students who are not achieving and may be eligible for Special Education Services. The model for this is called Scientific Research-Based Intervention (SRBI). SRBI focuses on helping all children who experience difficulties with learning rather than waiting for the child to fail before addressing their learning needs. This is a three-tiered approach to intervention that begins at the first signs of difficulty. Each tier represents an increased level of intervention with the goal being remediation of the difficulty.
If you have any questions regarding Scientific Research-Based Intervention (SRBI), please contact: Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services, at: Region 16, 30 Coer Road, Prospect, CT 06712, Phone: (203) 758-6671, Email: smcnulty@region16ct.org

STUDENTS RIGHTS AND RESPONSIBILITIES

ONE TO ONE (1:1) DEVICE - CHROMEBOOKS
(see Board policy 6141.3291 – District Assigned Device)

Region 16 Schools requires (students are NOT allowed to opt out) the use of 1:1 devices and the network, including the internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The devices issued to students are the property of Region 16. Before a District Assigned Device(s) will be issued for use at home, students and parents or guardians must sign the “District Assigned Device Student User Agreement Form” and the “School District Assigned Device Protection Plan Form”. These forms must be renewed within 30 days of any significant change approved by the Board of Education. Parents and students will be notified of any significant change on the district website or by email.

The policy, procedures, and information can be found in the policy listed above. The District Assigned Device Protection Plan is as follows:

District Assigned Device Protection Plan

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. A District Assigned Device is no different but it does represent a cost to the district and consequent liability to students and parents. We have a warranty in place to cover the District Assigned Device covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations and practices require a fine be levied to cover the repair or replacement cost of district property, therefore we have provided the opportunity to purchase a protection plan for students receiving a District Assigned Device.

Term:
- From the date the protection plan form and payment are received until the start of the next school year, or the student’s graduation / exit from district, whichever comes first.

Protection Plan covers:
- Maximum of 2 claims per plan period
- Accidental damage – including but not limited to broken screen, liquid spillage, drops
- Unavoidable theft – police report must be submitted within 72 hours of theft, see “Additional Information” section below.

Not covered:
- Lost devices are not covered by this policy. A full replacement cost not to exceed $275
- Damage caused by failure to use the protective case provided by the school
- Intentional marking, defacing, removing inventory label and/or abusing the device by the student responsible for the device.
- Intentional Damage: Students/Parents are responsible for full payment of intentional damages to devices by the student responsible for the device.
- Damage caused by tampering with hardware components or operating system to alter district configurations.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police/fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the Principal’s office.

**Policy void:** More than two (2) claims are made during the protection plan term
- The device is/was not protected by the protective cases that were issued during the distribution process.
- If the school makes a determination that the damage to the device was intentional or caused by abuse.

Costs (if protection plan is not purchased):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Replacement</td>
<td>$100</td>
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<tr>
<td>Keyboard Replacement</td>
<td>$50</td>
</tr>
<tr>
<td>Charger Replacement</td>
<td>$20</td>
</tr>
<tr>
<td>Always-on Case Replacement</td>
<td>$25</td>
</tr>
<tr>
<td>Device Replacement</td>
<td>$250</td>
</tr>
</tbody>
</table>

You may choose to pay Region 16 Schools a non-refundable payment for coverage outlined above in the amount of $30.00 ($31.95 if purchasing with a credit/debit card online.) If choosing to pay with a check, make payable to “Region 16 School District”, and write your student’s name and “One to One Protection Plan” in the memo field. Cash payments are not accepted.

If you wish to decline the District Assigned Device protection plan from Region 16, you agree to pay for any repairs or replacement of the device at a cost not to exceed the replacement value of $275.

**ELECTRONIC INFORMATION RESOURCES ACCESS AGREEMENT**

Users and/or parent(s)/guardian(s) of a user of the Region 16 School System’s electronic information resources and computer networks understand and will abide by the Electronic Information Resources Access Agreement. This outlines the Region 16 Board of Education’s specific expectations for a student’s use of the school system’s electronic information resources, including the school system’s computers, computer networks and the Internet.

The student’s use of computers, network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

**IF A PARENT/LEGAL GUARDIAN DOES NOT WISH THEIR CHILD TO USE THE INTERNET, PLEASE EXPRESS YOUR DESIRE IN A LETTER TO YOUR CHILD’S PRINCIPAL.** This letter will be kept on file and will be valid for only the school year in which it was submitted.
A signed **Electronic Information Resources Access Agreement must** be on file with the school administration before access is granted to the District’s network.

The Electronic Information Resources Access Agreement is outlined as follows, and users agree to abide by these terms. Devices are to be used for instructional purposes connected to the approved curriculum.

**Students acknowledge the following:**

- Only the school’s Internet will be accessed. Attempts will not be made to bypass the local connection.
- Students are required to have updated anti-virus software running on their device, if applicable.
- Students are required to have their device either engraved or labeled with their name.
- Students with loaned electronic devices will give care to the use of and transport of the device. The loaned devices will not be taken off of school grounds and will be returned in an appropriate condition at the completion of all activities.
- Electronic devices will not be used to threaten, intimidate, harass, or otherwise violate the rights of anyone. Students will not make statements through website posting, blogs, email, instant messages, etc., that harass intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community. This also includes making statements that are falsely attributed to others or the use of language that is obscene.
- Students will not send any message for an illegal purpose or in any illegal manner or use any of the school system resources for politicking or religious proselytizing.
- Hacking into any device that students are not authorized to use is a direct violation of both the District’s Acceptable Use Policy and will be grounds for a failing grade, disciplinary measure, and class dismissal.
- Students will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use “viruses,” attempt to gain access to restricted information or networks, or block or interfere with any email communications by teachers and administrators to parents, or others.
- The District’s network filters will be applied to one’s connection to the Internet and attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- All data must be stored on the student’s hard drive. Backing up the data through a jump drive, an external drive, or another media device regularly is strongly encouraged.
- As we are working to achieve a more paperless environment, printing devices are not permitted at school.
• Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.

• Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited at Long River Middle School. Use of devices, except in locker rooms and bathrooms, are permitted at Woodland Regional High School. The purpose of BYOD is purely for the extension and enrichment of the learning environment.

• Devices cannot be used during assessments, unless otherwise directed by a teacher.

• Students must immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

• Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.

• Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

• Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.

• Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone calls and text/instant messaging.

• Personal devices may not be used to send inappropriate e-messages during the school day.

• Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

• Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

**STANDARDS OF RESPONSIBLE USE**

All students in District schools must adhere to the following Standards of Responsible Use:

• The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

• Students are responsible at all times for their use of the District’s electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

• Students must log in and use the District filtered wireless network during the school day.
• Students must not access, modify, download, or install computer programs, files, or information belonging to others.

• Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).

• Students must not alter computers, networks, printers or other equipment except as directed by a staff member.

• Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the District.

• Students must not release personal information on the Internet or electronic communications.

• If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.

• Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal and should report any instances encountered.

• Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.

• Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

**EQUAL OPPORTUNITY**
Each student is encouraged to develop and achieve individual educational goals. Regional School District #16 will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability.

No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Regional School District #16 Board of Education complies fully with all regulations in Title VI of the Civil Rights Act of 1964 (Race, Color, National Origin). Title IX of The Educational Amendments of 1972 (Gender, Equity) and Section 504 (Handicapped) of the Rehabilitation Act of 1973. The Board of Education, as a matter of policy, prohibits discrimination on the grounds of age, creed, religion, gender race, handicap, political affiliation, marital status and national origin. All of its education programs are offered without regard to race, gender, creed, national origin or handicap. Any person who has questions, concerns, or wishes to file a complaint should contact the appropriate coordinator:

The Compliance Officer for Title VI and Title VII (McKinney-Vento Act) Homeless Student liaison (see BOE policy 5118.1) is Mr. Michael P. Yamin, Superintendent, Region 16, 30 Coer Road, Prospect, CT 06712, phone: (203) 758-6671, email: myamin@region16ct.org
The Region 16 Compliance Officer for Title IX is Mr. Derek Muharem, Long River Middle School, 38 Columbia Avenue, Prospect, CT 06712, phone: (203) 758-4421, email: dmuharem@region16ct.org

The Compliance Officer for Section 504 is Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services, Region 16, 30 Coer Road, Prospect, CT 06712, phone: (203) 758-6671, email: smcnulty@region16ct.org

The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Dept. of Education Office for Civil Rights address is: U.S. Department of Education, Office of Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921. Phone (617) 289-0111 Email questions to: OCR.Boston@ed.gov or to file a complaint electronically: www.ed.gov/about/offices/list/ocr/complaint intro.html

INSURANCE
School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers; Region 16 and your child’s school assume no liability from disputes arising from such a contract.

LIBRARY/MEDIA CENTER
Students are invited to use the books, magazines, newspapers, filmstrips and other materials located in the media center. Students are responsible for any material they sign out. Materials must be returned to the Library Media Specialist at the circulation desk. Students must pay for any materials they lose or damage. A student’s grades, transcript or report card may be withheld until a student’s obligation is met.

PROPERTY, LOCKERS, AND EQUIPMENT (see BOE policy 5131.5-Vandalism)
It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

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

Each student is assigned a desk(s), hall locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused and may be opened and subject to inspection from time to time by school officials. These assigned items are school property and are subject to search without cause and students should have no expectation of privacy.

Students should not attempt to repair school equipment but should notify the main office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may bring in locks from home and attach the same to their assigned lockers. Students are warned not to bring large sums of money or valuables to school. Liability for these items remains with the student.
SCHOOL CEREMONIES AND OBSERVANCES
The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving, and President’s Day are encouraged. Regional School District #16 reminds students, faculty, and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs.

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

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

SEXUAL HARASSMENT (see Policy/Regulation 5145.5 Exploitation/Sexual Harassment)
Region 16 wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. Sexual harassment is unwelcome sexual attention from peers, teachers, staff, or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assault, touching, impeding or blocking movement, leering gestures, display of sexually suggestive objects, pictures, or cartoons.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS
A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent can be requested following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the Title IX Coordinator.

The Region 16 Title IX Coordinator is Mr. Derek Muharem, Long River Middle School, 38 Columbia Avenue, Prospect, CT 06712, phone: (203) 758-4421, email: dmuharem@region16ct.org
A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Mrs. Shelly McNulty, Director of Special Education/Pupil Personnel Services, Region 16, 30 Coer Road, Prospect, CT 06712, phone: (203) 758-6671, email: smcnulty@region16ct.org.

STUDENT RIGHTS AND RESPONSIBILITIES
Each student has the right to a quality education and the responsibility to put forth his or her best efforts during the school day. Students have the right to expect school personnel to be qualified to provide that education and shall have the responsibility to respect the rights of other students and all persons involved in the educational process.

TELECOMMUNICATION DEVICES
Students shall not use electronic devices, walkie-talkies, beepers, paging devices, or cellular mobile telephones during the school day, on school transportation or while attending a school-sponsored activity on or off school property, unless under direction of the instructor/principal. Electronic games cannot be used during the school day. If a student brings any of these devices to school and they are not being used under the direction of an instructor/principal, they must be kept in a locker (middle school/high school) or book bag (elementary school). Electronic devices or cell phones are subject to confiscation if used in violation of this regulation, and the school will not take responsibility if these items are lost or stolen.

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

VIDEOS AND PHOTOGRAPHS OF STUDENTS, THEIR WORK, AND PERFORMANCES
Region #16 wishes to give recognition to students’ accomplishments during the school year. Region #16 may publish, broadcast and display copies of students’ work, ceremonies and performances at school, community facilities, and other locations.

These materials can be released to news organizations (school, local, state and national), multiple mediums on the internet, etc. Region #16 may identify students by first name when their photographs and work are included in web pages from PreK-12 grades. All school events, performances and in-school assemblies (sporting, fine arts, plays, graduations, etc.) are considered public events and everyone attending and all participants will be included in the photographing/video recording/broadcasting of those events. In addition, special classroom events (i.e. speaker presentations) may be video recorded/photographed/broadcast as well.

If a parent does not want their child to be photographed or video recorded, or to participate in a live broadcast and have that information shared with the public, that parent must submit a letter at the start of the school year or before the performance to the student’s building administrator. This letter will be valid for only the school year in which it was submitted. If a parent does not want their child’s performances, photo, or work shown to the public, they must also understand that the child will not be allowed to participate in the performances due to technical and time limitations.
TRANSPORTATION

Bus routes and stops are planned and established by the transportation contractor and Regional School District #16. Safety, economy, efficiency, and the allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. All children who are provided with bus transportation in Region 16 are expected to conduct themselves in an orderly manner both at the bus stop and while on the bus. The bus driver has complete charge of the children while they are riding on the buses. Passengers should be out at their bus stop at least ten minutes before their pick up time.

Students are assigned to a regular bus and a regular bus stop. For your child’s safety and well being, this arrangement should not be changed or modified.

If an emergency arises, a change of bus WILL NOT be granted without a note signed by a parent/guardian. The note must be handed to the homeroom teacher or principal at the beginning of the school day. Please state the number of the bus your student currently rides and the number of the bus you are requesting your student to ride. Failure to provide a note for a change of bus will prevent the request from being granted. Phone requests for a change in bus will be limited to emergency situations only.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver’s directions at all times and be courteous and respectful toward the driver.
2. Passengers shall board and leave the bus in an orderly manner at their designated bus stop.
3. The bus drivers are responsible for the safety of all passengers. Distractions of any kind will not be tolerated.
4. Passengers shall not stand or move from seat to seat while the bus is in motion.
5. Passengers shall keep book bags, backpacks, books, instrument cases, feet, and other objects out of the bus aisle.
6. Passengers shall not destroy or deface seats or any type of bus equipment. The students and/or their parent(s)/guardian(s) will be financially responsible for repairs.
7. Passengers shall not extend head, hands, arms, feet or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
8. Passengers shall not smoke or use any form of tobacco.
9. Passengers shall not eat food, chew gum or drink beverages on the bus.
10. Unruly conduct, including the use of obscene/abusive language and making obscene gestures, will subject the passenger to disciplinary action.
11. Verbally harassing or abusing other students on the bus is strictly forbidden.
12. Fighting, kicking, pushing or participating in any physical contact with other passengers or the bus driver is strictly forbidden.
13. Bullying of any kind is strictly forbidden.
14. Conversations between students should be kept at a normal volume. Yelling and screaming of any kind is not allowed and will not be tolerated.
15. Under no circumstances should students use their phone to take pictures or videos of anything on the bus.
16. Upon leaving the bus, the passenger will wait for the driver’s signal before crossing in front of the bus.
17. Students must ride the bus to which they are assigned.
Emergency changes in regular bus stops must be approved by and arranged by the Region 16 Bus Coordinator. The Region 16 Bus Coordinator is Mrs. Shelly McNulty, Region 16 District Office, 30 Coer Road, Prospect, CT 06712, phone: (203) 758-6671, email: smcnulty@region16ct.org

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

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

The student shall not be provided bus service again until a conference involving all persons listed above has been held.

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s Individual Education Plan (IEP).

VIDEO RECORDERS ON SCHOOL BUSES
(see BOE Policy 5131.11 – Video Cameras on School Buses)

The district has installed video-recording equipment on school buses to monitor school transportation and discipline. Video recording will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Video will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.
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