

The Friendship School



The Friendship School

Student and Family Handbook 2019-20

*The Friendship School
Administered by LEARN*

*24 Rope Ferry Road
Waterford, CT 06385
P: 860-447-4049
F: 860-447-4056*

Dear Students and Families,

Welcome to The Friendship School! We are happy you have chosen our school for your child, and are excited to get to know your family. We are looking forward to another successful school year full of learning, inquiry, collaboration, and relationship building.

Our school's philosophy rests upon the foundations of early learning. The Friendship School strives to be a leading early learning school that partners with families to foster a life-long love of learning through exploration, kindness, curiosity, and leadership. Our anchors include the belief that **learner success** is ensured through a school environment rich in literacy, numeracy, inquiry, exploration, and research-based teaching practices. **Partnerships** with families are an integral part of a child's growth, development, and success. **Relationships and social development** are important for a child's overall growth and development. **Diversity, inclusion, and respect** are a foundation for young learners. Finally, **collaboration** and the sharing of effective practices are a cornerstone for educators assuring the highest quality teaching and learning.

This handbook outlines many of the ways we partner with families, ensure academic and cognitive development for each student, promote social and emotional development for all of our students, and value the diversity throughout our community. In order to achieve these goals, our staff regularly engage in professional development, collaborating with one another and other area teachers. We are accredited by both the National Association for the Education of Young Children (NAEYC) and the New England Association of Schools and Colleges (NEASC). Our partnerships with you will be extraordinarily important in maintaining accreditation, as well as continuing to develop and refine our work with the region's youngest learners.

We hope this handbook will answer many of your questions about policies and procedures, as well as offer some guidance for making this a positive experience for all involved. At the end of the document, you will find a signature page that we respectfully request you sign and submit, indicating you have reviewed and understand the document. The second portion of this handbook has policies specific to LEARN and the State of Connecticut, which apply for all LEARN administered schools. If you have any questions, please feel free to contact me.

I look forward to partnering with you and getting to know your child!

Sincerely,

Andrea Simmons
Principal

MISSION STATEMENT

The Friendship School is a leading early learning school that partners with families to foster a life-long love of learning through exploration, kindness, curiosity, and leadership.

Our Anchors:

Learner Success is ensured through a school environment rich in literacy, numeracy, inquiry, exploration, and research-based teaching practices.

Partnerships with families are an integral part of a child's growth, development, and success.

Relationships and social development are important for a child's overall growth and development.

Diversity, inclusion, and respect are a foundation for young learners.

Collaboration and the sharing of effective practices are a cornerstone for educators assuring the highest quality teaching and learning.

Through a magnet school lottery process, The Friendship School, administered by LEARN, admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, hiring policies, or any other school administered programs.

PROGRAM PHILOSOPHY AND CURRICULUM GOALS

At The Friendship School, we believe that play and socialization are a critical part of learning in a young child's life. Through the developmentally appropriate, hands-on activities provided in our program, each child will have the opportunity to grow emotionally, socially, physically, creatively, and cognitively. We respect and celebrate the unique culture and diversity of the families we serve. We believe that by working together with families, we can provide the best possible first school experience for each individual child.

The Friendship School bases curriculum and instruction in the "Foundations of Early Learning."

Developmentally Appropriate Practice means providing goals and experiences for children that are well-matched to their learning and development, yet will challenge them to promote interest and development. It requires the teaching staff to know each child individually in order to provide the best experience for the child.

Through inquiry and play, children practice and learn skills vital to later school success. Collaboration, negotiation, language skills, problem solving, impulse control, and motor skills are all practiced and refined through inquiry and play. In addition, children acquire literacy and math concepts, scientific skills such as hypothesizing, observation, and experimentation, in the course of play. Children learn to count objects, begin to write for meaning, recognize sight words, make predictions, and observe outcomes as they engage

with peers in the centers throughout our classrooms. We recognize that through direct instruction and repetition, children can acquire rote skills and repeat them with prompting. However, it is our belief that children are better prepared for school by learning these skills naturally through inquiry and play. We have actually found that children extend their learning and acquire greater skills in the inquiry-based and play-based classroom environment. For example, when the children come to the lunch table, they practice recognizing numerals and 1:1 correspondence while counting their servings (first & seconds) of vegetables or fruits. Later on, children begin to realize that they can put those two numbers together to get “how much altogether.” This represents a higher order extension of learning which we have fostered simply by providing opportunity and practice through the natural course of the day.

We use the Connecticut Early Learning and Development Standards (CT ELDS) and the Connecticut Common Core State Standards (CCSS) as a basis for planning and implementing curriculum. We are able to plan activities to address specific learning standards appropriate for pre-kindergarten and kindergarten students, then observe and assess children’s progress in those areas, and then plan experiences based on the individual needs and interests of the children. The CT ELDS organizes children’s development into eight interrelated areas: cognition, mathematics, language and literacy, science, social/emotional development, physical development and health, creative arts, and social studies. The CCSS organizes learning into interrelated standards addressing English Language Arts (foundational skills for reading, writing, speaking and listening, and language) and mathematics. Direct parallels are outlined connecting the CT ELDS and CCSS in order to ensure teachers apply developmentally appropriate practice in both pre-kindergarten and kindergarten.

STAFF

The Friendship School is governed by The LEARN Governing Board. The Board is made up of representatives from each district's Board of Education, the Executive Director of LEARN, the Associate Executive Director of LEARN, and other LEARN representatives.

School leadership, teachers, related service providers, and other staff all meet or exceed the qualifications needed for certification in their position by the State of Connecticut. We value and support continued professional learning experiences for all of our staff. We provide regular professional learning opportunities for the school staff as a whole and through individualized experiences, as necessary.

In addition, our staff has the qualities necessary to interact and communicate appropriately with young children, their families, and other staff members. All staff have current certificates of good health, and are subject to background checks by LEARN, the State of Connecticut, and the Department of Children and Families before employment.

All members of the teaching team are First Aid/Child CPR certified or have written plans on file with the school to obtain certification by the fall of 2019.

The school principal and assistant principal are available before and after the school day, or can schedule a more convenient time for appointments when necessary if you have any questions or would like to meet for any reason.

SCHOOL POLICIES

ARRIVAL, DISMISSAL, ATTENDANCE, AND TARDINESS

Arrival and Dismissal:

You may choose to have your student ride the school bus (if you reside in New London or Waterford; or, if your town provides a bus), or you may drop them off at The Friendship School or the before-school program (Carelot). If your child rides the bus, he or she will be greeted by friendly staff members in the bus drop-off area. Students will either be walked directly to the classroom, or they will be guided to their teacher's photo on the wall and will wait until a small group of students has assembled, so a staff member may assist the small group in making their way to the classroom. If you drop off your child at The Friendship School, the school doors will open at 9:18 and families wait in the foyer until 9:28. Please ensure that your child stays with you at this time for their safety and the safety of those around you. At 9:28, an announcement is made that you may proceed to your child's classroom. Classroom doors will open at 9:30. You may briefly connect with your child's teacher at this time.

At dismissal time, students who ride the bus will be dismissed with an adult staff member to board the bus in the bus area. The school doors will be opened at 3:15 pm to allow families in to begin the sign-out process. Please be sure you have a driver's license or state-issued identification card to show the secretary, who will check your name on the list of approved adults to pick up your child. You will receive a dismissal slip. An announcement is made between 3:25 and 3:30 to alert families that they may go to their child's classroom to greet their child. Present the dismissal slip to the classroom teacher. This process helps keep all of our students safe and accounted for, and no exceptions will be made.

Occasionally, a student may need to be picked up early. Please provide a note or phone call with the reason for the early pick-up (medical, counseling, therapy, or dental appointment). We will add your child to the approved early pick-up list for the day. Classroom staff will walk your child to the office when you arrive. Families will not be permitted to go to classrooms to pick up the child.

If your child has alternate dismissal plans, including riding a different bus to go home with a friend, or if they will be picked up instead of riding the bus, the teacher or office must have a record of this change in the form of a written or emailed note to the teacher provided by 9:00 am that day. Families may also call the office with this information. Approved adults to pick up the student are listed on the LEARN registration packet, and all adults will be asked to show identification to the office upon student pickup. **We understand that urgent situations occur and plans can change throughout the course of the day; if you need to call to arrange a different dismissal plan for your student, please do so by 3:00 pm. We are unable to accommodate requests for changes in dismissal after 3:00 pm.** Please call the office if your family is in need of a change in dismissal plans due to an emergency situation. Do not email or call the teacher after 9:00 am.

The parent or approved adult must be present at the bus stop in order for the bus to leave the child at the stop. If the adult is not at the stop, the bus will bring the child back to The Friendship School and you will be called to come and pickup your child from the main office. If we are unable to reach you, we will call emergency contacts to come pickup your child. **Please understand that this is a situation that should be avoided at all costs.** It places unnecessary stress on the child as it is a significant change in routine and disrupts the expectations of your child. The Friendship School's after school care program is provided by Carelot, not by the main office or by the school. Please contact us if there are difficulties regarding the bus drop off location or time so that we may work with you and the bus company to ensure a safe experience for all. If your child is returned to school by the bus company three times, we will require a meeting with your family to discuss alternate dismissal/busing options.

Absences and Tardies:

The Connecticut state law requires parents/ guardians be made aware of their legal obligation to ensure their child attends school. Attending school regularly helps children feel better about school and themselves. Start building this habit in pre-kindergarten and kindergarten so they learn right away that going to school on time, everyday is important. Chronic absenteeism is an early indicator of future academic difficulty. Help us prepare your child for their bright future by getting them to school everyday and on time!

Tardy (arriving late):

- If your child arrives at school after 9:45, then he/she is considered **tardy**; you will need to sign them in at the office and receive a tardy slip.
- If your child arrives after 10:00 am and needs breakfast, please sign them in at the office to receive a tardy slip, then stop by the cafeteria window to pick up a "cold pack" breakfast if needed.
- Bring the **tardy** slip to your child's teacher when you take them to the classroom.
- If your child is tardy more than 10 times during the school year, the principal, assistant principal, or designee will meet with you in order to work together to help you get your child to school on time.

Absences:

- If your child is going to be **absent** from school, please call the school by 10:15am and leave a message on the attendance message line (option #2).

- Whenever a student is **absent** from school, no matter what the reason or circumstance, a note from the parent or doctor must accompany the student upon his/her return to school. We need this note in addition to your phone call to inform us that day of his/her absence. The note should include the following information:
 - Date the note is written
 - Name of the student absent
 - Reason for the absence
 - Date of the absence
 - Signature of the parent/guardian or physician if the note is a hard copy

In order for a child to be considered “In Attendance” for the school day, they must be at school for more than 1/2 of the day (3 1/4 hours) Arrival after 12:45pm is considered an absence.

Excused Absences:

For absences **one** through **nine**, a student’s absences are considered **excused** when the student’s parent/guardian approves such absence and submits appropriate documentation. For the **tenth** absence and all absences thereafter, a student’s absence from school is only considered **excused** for the following reasons and must have a parent note and, in cases of illness or medical need, a note from an appropriately licensed medical professional accompanying them when they return to school:

- Student illness, verified by an appropriately licensed medical professional, regardless of length of absence
- Student’s observance of a religious holiday
- Death in a child’s family or other emergency beyond the control of the student’s family
- Mandated court appearance
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education.

Unexcused Absences:

A student’s absence is considered **unexcused** if:

- There is no phone call or note from the family.
- After the ninth absence, if the absence is due to a family vacation/trip or holiday.

It is important that parents and guardians understand that extended absences may severely impact your child’s learning, relationship building, and school routine. If a student accrues four **unexcused** absences in one month, or has ten or more **absences** in a school year, this student is in danger of approaching **chronic absenteeism**. Absences exceeding nine in the school year or four in one month is considered **chronic absenteeism**. At this time a letter will be sent home to request a parent meeting in order to work together to ensure better school attendance for the child. A review of your child’s attendance will accompany each report card in order to help you keep track of your child’s attendance.

When there is a **weather related school cancellation**, as decided by each child’s home district, but TFS has school - an absence will **not** be accrued. In this case, please notify TFS of your child’s absence. The child’s absence will be considered: ‘modified attendance’.

The Friendship School recognizes these attendance policies and practices for all students, including three and four year olds.

FAMILY CONNECTIONS

At The Friendship School, we believe that the success of our program depends on developing and fostering positive relationships with families. In order to best meet the needs of each individual child, we may ask for information from families about your background, beliefs, and customs. Children learn best when concepts presented are relevant to their own lives. Asking families to share information with us about how they define their own race, religion, home language, culture, and family structure will enable us to make classroom experiences relevant to each child. The registration forms help us gather this information, which is kept confidential in the child's file. If there is additional information you feel would be helpful for us to know but we have not specifically asked for it, please include additional comments on a separate sheet of paper and submit to the classroom teacher.

SCHEDULE CHANGES

When Waterford Public Schools cancels school, The Friendship School is also cancelled.

When Waterford Public Schools has a delay, The Friendship School will also follow the delay.

In the case of inclement weather, please pay careful attention to local TV stations for updates about the schedule for The Friendship School. There is a special notification for "The Friendship School." We also post updates on our website and Facebook page, in addition to an automated call made at approximately 7:00 a.m.

A calendar is included online at www.thefriendshipschool.org and is sent home in the summer mailing. Please read the monthly newsletter for reminders/updates about regularly scheduled changes, such as early dismissal days. If a child is not picked up at dismissal by parents or other authorized adults, The Friendship School staff will attempt to call the primary phone numbers provided by the family through the registration process, and if caregivers are unavailable at these numbers, we will call all emergency contacts listed through the registration process. There must be at least two people on the premises with the child. If after a half hour of continued phone calling we still have not reached anyone, we are required by state regulations to notify the police department and the Department of Children and Families (DCF). Please help us in making this an unnecessary step.

To ensure that children are not released to adults who are impaired, staff will observe actions and behaviors of adults picking up children. If an adult appears to be impaired for any reason (including but not limited to: medical condition, illness, drug reaction, alcohol), the staff will contact the child's designated emergency contacts to arrange for both the adult and child to be picked up. Staff may call Emergency Medical Personnel for the impaired adult if they believe the adult's condition requires emergency medical treatment. However, the staff will not argue with the parent, or retain him/her. If the staff feels the adult is impaired and he/she insists on taking their child, the Waterford Police Department will be contacted and the following information given to them:

- Adult's Name
- Child's Name
- Nature of the concern
- Description of vehicle, if possible.

For insurance reasons, staff cannot transport children either in their own vehicles or in any other vehicle. Staff will document the events in writing and notify the school principal of actions taken.

NUTRITION AND FOOD SAFETY

****THE FRIENDSHIP SCHOOL IS A NUT-FREE SCHOOL****

As a full day pre-kindergarten and kindergarten public school, The Friendship School offers breakfast and lunch each day. School Lunches of America (SLA) provides the school meals; families may provide their own meals for their children if they wish. SLA breakfasts are \$1.45 (reduced cost: 30 cents) and lunches are \$2.85 (reduced cost: 40 cents). Both breakfast and lunch are free eligible. Information regarding how to pay in person and online can be found online at: www.slalunch.com and SLA staff can assist with setting up an online account. You may also submit payment in the form of exact cash or check made out to SLA. Submit this payment to the classroom teacher or the main office in the drop box. Please make sure the money is in an envelope with your child's name. Each family should fill out an application for free or reduced lunch and submit it to the office or the child's teacher. This information will be kept confidential and submitted by LEARN to the State of Connecticut.

The Friendship School provides a "Weekly Meal Order Form" each Friday. Please preview the menu and mark the day(s) you'd like your child to purchase school breakfast, lunch, and/or milk. Return this form Monday morning, and the teacher will use it to order your child's meals throughout the week. At the beginning of the year, we also provide a letter with a portion to return in which you may indicate that you would like to opt-in or opt-out of meals for the entire year. In the case of opting out of meals, you will not receive a Weekly Meal Order Form. You would only be charged for a school lunch if the child does not have a lunch sent from home on a particular day.

Serious food allergies have become much more common in recent years. We attempt to proactively restrict the potential for allergic reactions by being a **nut-free** school. We understand how inconvenient this can be for families, but we ask your help and cooperation in order to keep all children safe. Any food you send in your child's lunch should be nut-free. We suggest Sunbutter in place of peanut butter (almond butter is a nut product). The food we provide is nut-free.

Breakfast time is an important part of our daily program. It is a wonderful learning opportunity for the children in a multitude of areas: nutrition & health, socialization and manners, fine motor and self help skills, pre-literacy and math skills. One of the teaching staff will sit with the children as they eat snack, modeling, facilitating, and teaching as they eat.

Please ensure that you are providing healthy food options when sending food from home for breakfast, lunch, and/or snack. Sugary treats are discouraged. We recommend whole grain foods, fruits, veggies, yogurt, cheese, and other foods with minimal sugars and sodium. Our cafeteria provides meals that meet and exceed the National School Lunch Program guidelines.

Some children may want to celebrate their birthday with a special treat. Per school policy, if this is a food item, the food must meet our Wellness Guidelines. If you would like to provide a special snack for your child's birthday, please speak with your child's teacher in advance. Any food coming from home for sharing among the children for celebrations must be whole fruits/vegetables or commercially prepared, healthy, packaged foods in factory-sealed containers. These foods must be approved by the principal or assistant principal, as well as the

school nurse. This ensures consistent safe food handling practices and provides ingredient lists to check for potential allergens. Please read ingredient lists to make sure foods you bring are nut free. Again, the food must meet our Wellness Guidelines and be pre-approved.

FIELD TRIPS AND SPECIAL GUESTS

Classroom teachers will organize field trips during the year. We use parent volunteers as chaperones. The number of parents who can accompany the class depends on the space on the bus and in the group visiting the field trip site. Teachers will offer the chaperoning opportunity to all families, and the first families to respond will be able to chaperone. Occasionally, teachers will shift this so that different families have the opportunity to chaperone. Siblings are not permitted to join the class on field trips. Students must stay with the class for the duration of the field trip, including the transportation to and from the field trip site. If you take photos on the field trip, please do not post them to social media. Not all families have approved for their child's photos to be shared, and as a school community, we strive to respect that decision.

If a chaperoning parent needs to transport the child elsewhere (as opposed to utilizing the class's transportation back to the school) when the field trip has concluded, they may do so by providing written notice to the teacher/school prior to the field trip. This practice is not encouraged, as there is continued learning and reflection regarding the field trip experience once the class arrives back at The Friendship School building, and it is disruptive to the routine.

Sometimes, we ask families to help defray the cost of the field trip by paying their student's admission fee. We understand that this can create a prohibitive situation for some families' students' attendance on a field trip. Please notify your child's teacher, the school principal, or another trusted school staff member so that we may provide a scholarship for your child to attend. The situation will be discrete and the family in need will remain anonymous outside of the staff member you reach out to. You can provide scholarship money if you'd like by including extra funds with your child's admission money submitted to the teacher.

We will also invite guests to visit the school throughout the year to share their occupation, culture, or special talent with us. We love having parents as visitors in the classroom. Please speak to one of the teachers if you would like to visit - we'd love to have you!

PETS/ANIMALS

To ensure the health and safety of the children, staff, parents, and animals, visiting animals will only be allowed in the school if they are in good health, have received proper immunizations, and have permission prior to the day of the visit. These visits are setup through area organizations such as the Denison Pequotsepos Nature Center, New England Science and Sailing, and the Mystic Aquarium.

Children with allergies to or great fears of particular animals will be able to leave the classroom with a staff member while the animal is visiting. Children and staff must wash their hands thoroughly before and after handling or petting any animals. Animals may not be kept close to or in an area where food is prepared or served. Pets are not to be mistreated in any way. When being handled by children, there must be constant supervision for the safety of all. If someone is bitten by an animal, appropriate first aid measures will be taken. If a child is bitten, the parent/guardian will be contacted and an incident/injury report completed and signed by both staff and parent/guardian (copy to be kept in child's file, copy given to parent).

TOILETING

It is preferred that students enrolled at The Friendship School are toilet-trained. Pull-ups are permitted to be worn by children in pre-kindergarten classrooms. Special arrangements can be made with each classroom teacher regarding toileting/diapering needs staff will work with families to carry out plans to help children achieve toileting.

When children need to use the restroom, a staff member will escort them to the restroom, located within the classroom. As the year progresses, students will request to use the restroom and staff will either continue to escort students, or point them in the direction of the restroom, while following the student and maintaining supervision. Staff will remain with children in or immediately outside the restroom while they are toileting, and assisting with dressing if necessary (snaps, buttons, zippers, etc.). Children are expected to clean themselves independently. All children and adults will wash their hands after using the restroom. Visual and/or auditory contact is maintained for all children in the restroom, so no child is left alone.

When children do have toileting accidents, a staff person will take the child to the restroom with his/her change of clothes. The child is primarily responsible for changing and cleansing; the staff person will assist the child when necessary to prevent soiling of outerwear, floor, walls, etc. Soiled clothing will be placed in a plastic bag and set aside for the parent to take home for cleaning. Soiled pull-ups are bagged and disposed of in a contained trash can once the child is clean and returned to the classroom.

CHILD ASSESSMENT AND PARENT TEACHER CONFERENCES

The Friendship School uses the Connecticut Early Learning and Development Standards and the Connecticut Common Core Standards to document children's development and learning. These tools were developed to enable teachers to plan and implement curriculum around specific learning standards and to observe and assess children's progress in those areas. Teachers have received professional development in these standards. Families will receive report cards three times per year providing information on the student's progress. For students with an IEP (individualized education program), report cards will include progress reports relative to the student's progress around their goals and objectives.

The primary purposes of the Connecticut Early Learning and Development Standards and Connecticut Common Core Standards are to:

- Observe and monitor each child's progress related to curricular goals and performance standards
- Support curriculum development and planning that promote children's learning and development by teachers and families
- Organize and mutually share information between families and program staff
- Share information with receiving teachers and support effective transitions

In addition, we are able to observe where children's particular interests are, which then guides our planning. We use the observations and assessments to adapt our curriculum planning and materials to meet the individual needs and interests of the children throughout the year. Finally, teaching staff use the assessments during the annual program evaluation to review and plan for improvement in the coming year. We also find these assessments to be particularly helpful in communicating with families about their child's development.

Developmental screenings are conducted at the start of the school year. Teaching staff utilize various observation tools and methods included in the CT ELDS and CT Common Core Standards. Our assessment methods largely take place within the typical classroom routine.

All observations and assessment results are maintained in highest confidentiality. With the exceptions of parents, teaching staff, and administration, no one has access to the observations and assessment results without prior written permission from the parents.

Parents are welcome to request a conference with teaching staff at any time throughout the year. There will be two regularly scheduled conference days in November and March. Please check the school calendar for these dates.

COMMUNICATION WITH FAMILIES/FAMILY ENGAGEMENT

We believe that the success of our program depends on developing and fostering positive relationships with families. Communication between families and staff is essential to quality programs for children. We work hard to establish a variety of methods of communication in order to best meet the needs of all families. If there is something specific that we can do to facilitate communication with you or your family, please let us know. We know that families are their child's first and best teacher. We encourage you to contribute to decisions about your child's learning goals. Additionally, our curriculum supports the sharing of information about how families define their structure and culture, which enables making classroom and learning experiences relevant to each child.

Daily communication both orally and in writing is encouraged. Teachers utilize Bloomz, a parent communication application that allows the teacher to share happenings from the day, including photos. Bloomz is free and protects your child's information in accordance with Connecticut Public Act 16-189 (as do all applications we use at TFS). Bloomz will also translate into many home languages. Additionally, teachers check email regularly and each has an extension to a voicemail box. To the extent we are able, we will provide written communications in families' native language. We are happy to work with families to find a translator if necessary. For parents who are not able to pick up or drop off their children and aren't at school often, we can communicate via email or telephone when necessary or desired.

Parents are welcome (but not required) to volunteer their time and services in the classroom. Family members may join us for special activities, may come and lead an activity, and/or may help with special events. For family members who would like to participate but are unable to be in the classroom with us, we welcome donations of supplies and help with preparation of materials for activities. We also have a parent-teacher organization called the Friendship Family Organization (FFO) that supports extracurricular activities throughout the year and is a great way for family members to stay engaged with the school. It is our goal to provide an environment where all family members, regardless of schedule, family structure, socioeconomic, racial, religious or cultural background, gender, ability or language are welcome to participate at whatever level and in whatever way they prefer.

We want to hear from you, too; please feel free to share any information you feel might be helpful for us to know. Feel free to communicate with us in whatever way meets your needs: in person, on the phone or via email. Your input is important to us.

CONFIDENTIALITY

We want to ensure that information obtained by school staff about individual children and families through registration paperwork, formal parent-teacher conferences, informal conversation or any other manner is kept

confidential. School staff maintain complete confidentiality with regard to all information regarding children and families in our care as well as information about the classroom in general. This includes individual child screening and assessment results, regulations regarding access to child files and familial rights, and sharing of screening results and/or assessment information. Information regarding the children and their families, staff members working at the school, and any information about the school itself which has not been released to the public will not be shared outside of the school. School staff will have access to information provided by parents/guardians about their children. This includes information gathered either verbally or in writing, formally and informally. This information will not be distributed outside of school staff. Parents (custodial and non-custodial) have a legal right to view the contents of their child's file. Unless there is a court order in place specifically restricting a parent's access to his/her child's information, we will make it available upon request to the parents. Individual student health records are maintained in a locked filing cabinet (located in the nurse's office) to prevent access to the information by unauthorized persons. Assessment information, observations and any other information concerning an individual child will be maintained in the child's individual record in the student's classroom. This information will be shared with parents/guardians during parent-teacher conferences and as necessary or upon request. A written release will be required before any records pertaining to the child and/or family will be shared with professionals from outside the school.

REFERRALS AND SUPPORT SERVICES

The major purpose of the Individuals with Disabilities Education Improvement Act (IDEA 2004) is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. The many changes align the provisions of IDEA with No Child Left Behind. The regulations for IDEA assure children with disabilities and their parents the following basic rights: Free, Appropriate Public Education, Appropriate Evaluation, Individualized Education Plan (IEP), Least Restrictive Environment (LRE), Parent & Student participation in decision making, and Procedural Safeguards.

At The Friendship School, we have comprehensive special education and related services. If we have a concern about a child's development, we will first talk with the family, sharing our concern and any documentation we have assembled regarding the concern. The teacher may first bring the information to Scientific Research Based Interventions Team (SRBI Team) to gather suggestions from the team to better understand and help the student in his/her own classroom. The family will have advanced notice of the SRBI meeting, and will also receive the State of Connecticut "Family Guide to SRBI." If the interventions and supports put in place through the SRBI process are not supporting the student's needs, the teacher and/or school principal/assistant principal/designee will meet with the family regarding a referral to the school's Planning and Placement Team (PPT). A PPT meeting will be scheduled and parents will be notified and are highly encouraged to attend. The same referral process can also be initiated by the family, should they have a concern about their child's development. Following any evaluation initiated by the PPT process, if it is recommended that the child receive support services, the PPT will work together with the family to establish and implement a plan (Individualized Education Plan-IEP).

Any time you are concerned about your child's progress, development, or behavior, please feel free to speak with the teacher, principal, or assistant principal. As your child's first and best teacher, your insight is very important, and we value your observations and thoughts. We want to work with you to provide the best care and education for your child.

NEWSLETTERS

Every month, you will receive “The Friendship Family Newsletter” from the school principal that will keep you informed of upcoming special events, schedule changes, and more. When we receive information about community events or programs, we will include it in our newsletter. If you have ideas or items of interest we might include in our newsletter, please speak to one of the teachers or the school leadership. We strongly urge you to keep your newsletters handy throughout the month for easy reference. The newsletters will be delivered to your email inbox; please make sure your email address is up-to-date with our office.

DISCIPLINE

The Friendship School staff uses positive means of discipline. The children are encouraged to work out their problems with their peers in appropriate ways. When conflict arises, we work to help the children understand how the other person is feeling and how their actions affect others. We facilitate problem solving with the children to find solutions to conflict rather than solving the problem for the children. We are fair and consistent with our guidance, and establish logical consequences for inappropriate behavior. We use positive verbal recognition and redirection when appropriate. If a child is redirected, we review his/her behaviors during redirection.

The Friendship School staff does not use abusive, corporal, humiliating or frightening punishments under any circumstances. Meals, bathroom access, or other activities are not withheld for any reason. No child is removed from the school setting by a staff member. Staff does not physically restrain a child in any way, unless the child is at risk of injuring him/herself and/or others. In this case, staff with specialized training in Safety Care work with the child, and the child’s family will be notified of the occurrence. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.

Repeated behaviors that are disruptive or are harmful will be discussed with parents to determine the best course of action. We are here to work with families to help children learn acceptable behavior in a group, and to develop appropriate conflict resolution skills.

CHILD ABUSE OR NEGLECT

We are mandated by the State of Connecticut to report any suspected cases of child abuse or neglect. We take this obligation seriously and may possibly question you about bumps, bruises, etc. that we might notice. We may document this and ask you to initial it. Your child’s health and safety are the main concern for taking these steps. If any staff member or parent feels that a member of The Friendship School is not acting in a proper manner regarding the health and safety of our children, please speak to the school principal, assistant principal, or another member of the staff and the appropriate steps will be taken to remedy the situation. Any complaints will be handled with the utmost confidentiality. Information and phone numbers for the Department of Children and Families are posted on the office bulletin board.

COMPLAINT PROCEDURE

Please contact any of the teachers if you have any concerns about the welfare of any of the children in our school. Whether it concerns another staff member or a parent, it will be discussed in confidence and appropriate steps will be taken to correct the situation.

Concerns can also be shared with LEARN. To reach LEARN’s Executive Director (Superintendent), Kate Ericson; or the Associate Executive Director (Assistant Superintendent), call 860-434-4800.

It is our hope that any differences of opinion or conflicts that might arise throughout the course of the school year can be resolved easily through open, honest and respectful communication with all involved parties. For families whose home language is not English, we will do our best to provide assistance with translation during any conflict resolution process.

HEALTH REGULATIONS

The State Department of Health requires that each child have written proof of a physical examination within the past year and that immunizations are up to date upon enrollment. These records must be updated and kept on file throughout the year. The CT Department of Public Health requires all children be immunized according to the 2010 Immunization Requirements Schedule for Day Care, Family Day Care and Group Day Care Homes. The only circumstances under which a child will be admitted to the program without being adequately immunized are a medical condition (documented by licensed health professional) or a religious exemption (form required). If an under-immunized child (with proper documentation) is enrolled in our program AND an outbreak of a vaccine-preventable disease occurs in our program, the child will be EXCLUDED until the outbreak has been contained. Pre-kindergarten students are required to have the flu vaccine in the fall. Please provide documentation from the doctor's office or clinic showing that your child has received the vaccine.

Illness: Children who are ill should remain home from school. This is to minimize the spread of contagious illnesses and to provide your child with an opportunity for extra rest so he/she can return to full health. Please call us at 860-447-4049 by 10:00 a.m. to let us know your child will not be in school. Please see the "Arrival, Dismissal, Attendance, and Tardiness" section of this handbook.

Please do not send your child to school if the following symptoms have been noticed within the preceding 24 hours: vomiting, loose bowel movements, fever, rash, heavy nasal discharge, consistent hard coughing, or other symptoms of or a confirmed case of a contagious illness/condition. Oozing/open infections should be watched to see if they are improving before sending a child to school.

If your child is taking a new antibiotic prescribed by the doctor, he/she should also be kept home for 24 hours.

If a child develops any symptoms of illness during class time, he/she will be brought to the school nurse's office and a parent or emergency contact is called to pick up the child.

EMERGENCY CARE IN SCHOOL FOR STUDENTS^[1]_{SEP}

When To Exclude A Child From School

1. Temperature of 100 or over.
2. Temperature of 99 with symptoms (use nursing judgment).
3. Vomiting
4. Diarrhea > 3 times at school and/or with other symptoms
5. Any skin eruption suggestive of a communicable disease.

6. Any skin eruption suggestive of impetigo or scabies.
7. Any possible eye infection (non-clear drainage).

Requirements for Readmission to School

1. Child with fever > 100 or vomiting may return to school 24 hours after fever has been < 100 without fever reducing medication and has stopped vomiting for 24 hours.
2. Children who have had chicken pox, or mumps must be checked by the school nurse, school health aide, principal, or principal designee.
3. Children with pediculosis (head lice – live or nits) may be readmitted after the parent signs a statement attesting to administration of appropriate treatment/or proof of treatment.
4. Children may return to school following the chicken pox one week after the first crop of vesicles appears and all scabs are crusted over.
5. Children with impetigo may return to school 24 hours after antibiotic therapy has begun.
6. Children with mumps may return to school when swelling has subsided.
7. Children with bacterial infections of the eye may return 24 hours after antibiotic therapy has begun.
8. Children with streptococcal infections may return 24 hours after antibiotic therapy has begun.
9. Children with scabies may return after treatment with an insecticide.
10. A note from a physician stating the child is free from communicable disease will be accepted in all cases.

Accidents in the Home or Off School Premise

Responsibility for such accidents rests with the family and the family physician. When accidents or illnesses occur outside, the school nurse and the teacher should have the family assume the responsibility for medical attention. If necessary, the child should be sent home and the family advised to obtain medical care. The school should give only emergency or first aid nursing care.

Who Shall Do First Aid in the Schools

1. First Aid shall be done by the school health aide, nurse, principal, teacher or other staff employed by LEARN, who have been trained in first aid.
2. No child or children shall be permitted to give first aid to other children.
3. A record of all children receiving first aid shall be kept on file in the health room for 3 years.

EMS Transport

If a child needs to be transported to the hospital via ambulance, the following procedure will be followed:

1. 911 will be called

2. Parent will be notified by school staff member
3. A LEARN staff member will transport to the hospital with the student if a parent has not arrived to the school before EMS transport needs to take place
4. A student incident report will be completed
5. An Emergency/Medical form should be given to EMS personnel

ADMINISTRATION OF MEDICATION

The Friendship School nurse can administer medications as long as the following procedures have been followed:

- We must have a written order from the prescriber AND written permission from the parent (this includes prescription or non-prescription, oral, topical, inhalant and injectable medications). We can give you the form for the doctor to complete, or you can ask for it when you are at the doctor's office. The parent authorization is at the bottom of the same form.
- Medication must be provided to us in the original container with prescription label. In the case of non-prescription medications, the original container labeled clearly with the child's name is acceptable. We store medications in a locked medication box (refrigerated if necessary).
- School staff will only administer medications in accordance with the written orders (a change in dosage, time, etc. must be provided to us by the prescriber in writing). We cannot administer the first dose of any medications.
- School staff will maintain written administration of medication records that document each time the child receives a medication.
- We will return unused medications to the parent either when the order has expired or at the end of the school year. Parents will be asked to sign the Administration of Medication form indicating they have taken the remaining medication.
- If we have to administer an Epi-Pen to a child with a severe allergic reaction, we will call 911 and then the parent immediately following administration of the Epi-Pen.
- Many school staff members are trained in Diabetes Management and a specific Diabetes Management Plan is in place for children who have been diagnosed with diabetes mellitus (juvenile diabetes).
- The State has provided us with a supply of Potassium Iodide (KI) pills to be used in the event of a public health emergency related to Millstone Power Station. We will administer the KI if directed through the emergency alert system to children for whom we have prior written consent from the parents (this form is included in the registration packet).

WEATHER AND THE PLAYGROUND/OUTDOOR CLASSROOM

We believe strongly in the value of outdoor play. Children need an outlet for large motor play, and they benefit greatly from exposure to fresh air. The same learning that occurs in the classroom is continued and extended outside. We provide time for outdoor play on our playground every day (weather permitting). Our playground and Outdoor Classroom provide ample areas for children to play in the sun and in the shade (the canopies and the building provide significant shade throughout the day on our playground). We ask parents to supply outdoor clothing appropriate for the season. This includes boots, snow pants, hats and mittens in snowy weather. Often in spring and fall, layers are the best option, as the temperature can vary greatly throughout the morning. We also strongly recommend that sunscreen (SPF 15 or higher) is applied prior to your student's arrival at school. Parents are also urged to apply insect repellent when public health authorities recommend use of insect repellents due to a high risk of insect-borne disease (use only repellents appropriate for children's use).

We will stay inside on rainy days and on days when either extreme heat or cold advisories have been issued.

Your cooperation with this is most appreciated!

EMERGENCY EVACUATION PROCEDURES

In the event of an extended power outage or other severe weather emergency, children will be kept inside and parents called to pick up the children immediately. If the situation requires evacuation to a local area, the staff will escort the children to Waterford High School, located directly across from The Friendship School's campus/parking lot.

In the event of a fire or other medical emergency, staff will escort children to evacuate the building and go to designated, safe areas outside.

In the highly unlikely event of a radioactive or other emergency at Millstone requiring a town-wide evacuation, the Waterford Office of Emergency Management will notify us and TFS staff will notify you to come pick up your child. This is a shift in prior recommendations – it has been decided that given the timeline we have to move to safe zones, it is best for families to unite and travel to the designated safe zones together, rather than the school transporting children.

We are issued a supply of Potassium Iodide (KI) tablets for all children and staff. These are kept in a secure location in the classroom, and will be administered only as directed by state emergency management personnel.

SMOKING, PROHIBITED SUBSTANCES AND WEAPONS

NO SMOKING IS ALLOWED IN ANY PART OF THE FRIENDSHIP SCHOOL CAMPUS.

The indoor and outdoor environment of the program is designated as non-smoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility premises. Signs to this effect are kept posted around the facility.

Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

All child care providers and staff will maintain sobriety while providing childcare. Caregivers, staff, or other adults who are inebriated, intoxicated or otherwise under the influence of mind altering or polluting substances will be required to leave the premises immediately.

No dangerous weapon or facsimile of a firearm is permitted on the premises. The only exception to this is an officer who carries a weapon in the line of duty.

PICK UP TIME EMERGENCY

If a child is not picked up at dismissal by parents or other authorized adult, and no one can be reached by phone, we must follow these regulations. There must be at least two people on the premises with the child. If after a half hour of continued phone calling we still have not reached anyone, we are required by state regulations to notify the police department and the Department of Children and Families. Please help us in making this an unnecessary step.

To ensure that children are not released to adults who are impaired, staff will observe actions and behaviors of adults picking up children. If an adult appears to be impaired for any reason (including but not limited to: medical condition, illness, drug reaction, alcohol), the staff will contact the child's designated emergency contacts to arrange for both the adult and child to be picked up. Staff may call Emergency Medical Personnel for the impaired adult if they believe the adult's condition requires emergency medical treatment. However, the staff will not argue with the parent, or retain him/her. If the staff feels the adult is impaired and he/she insists on taking their child, the Waterford Police Department will be contacted and the following information given to them:

- Adult's name
- Child's name
- Nature of the concern
- Description of vehicle, if possible.

Staff will document the events in writing and notify the school principal of actions taken.

PHOTOGRAPHS

From time to time we will take pictures of the children at work and play in our school. We may use these photos on the school website, LEARN's website, social media, in posters, brochures, slideshow presentations, books or newspaper articles, or to publicize our school. The form authorizing or restricting the use of photographs for each child is in the registration packet.

CHANGES IN ROUTINE

If any major changes or unusual happenings occur in your family or neighborhood, etc., please let us know. It is not meant to pry into private family affairs, but to keep all involved with your child up-to-date with his/her situation. Even though you think it might not be affecting your child, we might be noticing some behavior or attitude changes. It also helps us in knowing if a child is trying to talk to us about something that might be troubling or confusing to him/her.

Should either parent change home or work address or phone number, please notify us in person immediately so we can change your child's files accordingly. If you want to add or delete a name on the authorized pick-up list, please see the school secretary, in person, to make this change. We do not make these changes over the phone for safety reasons.

FAMILY AND CHILD SUPPORT SERVICES

The following list is not meant to be comprehensive. The first section outlines services available at The Friendship School. The next section includes outside services.

At TFS:

- School psychologist (full time) and school social worker (Monday-Thursday)
- Head Start (income based)
- School-Based Health Center (nurse practitioner, social worker, and mobile dental clinic)
- Related services (speech/language pathologist, physical therapist, occupational therapist)

Outside of TFS:

- Early Childhood Consultation Partnership
ECCP is a statewide program designed to offer families and educators consultation services in the area of healthy social and emotional development. ECCP staff work in conjunction with teaching staff and families. You can contact them at 1-800-505-7000.
- Yale/Lawrence & Memorial Hospital
Yale/L & M Hospital (New London) offers free developmental screenings several times a year. If they recommend services, you DO NOT have to pay for these services at the hospital-services can be obtained free of charge through the public school system. They can be reached at (860) 442-0711.
- Parent Advocacy Center (CT PAC)
The CT Parent Advocacy Center is a statewide nonprofit organization that provides information and support to families of children with identified disabilities or chronic illness. They are located on Main Street in Niantic and can be reached at (800) 445-2722, or (860) 739-3089.
- The Cove
The Cove Center for Grieving Children is a program which offers a safe place for children to join with other children who are grieving to share stories and feelings with each other. The Cove also offers programs for families to provide support and information and an opportunity to discuss issues of parenting a bereaved family. Their phone number is (800) 750-2638.
- CT Birth to Three System
“The mission of the Birth to Three System is to strengthen the capacity of families to meet the developmental and health-related needs of their infants and toddlers who have delays or disabilities.” They will evaluate children and based on results, develop a plan of service to help the child. Their phone number is 1-800-505-7000. You can request LEARN as the service provider.
- InfoLine
InfoLine (211) is a statewide resource and referral hot line providing information on a wide variety of topics. Funded by the United Way and the Dept. of Social Services, 211 is available 24 hours a day, 7 days a week.
- Help Me Grow
Help Me Grow, a program of the Children’s Trust Fund, provides access to a variety of community resources to help parents identify and address children’s behavioral or developmental needs. They can be reached at 1-800-505-7000

SAMPLE DAILY ROUTINE

Pre-K

Subject to change depending on weather, interests of children and/or other events

9:30 am - Arrival, table activities, wash hands, breakfast

10:00 am - Circle time: greeting, whole group lesson (literacy or math)

10:15 am - Learning centers: blocks, dramatic play, sensory tables, writing/drawing, art, science, reading/books

11:00 am - Essentials class (music, visual arts, creative movement, library, or physical education)

11:30 am - Recess

12:00 pm - Hand washing, lunch

12:30 pm - Learning centers

1:00 pm - Story time/whole group lesson (literacy or math)

1:30 pm - Rest time

2:45 pm - Choice time

3:15 pm - Closing circle

3:30 pm – Dismissal

SAMPLE DAILY ROUTINE

Kindergarten

Subject to change depending on weather, interests of children and/or other events

9:30 am - Arrival, table activities, wash hands, breakfast

10:00 am - Circle time: greeting, whole group lesson (literacy or math)

10:15 am - Learning centers: blocks, dramatic play, sensory tables, writing/drawing, art, science, reading/books

11:00 am – Whole group lesson (literacy or math)

11:15 am - Workshop (Writer's, Reader's, or Math)

12:00 pm – Choice time

12:30 pm - Recess

1:00 pm - Lunch

1:30 pm - Essentials class (music, visual arts, creative movement, library, or physical education)

2:15 pm – Whole group lesson (literacy or math)

2:30 pm - Extra recess or choice time

3:15 pm - Closing circle

3:30 pm - Dismissal

Office Staff	Role
Simmons, Andrea	Principal
Rivera, Luz	Assistant Principal
Lewis, Sandra	Office Manager
Campbell, Robin	Secretary
Snyder, Crystal	Special Education & Systems Manager
Martin, Alicia	Bilingual Front Desk Secretary
Gatheral, Lori	School Nurse
Ficarra, Margie	Health Aide
Gentry, Jennifer	School Based Health - Nurse Practitioner
Classroom Teachers	Role/Room
Alexander, Molly	Pre-k teacher / A-3
Biekert, Pattie	Kindergarten teacher /B-8
Bourassa, Kaitlin	Pre-k teacher/B-7
Calvert, Abigail	Pre-k teacher /D-3
Caplet, Lisa	Pre-k teacher /B-1
Cornell, Brenda	Pre-k teacher /C-2
Cote, Kate	Pre-k teacher/A-2
Curtis-Martinez, Jazmin	Pre-k teacher /C-1
Estey, Daun	Pre-k teacher /D-8
Felty, Diane	Pre-k teacher /C-8
Gosselin, Donna	Pre-k teacher /C-9
Harvey, Emily	Kindergarten teacher / B-2
Ierna, Megan	Pre-k teacher / D-7
Jackson, Tessa	Kindergarten teacher / C-7

Lamarre, Danielle	Pre-k teacher /C-14
Lamothe, Amy	Pre-k teacher /C-11
Levitsky, Kara	Pre-k teacher/B-3
Lucier, Rachel	Pre-k teacher /B-6
Marotta, Jacqueline	Pre-k teacher /D-6
Mason, Sara/TBA	Kindergarten teachers / C-13
Moore, Denise	Pre-k teacher /C-12
Ossen, Deborah	Pre-k teacher /C-3
Pepin, Tina	Pre-k teacher /B-4
Ramsay-Smith, Simone	Pre-k teacher /D-2
Sargent, Carrie	Kindergarten teacher / B-5
St. John, Colleen	Kindergarten teacher / C-10
Terracciano, Nancee	Pre-k teacher /B-9
Toledo, Ruth	Pre-k teacher /C-6
Wood, Aimee	Pre-k teacher/A-1
Special Education / Related Services	Role / Room
Banks, Mary	Occupational Therapist / 1128
Devaney, Megan	School Social Worker / 1333
Ide, Samantha	School Psychologist / 1226
Knudsen, Michelle	Speech & Language Pathologist / 1116
Readett, Connie	Physical Therapist / 1128
O'Reilly, Kara	Speech & Language Pathologist / 1419
Siebert, Amanda	Special education teacher / C-5
Tobin, Shannon	Special education teacher / 1226
Wilkinson, Teresa	Special education teacher / 1226

Pogonelski, Meghan	Special Education Supervisor / 1226
Essentials Teachers & Support Faculty	Role / Room
Alers-Mercado, Karen	English Language Learners teacher / 1319
Augmon-Bossa, Kyrah	School Based Health Clinician - Social Worker / 1408
Brent, Ali	Physical Education teacher / Gross Motor Room
Freeman, Lisa	Visual Arts Teacher / D-2
Hubbard, Kate	Creative Movement Teacher / C-4
Marien, Persephone	Music Teacher / 1225
Mulvihill, Jessica	Inquiry/Information Specialist / Library/Media Center
Pierce, Robin	Head Start Liaison / 1328
Reyes, Elizabeth	Head Start Liaison / 1328
Reynolds, Heather	Head Start Liaison / 1328

Child's Name_____Teacher:_____

Dear Families,

We ask that each parent/guardian read through the Student & Family Handbook and sign below. Should there be any changes or updates during the year, notification will be made through the monthly newsletter. If you have any questions, please see the principal or assistant principal.

Once you have read the Handbook and signed the form, please return this form to your child's teacher. Thank you for your cooperation!

I have read and understand the Policies and Procedures of The Friendship School as presented in this Handbook. I agree to abide by these policies during the time my child is enrolled at The Friendship School.

Signed _____Date _____



A Regional Educational Service Center working with and for its member districts to improve the quality of public education for all learners

INNOVATE

COLLABORATE

SERVE

Student and Family Handbook 2019-2020

44 Hatchetts Hill Road Old Lyme, CT 06371 Phone: 860-434-4800

www.learn.k12.ct.us

www.facebook.com/LEARNRESC



5004

Students

NON-DISCRIMINATION

LEARN is committed to a policy of equal opportunity/affirmative action for all qualified persons. LEARN does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or expression or any other basis prohibited by Connecticut state and/or federal laws and provides equal access to designated youth groups.



Legal Reference:

Title VI: Civil Rights Act of 1964

Title IX, Education Amendments, 1972

Title IX of the Education Amendments of 1972 Section 504, U. S. Rehabilitation Act of 1973 Age Discrimination Act of 1975

Title II of the Americans with Disability Act Boy Scouts of America Equal Access Act

"Other designated youth groups" title 36 of the United States Code

Adopted: May 12, 2011

Revised: September 8, 2011

Revised: October 10, 2013

Revised: October 9, 2014

5005

Students

SEXUAL HARASSMENT

It is the policy of the LEARN Board of Directors that any form of sexual harassment is forbidden in the workplace and in all school facilities, whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the Board.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence an academic decision regarding that student, or conduct of a sexual nature which substantially interferes with a student's academic performance, or creates an intimidating, hostile or offensive academic environment, such as the display of sexually suggestive objects or pictures.

It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Executive Director or a responsible designee who will forward the report to the Executive Director. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The Executive Director will develop and distribute sexual harassment complaint procedures.

Legal Reference:

42 U.S.C. 2000e "Title VII"

29 C.F.R. 1604.11 EEOC Guidelines on Sexual Harassment Connecticut General Statutes 46a-60(a)(8)

Policy adopted:

Revised: September 11, 1997



5006

Students

STUDENT HARASSMENT POLICY

It is the policy of LEARN to maintain a learning and working environment which is free of any form of harassment. This policy has application at all levels of student to student contact. All harassing behaviors are strongly prohibited including those based on, but not limited to race, color, national origin, ethnicity, sex/gender, disability, sexual orientation and religion. LEARN will provide students and families with printed copies of this policy, procedures, and the compliance process on an annual basis.

It shall be violation of this policy for any student to harass a student or others through any inappropriate, violent or nonviolent, conduct or communication. It shall be a violation of this policy for any student to inflict, threaten to inflict, or attempt to inflict harm upon any student or others related to race, color, national origin, ethnicity, sex, gender, disability, sexual orientation and/or religion.

LEARN will act to investigate and resolve all complaints, either formal or informal, verbal or written, of such harassment or perceived harassment and will discipline or take appropriate action against any student who is found to be in violation of this policy.

Harassment consists of physical or verbal conduct which is sufficiently severe, pervasive or persistent so as to interfere with, or limit the ability of an individual to participate in, or benefit from LEARN's programs and activities, and which is related to an individual's race, color, national origin, ethnicity, religion, disability, sex/gender or sexual orientation. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical or other verbal or physical conduct or communication of a sexual nature.

It is the expressed policy of the LEARN Board of Directors to encourage victims of harassment to report such claims. Any student or parent/guardian of a student who believes that the student has been the victim of harassment, or has questions about this issue, should seek the help of the LEARN administrator(s) or an adult whom they trust, such as a teacher, counselor, nurse or psychologist. The LEARN administrator or designee shall be advised of the concern immediately and will report to the Executive Director.

Legal References:

Title IX of the Educational Amendment of 1972, with regulations at 34 CRF 106, as amended.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e.

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment, effective March 19, 1990 (N-915.050)

Connecticut General Statutes 46a-60, et seq.

Constitution of the State of Connecticut, Article 1, Section 20

Policy Adopted: September 14, 2000

LEARN



5007

Students

BULLYING

LEARN is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe in school.

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 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 strictly prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the LEARN's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For the purposes of this policy **"Bullying"** is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For the purposes of this policy, **"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. In addition, for the purposes of this policy **"Teen dating violence"** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

As part of this policy, LEARN shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. The district's Safe School Climate Plan consists of this policy as well as the administrative regulations developed by the Executive Director to implement this policy. Such plan shall:

Enable students to anonymously report acts of bullying or teen dating violence to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;

Enable the parents or guardians of students to file written reports of suspected bullying or teen dating violence;

Require school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

Require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;

Provide for the inclusion of language in student codes of conduct concerning bullying;

Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;

Require each school to: (a) invite the parents or guardians of a student who commits any verified act of bullying to a meeting to discuss disciplinary and other measures to prevent further acts of bullying and (b) invite the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student;

Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

Direct the development of case-by-case interventions for addressing repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents or incidents of teen dating violence by the same individual that may include both counseling and discipline;

Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;

Direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that address safety measures the school will take to protect such students against further acts of bullying or teen dating violence;

Require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying or teen dating violence constitutes criminal conduct;

Prohibit bullying and teen dating violence (A) 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 owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (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;

Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including uniform surveys that collect information about students' perspectives and opinions about school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160 and P.A. 11-232 and P.A. 14- 172.

P.A. 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

P.A. 11-232 An Act Concerning the Strengthening of School Bullying Laws.

P.A. 13-3 An Act Concerning Gun Violence Protection and Safety

P.A. 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.

P.A. 14-234 An Act Concerning Domestic Violence and Sexual Assault.

Policy Adopted: September 12, 2002

Revised: October 12, 2006

Revised: November 11, 2010

Revised: December 8, 2011

Revised: February 12, 2015

[LEARN](#)



SCHOOL ATTENDANCE

The LEARN Board of Directors believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Directors to monitor school attendance for the following two purposes: (1) identify students who are truant or habitually truant, and (2) enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed.

The Board requires that accurate records be kept of the attendance of each student. A student should not be absent from school without the parent's or guardian's knowledge and consent and without good reason, e.g., illness, family emergency. Written verification of the reason for absence will be requested from the parent, guardian, or doctor.

The Board of Education recognizes the importance of early intervention for students who are truant. A "truant" is a child enrolled in grades kindergarten to twelve, ages 5-18, who has four unexcused absences in one month, or ten unexcused absences in one year. A "habitual truant" is a child who has 20 unexcused absences within a school year.

Legal Reference: Connecticut General Statutes

10-184. Duties of parent (re: regular attendance of student in school). 10-198. (Policies and procedures concerning truancy).

Policy revised: September 11, 1997

Revised: May 11, 2006

Revised: November 11, 2010

[LEARN](#)



5114

Students

PROMOTION/ACCELERATION/RETENTION

Promotion, acceleration, and retention of a student to a particular grade shall always be made in the best interest of the student.

Teachers shall recommend promotion or non-promotion of pupils. When necessary, Administrators shall review a recommendation and after consultation with the parent, make a decision on placement for the child. In the case of a special education student, decisions would be based on PPT recommendations.

Promotion, acceleration, and retention from grade in the elementary school shall be based on the following:

The achievement of the student in the present grade.

The ability of the child to do work in the succeeding grade.

Recommendations and information provided by the professional staff.

The expressed desires of the parent/guardian.

Other data relevant to the decision.

In addition to the above, successful completion of the published number of credits for promotion shall be considered for the promotion, acceleration, and retention of high school students.

Policy Adopted:

Revised: September 11, 1997



5115

Students

EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES

LEARN affirms its commitment to the right of each child to obtain an education in an environment conducive to learning. Therefore, each pupil has the responsibility to abide by the policies and school rules which have been established to insure a safe school environment and an orderly educational process.

Exclusion from school (removal, suspension or expulsion) may be a necessary disciplinary action for any pupil whose conduct endangers persons or property, seriously disrupts the educational process, or violates publicized school policy or school rules.

The policy on exclusion shall apply to all schools, school transportation, programs, and activities under LEARN's jurisdiction.

In accordance with the mandates of Connecticut General Statutes concerning exclusion for disciplinary purposes, LEARN:

Authorizes teachers in its employ to remove a pupil from class when such pupil causes a serious disruption of the educational process within the classroom;

Authorizes the administration of the schools under its direction to suspend at an informal hearing any pupil whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized policy or school rules;

Retains for itself the authority to exclude from school until a PPT is convened, any pupil whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized policy or school rules. Whenever, a student is expelled from school, LEARN shall with the student's home district offer such pupil an alternative educational program or plan.

DEFINITIONS:

"Exclusion" means any denial of public school privileges to a pupil for disciplinary purposes.

"Removal" means temporary removal of a pupil from class for a period not to exceed ninety (90) minutes.

"Suspension" means exclusion from school privileges or from transportation services for no more than ten consecutive school days, but not beyond the end of the school year.

"In-School Suspension" means exclusion from regular classroom activity for no more than ten (10) consecutive schools days, but not beyond the end of the school year.

"Out-of-School Suspension" means exclusion from regular classroom activity and from school district premises for no more than ten (10) consecutive school days, but not beyond the end of the school year.

"Expulsion" means exclusion from school privileges and from school district premises for a period of more than ten (10) consecutive school days, but not beyond one calendar year. A pupil's sending district is notified immediately regarding any pending expulsion hearing and may be returned to the sending district.

"Emergency" means a situation where the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing must be held as soon as possible after the exclusion of the pupil.

It is the policy of LEARN to abide by mandates of the Connecticut General Statutes (CGS) and the Individuals with Disabilities Education Act (IDEA) concerning exclusion of students from school for disciplinary purposes. In exclusion cases for identified students with disabilities, LEARN adheres to the manifestation determination decisions of Planning and Placement Teams (PPT).

Legal References:

CGS, 10-233(a) – 233(f)

IDEA, 300.121(d); 300.519 – 300.529

Adopted: 9/11/97

Revised: 6/14/01 Revised: 11/11/10

[LEARN](#)



5117

Students

HOMEWORK

The LEARN Board of Directors, acknowledging the research evidence indicating a positive correlation between homework and student achievement, supports regular homework assignments for students. Homework assignments should:

- be related to classroom instruction
- be age and developmentally appropriate
- be appropriate to the needs and ability of the child
- provide reinforcement and enrichment of classroom instruction and should not be used for disciplinary purposes;
- emphasize critical thinking, problem-solving and written expression;
- emphasize quality over quantity
- be reviewed/assessed once submitted.

Each administrator, in consultation with faculty, shall develop a statement of homework procedures consistent with this policy. Each statement of homework procedures shall be published for parents and students. Parents shall be advised of this statement of homework procedures upon first entering the school and at least annually, thereafter.

Legal Reference: C.G.S. 10-221(b)

Policy adopted: November 13, 1997



5118

Students

HOME TO SCHOOL COMMUNICATION

LEARN develops and fosters school - family - community partnerships as a critical aspect in programming for students. LEARN recognizes that education is a shared responsibility throughout a student's entire educational career. LEARN recognizes that it must do its part in developing and sustaining effective partnerships. Each member of the school - family - community partnership plays a unique and important role in contributing to success for all students. Programs shall conduct at least two parent-teacher conferences each year.

Policy adopted: June 11, 1998
Revised: September 9, 2010

5125
Students

STUDENT RECORDS: CONFIDENTIALITY

LEARN provides special education and regular education services to local education agencies (LEA's) in accordance with Sections 10-66a through 10-66n of the Connecticut General Statutes as may be amended from time to time.

LEARN will maintain records and provide for the filing, protection, confidentiality, classification, review, and, when appropriate, destruction of all records received and generated in connection with a student's attendance in a LEARN program. The maintenance of these records will be in accordance Connecticut Regulations Concerning Children Requiring Special Education, (Section 10-76d-18), The Family Education Rights and Privacy act (20 U.S.C. 123g) and regulations thereunder and 20 U.S.C. 1417 and regulations thereunder.

In addition, all LEARN personnel who collect or use personally identifiable information regarding students will be annually informed of the confidential nature of such information, and of LEARN procedures with respect to the rights of students and parents as they relate to the confidentiality of records and information.

Adopted: November 12, 1992
Revised: March 11, 1993

LEARN



Students**SUBSTANCE ABUSE**

Through the use of curriculum development, classroom activities, community support and resources, a consistent administrative and faculty effort, educational processes mandated through IDEA, and rehabilitative and disciplinary procedures, the administration and staff of LEARN, in cooperation with the student's parents/guardians, will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law.

As an extension of this policy, the rules, regulations, and guidelines shall be used by all LEARN personnel when responding to drug, mood altering substance, and alcohol related situations.

Policy Adopted: June 8, 1989

Policy Revised: April 12, 1990

Policy Revised: May 10, 1990

Policy Revised: September 11, 1997

LEARN



5133

Students

DANGEROUS WEAPONS IN THE SCHOOLS

School rules have long forbidden students to bring weapons or dangerous instruments onto school property or school-sponsored activities. Weapons and dangerous instruments shall include, but not be limited to:

Any firearm of any description

Any knife or similar items that could be dangerous to others as defined by State law

Chemical weapons or explosive devices (e.g. mace, ammunition)

Any device having a sharp point (e.g. ice picks)

Any other dangerous instrument that is capable of inflicting injury.

It shall be a violation of this policy for any student to have in his/her possession, on school property or at school-sponsored activities, weapons or dangerous instruments as stated above.

A student having in his/her possession, or in a desk or locker, any weapon, dangerous instrument or a facsimile thereof will be subject to both school discipline and/or law enforcement intervention. In addition, use of such a weapons or dangerous instrument will result in criminal prosecution.

In the enforcement of this policy, LEARN administrators may authorize:

Unannounced inspections of student lockers.

Inspection of student automobiles driven to school and parked on school property.

Inspection of the contents of a student's pockets, purse, and/or bags if there is reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

In all cases of possible violation of criminal statutes related to the possession and/or use of weapons, the LEARN administration and police department will work cooperatively to determine the best course of action.

Each LEARN administrator shall provide written copies of this policy to all members of the faculty and student body.

Legal Reference: Connecticut General Statutes

10-233a through 10-233g Student Discipline

53-206 Carrying and Sale of Dangerous Weapons 53a-3 Penal Code: General Provisions-Definitions

Policy Adopted: September 11, 1997



5141.10
Students

ADMINISTERING MEDICINES TO STUDENTS

Students shall be permitted to receive medication while at school in accordance with the established LEARN regulations and once the "Authorization for the Administration of Medicines by School Personnel" form is complete and on file at the school. This authorization covers all prescriptions and over the counter drugs.

Legal Reference: Connecticut General Statutes
10-212a-1 to 10-212a-7 inclusive

Policy adopted: March 8, 1990
Revised: October 9, 1997
Revised: January 13, 2000

5141.11
Students

CHILD ABUSE

Consistent with the requirements of state law, Section 17a-101i (e), it shall be the policy of LEARN that suspected cases of child abuse including neglect, shall be appropriately reported by those employees who are required by state law to report such suspected cases of abuse. The purpose of this policy is to protect children by providing appropriate education, intervention and evaluation

Policy Adopted: June 14, 1990
Revised : May 10, 2001



5142
Students

YOUTH SUICIDE PREVENTION AND INTERVENTION POLICY

The LEARN Board of Directors is concerned about the increasing prevalence of youth suicide. In response

to that concern, and in accordance with state law, it shall be the policy of LEARN to establish programs and procedures regarding youth suicide prevention and intervention. The purpose of the program will be to heighten the awareness of staff and students about the risk factors associated with youth suicide, and of the community resources that are available for referral of students who may be contemplating suicide. LEARN recognizes, however, that suicide is a complex problem and that the programs established by LEARN are neither expected nor intended to develop expertise that will enable staff to make clinical assessments or provide in-depth counseling for students.

Legal Reference: P.A. 89-168

Policy Adopted: 1989

5143

Students

FIELD TRIPS

Field Trips and Excursions

The Board of Directors encourages the teaching staff of LEARN to use the surrounding communities as teaching resources.

The following are guidelines for planning field trips which are part of and directly related to classroom learning activities:

All field trips planned to occur during the school day must be approved by the Program Director.

Any field trips which involve overnight accommodations for students must be approved by the Executive Director. Any such approvals shall be reported to the Board of Directors prior to trips.

Students may be asked to pay all or part of the expenses of field trips.

Bus transportation may be used when arrangements can be made. Use of private vehicles is discouraged.

Each student on a field trip shall have written parental permission.

Parents or other adults may serve as chaperons.

Each trip should be evaluated by students, teachers, and the administration.

No child shall be excluded from a field trip because of inability to pay.

Policy adopted:

Policy revised: September 11, 1997

Policy revised: April 10, 2003

LEARN



5146

Students

DO NOT RESUSCITATE ORDERS

The LEARN Board of Directors acknowledges LEARN's responsibility to honor Do Not Resuscitate (DNR) Orders and instructs the Executive Director to prepare procedures for use in LEARN Programs.

Policy Adopted: June 8, 1995

[LEARN](#)



Students

COOPERATION WITH POLICE AUTHORITIES

The Board of Education recognizes the appropriateness of cooperation with law enforcement officials in the investigation of criminal activity. The Board also recognizes its responsibility for the welfare of students while they are in attendance at school. In furtherance of these objectives, school officials shall observe the following:

1. Students are not immune from criminal prosecution by virtue of their status as students nor is the school building to be considered a sanctuary from criminal prosecution or a refuge from the proper activities of law enforcement personnel. Consequently, whenever a police officer is in "hot pursuit" of a person suspected of criminal activity based upon probable cause or when an officer has a search warrant or an arrest warrant, the officer shall be admitted to school property in the exercise of his/her official duties.
2. Under other circumstances, however, educational interests may best be served by entrusting primary responsibility for the maintenance of order to school personnel. Thus, an administrator shall have the authority, except as noted above, to limit police involvement on school property when such involvement is considered unwarranted or inappropriate in light of the educational interests and welfare of students.
3. Consistent with requirements of state law, LEARN's cooperation with law enforcement officials shall include the obligation of employees to turn over physical evidence indicating the commission of a crime to appropriate law enforcement officials or to an administrator within two (2) school days after receipt of such physical evidence.
 - a. When such evidence is received by the administrator, it shall be then turned over to appropriate law enforcement officials within three (3) school days of the receipt by the administrator.
4. The Executive Director is directed to establish lines of communication with local law enforcement officials in order to effect the cooperation needed for the security of school facilities and the safety of students and staff.
 - a. A criminal act is, by its very nature, a police matter. School personnel who have knowledge of incidents of a criminal nature should report this information to administrator. The administrator shall report such information to the applicable law enforcement agencies.
 - b. In effecting such cooperation, however, the right of professional employees of LEARN to maintain the confidentiality of certain communications with students as set forth in Connecticut General Statutes, 10-154a shall be given recognition.
5. When a pupil is released from a LEARN program pursuant to Connecticut General Statutes, 10-233d for possession of a firearm or deadly weapon the Executive Director shall report the violation to appropriate law enforcement officials and the student's district.

Statutory references:

Connecticut General Statutes 10-154a; 10-221; 10-233d

Policy Adopted: September 11, 1997

[LEARN](#)



QUESTIONING OF STUDENTS BY POLICE

The questioning of students by the police will be conducted with strict regard for the constitutional rights of the student to remain silent. These rights are given to students by the police as standing procedure. During the questioning the principal or his/her designee shall be present and shall keep a record of the proceedings.

Incident on School Grounds: Questioning Minor Complainant and Witnesses who are Minors

If a principal requests an investigation by the police of an incident which occurred on school grounds, he/she shall promptly notify the parent or guardian of the student complainant and/or witnesses that the police have been asked to take statements from their children and shall invite the parent or guardian to be present. If the parent or guardian is unable to be present, the principal or his/her designee will be present. The parent or guardian has the right to refuse permission for police questioning of a child who is a minor.

Questioning Suspect

When the police have identified a student(s) as a suspect and the police wish to question the student(s), the principal shall notify the parent or guardian and request that they be present during the questioning. If the investigation deals with matters of public safety which require speedy investigation, and the parent or guardian cannot be reached, or cannot be present, then the principal or his/her designee shall be present during the questioning.

If the investigation deals with incidents other than those involving public safety, the questioning of the student(s) will be delayed until the parent or guardian is present.

Incident in the Community

Police questioning of students concerning incidents which occur in the community will normally not be done on school grounds except that in matters dealing with public safety and the community interest, the procedures in Section 1.b(1), above will be followed.

Arrest on School Grounds

If the police arrest a student on school grounds, the parents shall be notified by the principal. A student who has been arrested may be removed from the school grounds by the police department. The parent or guardian must be notified by the principal or the police action.

Statutory references:

Connecticut General Statutes 10-154a;10-221;10-233d

Policy Adopted: September 11, 1997

ON-CAMPUS RECRUITMENT

Subject to the provisions of subdivision (11) of subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools/programs of LEARN shall provide the same directory information and on-campus recruiting opportunities to the representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education and other post secondary programs.

The board shall provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs, provided that such recruitment is not for the purpose of interscholastic competition.

Directory information or class lists of student names and/or address shall not be distributed without the knowledge, or over the objection, of the parent or legal guardian of the student or by the student who has attained majority status. Such parent, legal guardian or student shall receive annual notice of the release of directory information.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operations of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the LEARN Board of Directors by filing a written request within ten (10) days with the Executive Director.

Legal Reference: Connecticut General Statutes

1-210(b) (11) Access to public records. Exempt records

10-221b Boards of education to establish written uniform policy

Re: treatment of recruiters (as amended by PA 98-252)

10-220d Student Recruitment by Regional and Inter-district Specialized Schools and Programs. Recruitment of Athletes Prohibited.

Policy Adopted: May 10, 2001



5150

Students

4155

Personnel - Certified

PLEDGE OF ALLEGIANCE

Time should be provided each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary.

Legal Reference: P.A. 02-119

Policy Adopted: September 12, 2002

5151

Students



Students**SEARCHES**

Desks and school lockers are the property of the school. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the privacy rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under two (2) conditions.

That the student's desk or locker contains illegal items, which would, if present pose a serious threat to the maintenance of discipline, order, safety and health in the school. Such items would include, but not be limited to, chemicals, ammunition, weapons, drugs, and alcoholic beverages.

The student(s) have been informed in advance that 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.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only with the express authorization of the Executive Director.

District officials may seize any item which the possession of or use of is evidence of a violation of law, Board policy, administrative regulation or school rule, or is prohibited by such law, policy, regulation or rule.

A student and his/her belongings may be searched with a Director or Director's designee's permission if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Proper standards for conducting student searches shall consist of, but not be limited to, the following procedures:

All student searches must be conducted in the presence of two (2) faculty members. It is recommended that one faculty member be an administrator or an administrative designee. One faculty member will properly search the student/suspect while the second faculty member will serve as a witness to the procedure.

Female students should be searched by female faculty members.

Male students should be searched by male faculty members.

The LEARN Board of Directors authorizes the search of student lockers, desks, and other school property used by students for the presence of weapons, contraband, or the fruits of a crime if the:

Search is justified at its inception, and

Search as actually conducted is reasonable related in scope to the circumstances which justified it in the first place.

A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonably related in scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Whenever it is necessary for law enforcement officials to execute a search or arrest warrant on school grounds, the administration shall attempt to notify the student's parent or guardian and refer him/her to the police. In addition, that the administration should make reasonable efforts, in cooperation with the participating law enforcement officials to ensure that student searches or arrests conducted pursuant to a warrant are conducted with as much respect for the student's privacy as possible.

As used in this policy, the term "parent" means either the parent or guardian of a student. The term "student" or "pupil" refers to a student enrolled in a LEARN program. Students who have reached the age of legal majority may have the right to consent to a certain involvement with law enforcement officials which would normally require parental consent. However, even when dealing with a student who has reached the age of legal majority, the procedures set forth above should be followed.

Legal Reference: Public Act 94-115

Policy Adopted: November 10, 2004



STUDENT SURVEYS

LEARN may occasionally utilize surveys to obtain student opinions or information about students. A “survey” is defined as any written request for information from a student by LEARN or its authorized agents whenever personal information or data is sought for statistical, demographic or similar reasons. The purpose of the policy is to establish the parameters of information that may be sought in student surveys.

Student surveys shall only be administrated at the discretion of the Executive Director of LEARN. No attempt will be made to identify the student survey participant or those returning the survey, unless those surveyed voluntarily choose to identify themselves.

The Executive Director may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant or is unlawfully discriminatory in nature based on age, race, color, gender, disability, religion, or national origin. Generally, LEARN will not subject students to any survey designed to obtain personal information for the purpose of marketing or selling that information. Any exception to this policy must be approved in advance by the LEARN Board of Directors.

LEARN will offer all parents/guardians the opportunity to have their child/children opt out of any surveys containing questions pertaining to the student’s or the student’s parent/guardians personal beliefs or practices. To the extent that personally identifiable information of a student is contained in his/her responses to a survey, the school district will take appropriate steps to ensure that the data is protected in accordance with the Federal Family Educational Rights and Privacy Act.

Student Surveys Conducted as Part of the U.S. Department of Education Program

Surveys conducted as part of any program funded through the U.S. Department of Education must comply with privacy and notification provisions of the “No Child Left Behind Act” (20 U.S.C. 1232h). No minor student, as part of any program funded in whole or in part by the U.S. Department of Education, shall be required to submit to a survey that reveals any of the following information without the consent of the student’s parent/guardian or of the adult student:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student’s family;
- sexual behavior or attitudes;
- illegal, antisocial, self-incriminating, and demeaning behaviors;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

religious practices, affiliations, or beliefs of the student’s parents/guardians; or

income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Surveys Funded by Sources Other than The U.S. Department of Education

All surveys administered by LEARN shall be subject to the following conditions: parents shall have the right to inspect, upon request, any survey created by a third party before it is administered or distributed by a school to its minor students; and arrangements must be made in advance to protect student privacy in the event that the survey contains any one or more of the eight items listed as numbers 1 through 8 under “Surveys Administered by the U.S. Department of Education” of this policy.

Annual Parental Notification

In compliance with federal and state statutes, LEARN must annually notify parents of the following:

a summary of this policy pertaining to student and parental rights pertaining to the collection of survey information;

any scheduled or expected dates for activities involving collection, disclosure, or use of personal information for the purposes of marketing or selling that information;

any scheduled or expected dates for any survey containing questions pertaining to topics listed as numbers 1 through 8 under “surveys’ Administered by the U.S. Department of Education” of this policy and

any non-emergency, invasive physical examination or screening scheduled in advance by the school which is not necessary to protect the immediate health and safety of the student or students (this provision is not applicable to examinations or screenings permitted or required by state law).

This parental notification must offer an opportunity to parents/guardians to opt out of any of these activities on behalf of their student(s).

Legal Reference: Federal Family Education Rights & Privacy Act of 1974 (FFERPA)

Section 438 of General Education Provisions Act, as amended, codified at 20 U.S.C. 1232g and 1232h; and federal regulations found in 34 CFR Part 99.

PL 107-110, “No Child Left Behind Act of 2001”.

Policy Adopted: December 14, 2006

[LEARN](#)



4153/4253

Personnel- Certified/Non-Certified

5154

Students

COMPUTER USE, E-MAIL, AND INTERNET POLICY

Introduction

LEARN believes in the educational value of electronic communications and recognizes their potential to support LEARN's educational program. Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of LEARN's community conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval system.

This policy applies to all users of LEARN's computer network. This is true, regardless of where the users may be located. Violations will be taken seriously and may result in disciplinary action and civil or criminal liability.

It is every user's duty to use the computer resources responsibly, professionally, ethically and lawfully.

What are "Computer Resources"?

When used in this policy, the term computer resources refers to LEARN's entire computer network. The term includes, but is not limited to, the computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, cell phones, smart phone's, PDA's, GPS devices, iPods and all internal and external computer and communications networks (for example, Internet, commercial on-line services, value-added network, e-mail systems) that may be accessed directly or indirectly from LEARN's computer network.

Who is a User

When used in this policy, the word "user" refers to all employees, students, independent contractors, consultants, temporary workers, and other persons or entities who use or come into contact with LEARN's computer resources.

Ownership of the Computer Resources

The computer resources are the property of LEARN. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of LEARN. All use of the computer resources must be supportive of LEARN's educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that were never intended.

LEARN has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing LEARN to access and review all materials users create, store, send or receive on the computer system or through the Internet or any other computer network.

Users understand that LEARN may use human or automated means to monitor use of the computer resources.

Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. LEARN has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Quality and Format of Communications

Users should endeavor to make each electronic communication truthful and accurate. Individuals should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Please keep in mind that anything created or stored in the computer systems may, and likely will, be reviewed by others.

E-mail sent from or to in-house counsel or an attorney representing LEARN should include this warning header on each page:

"Attorney client privilege: do not forward without permission." Offensive Material

LEARN has complied with the Children's Internet Protection Act requirements by implementing a "Technology Protection Measure," for all users, that is, specific technology that blocks or filters Internet access. This includes the installation of a designated server and specific software that may block or filter pre-selected sites; by word; entire categories such as chat and newsgroups or by pre-selected lists of approved sites. The measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

The filtering system shall be in addition to all other efforts and is not considered to be a foolproof approach to preventing access to materials considered inappropriate or harmful to minors. The user is advised that misuse of the Internet as it relates to visual depictions that are obscene, child pornography, or harmful to minors, is consistent with the other components in LEARN's Computer use, E-mail and Internet Policy.

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

LEARN is not responsible for material viewed or downloaded by users from the Internet.

LEARN will monitor the online activities of minors and educate minor students about "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in LEARN's computers. Users encountering or receiving such material should immediately report the incident to the administration.

Users must not alter the from line or other attribution-of-origin information in e-mail, messages or postings.

Anonymous or pseudonymous electronic communications are forbidden. Users must identify themselves honestly, and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communicating on-line.

Without prior written authorization from the administration, users may not do any of the following:

- Copy software for use on their home computers;

- Provide copies of software to any independent contractors or clients of LEARN or to a third person;

- Open/tamper with or install hardware on workstations without authorization;

- Remove software from LEARN premises;

- Download streaming content for extended periods of time (i.e. real audio, etc.)

- Install software on any of LEARN's work stations or servers;

Download any software from the Internet or other on-line service to any of LEARN's work stations or servers;

Modify, revise, transform, recast, or adapt any software; or

Reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration.

Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited.

Unauthorized dissemination of this information may result in civil liability.

All student use of the computer resources will be consistent with this policy. Encouraging, allowing or ignoring student use of the computer resources in a manner contrary to this policy is strictly prohibited.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights, and all other state, federal and international laws governing intellectual property and on-line activities.

The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.

Users may not use the computer system to "snoop or pry" into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the LEARN computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing LEARN's network without authorization and to prevent the introduction and spread of viruses.

Viruses

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into LEARN's network. To that end, all material received on magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to LEARN's system must be scanned for viruses and other destructive programs. Such scanning must be performed prior to placing the material onto LEARN's computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from these computers to LEARN's network must be scanned for viruses.

To ensure security and avoid the spread of viruses, users who access the Internet through a computer attached to LEARN's network must do so through an approved Internet firewall accessing the Internet directly, by modem is strictly prohibited unless the computer you are using is not connected to LEARN's system.

Encryption Software

Users may not install or use encryption software on any of LEARN's computers without first obtaining written permission from the administration. Users may not use passwords or encryption keys that are unknown to the administration.

The federal government has imposed restrictions on the export of programs or files containing encryption technology. Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside of the United States without prior written authorization from the administration.



Approved: Interim Approval 1/13/00 Approved: 2/10/00

Revised: 6/13/02 Revised: 01/08/2009 Revised: 10/08/2009 Revised: 01/12/2012

[LEARN](#)

5155

Students

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease (Diabetes)

LEARN recognizes that food allergies and glycogen storage disease may be life threatening. The purpose of this policy is to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. LEARN is also committed to appropriately managing and supporting students with glycogen storage disease. In accordance with applicable law, it is the policy of LEARN to provide all students, through necessary accommodations where required, the maximum opportunity to participate in all school programs and activities.

LEARN further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and strongly encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, LEARN will adopt guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in LEARN schools.

All schools are also responsible for developing and implementing IHCPs for students with life threatening food- allergies and/or glycogen storage disease in accordance with applicable law and LEARN regulations concerning same. LEARN shall develop general guidelines for food allergy management and/or glycogen storage disease which shall include, but not be limited to, the implementation and training of a student's Individual Health Care Plan ("IHCP").

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records

10-154a Professional communications between teacher or nurse and student 10-207 Duties of medical advisors

10-212a Administrations of medications in schools

10-212a (d) Administration of medications in schools by paraprofessional 10-121c Life-threatening food allergies: Guidelines

10-220i Transportation of students carrying cartridge injectors

52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection.

PA 05-104 An Act Concerning Food Allergies and the Prevention of Life-Threatening Incidents I Schools

PA 05-144 and 05-272 An Act Concerning the Emergency Us of Cartridge Injectors The

Regulations of Connecticut State Agencies section 10-212a through 10-212a-7 Federal Legislation

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 §504; 34 C.F.R § 104 et seq.) Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.; 29 C.F.R. § 1630 et seq.)

The Family Education Rights and Privacy Act of 1974 (FERPA)

The Individual with Disabilities Education Act of 1976 9IDEA) (20 U.S.C. § 1400 et seq.) 34 C.F.R. § 300 et seq.)

FCS Instruction 783-2, Revision 2, Meal substitute for medical or other special dietary reasons.

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools

Connecticut State Department of Education (2006).

Policy Adopted: October 8, 2009

Policy Revised: December 11, 2014

[LEARN](#)



USE OF AUTOMATIC EXTERNAL DEFIBRILATORS (AEDs)**First Aid/Emergency Medical Care**

LEARN strives to provide a safe environment for students, staff, parents and community as they learn and recreate in school facilities. In achieving a safe environment, automatic external defibrillators (AEDs) may be placed in school facilities. The automatic external defibrillators shall be used in emergency situations when sudden cardiac arrest occurs by individuals specifically trained in the application of the device. Such training shall be in accordance with the standards set forth by the American Red Cross or the American Heart Association. Only individuals who have completed the required initial training and recurrent training as specified by state law and regulations and as advised by the District's Medical Advisor will administer the device.

The AED will be stored in an accessible location in the assigned schools. The defibrillators shall be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by the school nurse. (or medical advisor, athletic director, safety coordinator, etc.)

Students who inappropriately access and/or use an AED will be deemed to have violated the school's conduct code and subject to disciplinary action.

Calling 9-1-1 must not be delayed because of use or anticipated use of an AED.

Each AED within the District shall be registered with the Town's Emergency Medical Service provider and with the Connecticut Office of Emergency Medical Services. A report shall be forwarded to the local EMS provider for medical review and to the District's Medical Advisor each time an AED is activated.

The Principal or designee may specify that an authorized user may bring an AED to other areas of a school or its grounds for the purpose of standing by at specific events or activities. A communication mechanism will be established for the purpose of notifying trained authorized users within each building of the relocation of an AED from its usual place of storage.

The Executive Director or his/her designee shall establish administrative guidelines that will outline the specific responsibilities, training, management and procedures for the use of the District's automatic external defibrillators.

A regulation will delineate the procedures to be followed when using an AED. The procedure constitutes a physician's order and is to be written by the District's Medical Advisor.

Teachers and other school personnel, who have fulfilled the training requirements of this policy, providing emergency first aid involving the use of an AED shall be immune from liability if they meet the statutory requirements for immunity, which include a course in first aid that includes CPR and training in the use of AEDs provided in accordance with the standards of the American Red Cross or the American Heart Association.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

52-557b "Good Samaritan law." Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Public Law 106-505 Cardiac Arrest Survival Act Public Law 105-170 Aviator Medical Assistance Act Public Law 107-188 The Public Health Security and Bioterrorism Response Act

Policy adopted: December 11, 2014



Students

ASSESSMENTS AND IMMUNIZATIONS

LEARN adheres to State laws and regulations that pertain to school immunization and health assessments. Pupils who are in violation of requirements for health assessment and/or immunizations shall be excluded from school after appropriate parental notice. The exceptions to this exclusion rule are students who meet the Federal definition of homeless.

The health assessments shall be required prior to enrollment to kindergarten and during grades 7 and 10. The prior enrollment requirement also applies to children registered in LEARN Schools Pre-Kindergarten (Pre-K) Program. A qualified physician/designee, which include an advanced practice nurse (APRN) or registered nurse or physician's assistant when licensed to do so, is to administer an appropriate health assessment within 12 months of the date of initial enrollment to be considered valid. Students transferring into a LEARN school from both out of state and in state schools systems must also meet minimum requirements for health assessment and immunization.

No record of any student's medical assessment may be open to the public. Exemptions from this requirement on the basis of medical or religious reasons can be obtained if parent or guardian provides written notice on appropriate District forms. Medical exemptions must include physician's written statement of contraindication according to State law.

As required, beginning school year 2003-2004, the district will annually report to the Department of Public Health and to the local health director the asthma data obtained through the required asthma assessments, including student demographics. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

Legal Reference: Connecticut General Statutes

10-204 Vaccination

04a Required immunizations as amended by PA 96-244. 10-204c Immunity from liability

05 Appointment of school medical adviser

06 Health assessments (as amended by June Special Session PA 01-1) 10-207 Duties of medical advisors

10-206a Free health assessments

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; board to honor notice 10-209 School nurses

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by PA 96- 229, An Act Concerning Scoliosis Screening 20 U.S.C. Section 1232h, No Child Left Behind Act Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Policy adopted: December 11, 2014



PSYCHOTROPIC DRUG USE

The Board believes that the use of psychotropic drugs for students is a personal decision to be made by a student's parents or legal guardian. School personnel shall not make any recommendations concerning the use of prescribed psychotropic drugs for any child.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

This policy is not intended to prohibit school health or mental health personnel including school nurses or nurse practitioner, the District's Medical Advisor, school psychologists, school social workers and school counselors from recommending that a child be evaluated by an appropriate medical practitioner, nor does it prohibit school personnel from consulting with an appropriate medical practitioner with the consent of a student's parent or guardian.

LEARN shall follow procedures for identification, evaluation, placement and delivery of services to children with disabilities or suspected disabilities provided in state and federal statutes that govern special education.

The Executive Director or his/her designee shall be responsible for the implementation of this policy and for ensuring its dissemination to school personnel.

The Board recognizes that under state law the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to such child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by DCF, unless such refusal causes such child to be neglected or abused, as defined in section 46b-120 of the General Statutes.

Legal Reference: Connecticut General Statutes

10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211) 46b-120. Definitions

10-76a Definitions. (as amended by PA 00-48)

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)

10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48) State Board of Education Regulations.

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children. American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq. Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted: December 11, 2014



Students**HEALTH SCREENINGS**

The Board authorizes the Executive Director of Schools or his/her designee to work with the School Medical Advisor in an effort to develop and implement regulations regarding vision, hearing, scoliosis and pediculosis screenings. These regulations include assertive procedures, which will allow the early detection of health problems.

Screenings

Vision, hearing and scoliosis screening shall meet state law requirements and regulation as to the definition, standards, frequency, implementation, environment, equipment, referral and personnel qualifications. The school nurse/designee is responsible for conducting these screenings and recording results in the health record.

Students failing these screenings will be referred for professional examination and parent/guardian will be notified. Screenings will be performed at any time at parent or professional request.

Pediculosis screenings shall be conducted by the school nurse/designee to identify, prevent and minimize the spread of head lice. This process will be initiated only after the presence of head lice has been confirmed.

Confidentiality is maintained regarding the name(s) of students who are known to have head lice.

The detailed protocol and procedure for all screenings shall be outlined in the Board Regulations. These regulations shall be submitted to the School Medical Adviser and to the Executive Director or designee each September for review.

(cf. 5141.3 – Health Assessments and Immunizations)

Legal Reference: Connecticut General Statutes

10-204 Vaccination

04a Required immunizations 10-204c Immunity from liability

05 Appointment of school medical adviser

06 Health assessments (as amended by June Special Session PA 01-4 and PA01-9) 10-207 Duties of medical advisers

10-206a Free health assessments (as amended by June Special Session PA 01-1) 10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; board to honor notice 10-209 School nurses 10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required.

Notification of parents re defects; record of results, as amended by PA 96- 229, An Act Concerning Scoliosis Screening.

Policy adopted: December 11, 2014



COMMUNICABLE/INFECTIOUS DISEASES

The Board recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board will establish reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural due process safeguards. Where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the child presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. LEARN Standard 504 procedures will be implemented.* The student will be educated in the least restrictive environment.

*Based upon individual circumstances, special programming from a 504 Team or a special education Planning and Placement Team may be warranted. The student will be educated in the least restrictive environment.

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities"

20 U.S.C. 1400, et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b) "Americans with Disabilities Act" The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45C.F.R. 99.

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services. 10-154a

Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors. 10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

19a-221 Quarantine of certain persons. 19a-581-585 AIDS testing and medical information.

Policy adopted: December 11, 2014



5161

Students

STUDENT HEALTH SERVICES

LEARN recognizes the need to protect and improve the health of students in order to allow each student to achieve their greatest educational potential. In order to do this LEARN will negotiate and enter into an agreement for nursing services in district schools. The Board also employs the professional services of a School Medical Advisor and appropriate professional support services. The Director or appointee shall manage these health services. Health services shall be directed toward detection, prevention, ongoing monitoring of health problems and to provide emergency interventions.

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

10-204 Vaccination.

04a Required immunizations. 10-204c Immunity from liability

05 Appointment of school medical advisors. 10-206 Health assessments.

06a Free health assessments. 10-207 Duties of medical advisers.

10-208 Exemption from examination or treatment.

10-208a Physical activity of student restricted; boards to honor notice. 10-209 Records not to be public. 10-210 Notice of disease to be given parent or guardian.

10-212 School nurses and nurse practitioners.

10-212a Administration of medicines by school personnel. 10-213 Dental hygienists.

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96- 229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education.

Policy adopted: May 14, 2015



5162

Students

4160/4260

Personnel-Certified/Noncertified

STUDENTS/STAFF WITH HIV, ARC (AIDS RELATED COMPLEX) OR AIDS

Scientific studies show that the Human Immunodeficiency Virus (HIV), the virus which causes the acquired immunodeficiency syndrome (AIDS) or ARC (AIDS Related Complex), is transmitted through sexual intercourse with an infected individual or through exposure to contaminated blood or needles. There is no evidence to support the notion that the HIV virus can be transmitted through ordinary school or household activities, e.g. coughing, sneezing, hugging, sharing of utensils or food, or shaking hands.

The anonymity of individuals with HIV infection or AIDS is protected by law. Moreover, individuals with HIV infection or AIDS are protected from discrimination by both federal and state laws. Neither attendance at school nor employment may be denied to an individual with HIV infection or AIDS. It is the policy of the District that no student or staff member with HIV infection or AIDS may be prohibited from attending school/employment unless there is an immediate risk of injury or harm to the individual or to others.

Because the diagnosis of HIV infection or AIDS is a confidential matter between the individual student or staff member and his or her physician, LEARN may be unaware of the diagnosis. Consequently, the LEARN has adopted a policy of "universal precautions" which protects all students and staff from contact with blood and body fluids of others. These precautions are enumerated in the Blood Borne Pathogen policy.

(cf. - 4147.1/4247.1 Bloodborne Pathogens)

Legal Reference: Connecticut General Statutes

10-76(d)(15) Duties and powers of boards of education to provide special education programs and services 10-154a

Professional communications between teacher or nurse and student

10-207 Duties of medical advisors 10-209 Records not to be public

10 Notice of disease to be given parent or guardian 19a-221 Quarantine of certain persons 19a-581-585 AIDS testing and medical information

Policy adopted: May 14, 2015



5163
Students

STUDENT SAFETY

Student safety shall be a priority of all school district personnel through close supervision of students in all school buildings and grounds and through special attention to:

Maintaining a safe school environment.

Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.

Development of school programs and activities consistent with appropriate abilities and limitations of students at each age level.

Offering safety education to students as germane to particular subjects, such as laboratory courses in science, industrial arts, and health and physical education.

Providing, through the services of the school nurse, first aid care for students in case of accident or sudden illness.

Adequacy of emergency response procedures at each school in the district.

(cf. 5131.6 - Drugs/Alcohol and Tobacco) (cf. 5141.4 - Child Abuse and Neglect) (cf. 5141.5 - Suicide Prevention)

(cf. 5141.3 - Student Health Assessments and Immunizations) (cf. 5141.21 - Administering Medications)

(cf. 5141.22 - Communicable and Infectious Diseases) (cf. 6142.1 - Family Life and Sex Education) (cf. 6114 - Emergencies and Disaster Preparedness) (cf. 6114.7 - Safe Schools)

Policy adopted: May 14, 2015



5164

Students

HEALTH RECORDS

There shall be a cumulative health record for each student enrolled in a LEARN school which will be maintained in the Nurse's office. Health records shall be granted the highest level of confidentiality and access to these records will be granted by the school administrator or school nurse. A listing of all professionals who have access to the record will be maintained in each child's health folder.

(cf. 6171 – Special Education Policy) (cf. 5142 – Student Safety)

Legal Reference: Connecticut General Statutes
10-209 Records not to be public.

Policy adopted: May 14, 2015



Students**EMERGENCY CARE IN SCHOOL FOR STUDENTS**

The school is responsible for the immediate care given to a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. An emergency is defined as an occurrence which is similar to those outlined in Categories I through IV in administrative regulation #5141.2.

Category V will be considered an emergency at the discretion of the adult in charge of the child at the time of the incident.

If the child's injury requires immediate care, the parent or guardian will be called by telephone and advised of the student's condition. This call is the building Principal's (or their designee's) responsibility. If parents or guardian cannot be reached and immediate medical or dental attention is indicated, the family physician/dentist or Medical Advisor cannot be reached, the student will be transported to the Lawrence and Memorial Hospital unless otherwise indicated on the student's Emergency Information List.

Legal Reference: Connecticut General Statutes

10-205 Appointment of school medical advisers 10-212 School nurses and nurse practitioners

52-557b "Good Samaritan Law". Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: May 14, 2015

