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Student Personnel

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The Housatonic Valley Regional High School is focused on each student's educational development, and school district goals and objectives for student learning are the central concerns of board of education policy and the Superintendent of Schools administrative regulations.

Each child shall be given an education opportunity as nearly equal to those of each other child as possible. Since children vary widely in capacities, interests, social, and economic background, no two can be treated exactly alike if the fullest development of each is to be achieved.

Discrimination among students, applying for admission to or attending the district school with respect to race, color, religious creed, age, marital status, national origin, sex, or disabilities is prohibited. (cf. Non-Discrimination)

Legal References:

Connecticut General Statutes

- 10-15 Town to maintain schools
 - 10-15c Discrimination in public school prohibited
 - 10-184 Duties of parents (re: mandatory schooling of children seven years of age and over and under eighteen (07/01/01))
 - 10-186 Duties of Local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board.
 - 10-226a Pupils of racial minorities
- See 504, Section 504, U.S. Rehabilitation Act of 1973, 29 USC @794

Adopted: December 20, 2004

Admission**5111**

The district school shall be open to all children who reside within the district. Each child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or disabilities. Students who are classified as homeless under federal law and therefore do not have a fixed residence, will be admitted pursuant to federal law and Policy 5118.1.

Proof of residence may be requested by the building Principal. Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the child is assigned. The Principal may disclose them to the staff that teach or care for the child.

Admission/Placement

The parent/legal guardian or a person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school (effective 01/01/2000). The parent/legal guardian or person having control of said student shall exercise this option by signing a withdrawal form. The district shall provide the parent/legal guardian or person having control with information on the educational opportunities available in the school system and in the community.

Children who have attained the age of sixteen and who have terminated enrollment in the district's school with parental permission as described previously and subsequently seeks re-admission may be denied re-admission for up to ninety school days from the date of such termination.

Children who apply for initial admission to the district's school by transfer from non-public schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who apply for initial admission to the district's school by transfer from non-public schools or from schools outside the district will be admitted once all necessary transcripts and other documentation have been received.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable education program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

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Admission

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Legal References:	Connecticut General Statutes
10-15	Town to maintain schools
10-1c	Discrimination in public schools prohibited
10-76a	1076g reference: special education
10-184	Duties of parents (re: mandatory schooling for children ages five to eighteen inclusive) as amended by PA 98-243 and PA 00-157
10-186	Duties of local and regional boards of education re: school attendance. Hearings. Amended by PA 96-26, an Act Concerning Graduation Requirements and Placement of Older Students.
10-233a/10-233f	Inclusive. Re: suspend, expel, removal of pupils
10-233c	Suspension of pupils
10-233d	Expulsion of pupils
10-233k	Notification of school officials of potentially dangerous students
10-76a-1	General definitions (c) (d) (g) (f)
10-76d-7	Admission of students requiring special education (referral)
10-204a	Required immunizations (as amended by PA 98-243)

Adopted: December 20, 2004

Foreign Exchange Students**5111.1**

The Region One Board of Education encourages international studies. To that end, it allows foreign exchange students on a year J-1 visa, who are residing with families in the community to enroll on a non-tuition basis in Housatonic Valley Regional High School. Students who apply will be subject to grade determination or placement. Students who are accepted and placed in grade 12 must meet those criteria established by the administration in the areas of language competency, residency and deportment. Only foreign exchange students sponsored by organizations screened by the administration will be accepted.

Students entering the United State on F-1 visas may enter the local school system only upon payment of the full, unsubsidized public education costs before entering the United States. Further, students on F-1 visas may remain in the United State for no more than twelve (12) months. The local district is prohibited by law from waiving the tuition fees of students on F-1 visas.

In order for a foreign exchange student to be eligible for enrollment, the following criteria must be met:

1. The student must be sufficiently fluent in English so that he/she would not require any special services.
2. The application for admission must be reviewed by the appropriate school administrator.
3. The school must have room for the student and be able to accommodate him/her without incurring additional costs or burden.
4. The student may not be enrolled more than one year.
5. The student is eligible to receive a diploma based on satisfactory academic performance.
6. The student may be eligible to play sports if he/she meets to CIAC criteria.
7. If the student is not participating in and attending the school program or is disruptive to the smooth and efficient operation of the school, the school may terminate enrollment.
8. Procedures 1-7 are designed for foreign students who enter the country on a one year J-1 visa through established exchange programs such as Youth for Understanding, American Field Service (AFS) and Rotary.
9. Students entering the United State on F-1 visas may attend only upon full payment of tuition before entering the United States. This tuition fee may not be waived due to federal legislation.

Legal References:

Illegal Immigration Reform and Immigration Responsibility Act of 1996 F-1 visas are those typically sought by students in small or informal program, including exchanges by individuals, schools or sister cities.

Students who enter the country on established exchange program such as Youth for Understanding, American Field Service (AFS) and Rotary enter one year J-1 visas, which are not restricted by the new law.

Adopted: December 20, 2004

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Ages of Attendance

5112.4

Disenrollment

The Region One Board of Education views regular and uninterrupted attendance at school, by law, as the responsibility of each student and his/her parent/guardian(s). Classroom learning experiences are an important and integral part of the learning process and vital to student success.

In addition, the Board understands and appreciates the critical need and importance of accurate student enrollment counts/data. Such counts are crucial to the appropriate fulfillment of the Board's responsibilities related to budget, personnel and facility planning, currently and long range. District enrollment data, forwarded as required to the State Department of Education, must also be up-to-date and accurate to facilitate the timely, correct and equitable calculations of grant entitlements supportive of district efforts.

The Board directs the Superintendent of Schools or his/her designee to develop and implement the necessary procedures to ensure the accuracy of district enrollment counts through the timely removal from the district roles of those students no longer attending and/or eligible for services in the district.

Legal References:

Connecticut General Statutes

10-15	Town to maintain schools
10-15c	Discrimination in public school prohibited
10-76a	10-76g re: special education
10-184	Duties of parents (re: mandatory schooling for children ages five to sixteen inclusive) as amended by PA 98-243 and PA 00-157
10-186	Duties of local and regional boards of education re" school attendance. Hearings. Amended by PA 96-26. An Act Concerning Graduation Requirements and Placement of Older Students

Adopted: December 20, 2004

Attendance and Truancy**5113**

At Housatonic Valley Regional High School regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. It is our goal to maximize student learning hence, attendance is critical. To assist parents and other persons in meeting this responsibility, the Region One Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes Sec 10-220
Connecticut General Statutes Sec 10-184
Connecticut General Statutes Sec 10-186
Connecticut General Statutes Sec 10-198a

Guidelines for reporting Students Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)
Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs*

Connecticut State Department of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Attendance and Truancy (continued)**5113**

A. Definitions:

1. “Absence” – any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one-half of the school day.
2. “Education Evaluation” – for purposes of this policy, an educational evaluation is an assessment of a student’s education development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.
3. “Excused Absence” – an absence from a regularly scheduled school day for at least one-half of the school day, for which absence, the school has received written documentation describing the reason for the absence within ten days of the student’s return to school, or the child has been excluded from school in accordance with Sec 10-210 of the Connecticut General Statutes, and meets the following criteria:
 - a. Any absence before the student’s tenth absence is considered excused, when the student’s parent/guardian approves such absence and submits appropriate written documentation; and
 - b. For the student’s tenth absence and all absences thereafter, a student’s absences from school are considered excused only for the following reasons:
 - student illness (verified by an appropriately licensed medical professional);
 - religious holidays;
 - mandated court appearances (documentation required);
 - funeral or death in the family, or other emergency beyond the control of the student’s family;
 - extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance;
 - a lack of transportation that is normally provided by a district other than the one the student attends.
4. “In Attendance” – any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), or at least one-half of the school day.
5. “Student” – a student enrolled in the Housatonic Valley Regional High School public school.

Attendance and Truancy (continued)**5113**

6. “Truant” – any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
7. “Unexcused Absence” – any absence from a regularly scheduled school day for at least one-half of the school day, unless the absence is an “excused absence” as defined above or the absence is a disciplinary absence.

The determination of whether an absence is excused will be made by the building Principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

8. “Written Documentation” – includes a signed note from the student’s parent/guardian, a signed note from a school official who spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate, that explains the nature of and the reason for the absence as well as the length of the absence.

B. Truancy Expectations:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator of the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be “truant.”

C. Readmission to School Following Voluntary Withdrawal:

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section B.2, above) and subsequently seeks re-admission, the

Attendance and Truancy (continued)**5113**

Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section B.2, above) and seeks re-admission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests re-admission.

D. Determinations of Whether a Student is "In Attendance":

1. A student serving an out-of-school suspension or expulsion shall be exempted as absent unless he/she receives an alternative educational program for at least one-half of the regular school day.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day schedule, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury, in accordance with applicable regulations and requirements, are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration, so as to ensure that the student is able to successfully return to the regular classroom setting.

E. Procedures for Students:

1. Notification –
 - a. Annually, at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student, in writing, of the obligations pursuant to Connecticut General Statutes Sec. 10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught at the Housatonic Valley Regional High School.
 - b. Annually, at the beginning of the school year and upon enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student, a telephone number or other means of contacting such parent or other person during the day.

Attendance and Truancy (continued)**5113**

2. Monitoring –

Each school shall implement a system of monitoring individual unexcused absences of students. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel, under the direction of the building Principal or his/her designee, shall make a reasonable effort to notify the parent or other person having control of the student, by telephone or by mail, of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. (Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded by the school nurse.) Mailed notice of the student's absence shall include a warning when four (4) unexcused absences from school in a month or ten (10) unexcused absences in a school year. Subsequent unexcused absences may result in a complaint filed with the State Department of Children and Families or with the Superior Court pursuant to Sec 46-b 149 alleging the belief that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

(Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of education are free, however to extend the application of monitoring and intervention procedures to students at all grade levels.)

F. Procedures Applicable to Students ages five (5) to eighteen (18):

1. Intervention –

- a. When a student is truant, the building Principal or his/her designee shall schedule a meeting with the parent or other person having control of such student and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise not responsive, that fact shall be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee, shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

Attendance and Truancy (continued)**5113**

- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a. above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem for such truant, a written complaint with the Superior Court pursuant to Connecticut General Statutes Sec. 46b – 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team (or other appropriate school-based team) to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a Planning and Placement Team (PPT) meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for a program review.
- e. If a Family with Service Needs (FWSN) petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
 - i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team (or other appropriate school-based team). Upon completion of the evaluation of a regular education student, the Child Study Team (or other appropriate school-based team) shall review the evaluation and make appropriate recommendation for alternative procedures, programs or interventions. Such recommendation may include a referral of the student for further evaluation and/or consideration for special education eligibility.
 - ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program (IEP).

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Attendance and Truancy (continued)

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G. Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding truancy in the *Strategic School Profile* report for each school under its jurisdiction and for the school district as a whole submitted to Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Adopted: February 4, 2013

STUDENTS

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Working Permits

5113.1

Working papers for minors: Minors (15-18) receive employment certificates from the Superintendent of Schools or his/her designee in the town or city in which they live. The high school Principal is the designated agent in the Region One School District. Working papers are processed after school hours during school days. The high school issues working papers only to resident students in the district. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the “promise to work” paper and proof of residency.

Evidence of age: Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificate, Driver’s License, Passport, Service ID, and (as a last resort) information on high school district cumulative records.

Legal Reference:

Connecticut General Statutes
10-193 Certificate of age of minors in certain occupations
10-194 Penalty
10-195 Evidence of Age
10-197 Penalty for employment under fourteen
10-198 False statement as to age

Adopted: January 25, 2005

Suspension and Expulsion/Due Process**5114**

It is the goal of the Region One Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the board.

In working with students, emphasis shall be placed upon developing effective self-disciplines as the most effective disciplinary approach.

A. Definitions:

1. "Exclusion" shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. "Removal" shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusions shall not extend beyond ninety (90) minutes.
3. "In-School Suspension" shall be defined as an exclusion from a regular classroom activity for no more than five (5) consecutive school days, (ten (10) days effective July 1, 2009), but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student. *(or such suspension may be served in any school building under the jurisdiction of the Board of Education).*
4. "Suspension" shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. *(Effective July 1, 2009 – suspension shall be in-school suspension unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension.)*
5. "Expulsion" shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

Suspension and Expulsion/Due Process (continued)**5114**

6. "Emergency" shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. "Days" is defined as days when school is in session.
8. "School-sponsored Activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. "Deadly Weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
11. "Firearm" means 1. Any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2. The frame or receiver of any such weapon; 3. Any firearm muffler or firearm silencer; or, 4. Any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
12. "Vehicle" means a "motor vehicle" as defined in Sec 14-1 of the Connecticut General Statutes, snowmobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. "Martial Arts Weapon" means a nunchakum kama, ksari-fundo, octagon sai, tonfa or Chinese star.
14. "Dangerous Drugs and Narcotics" is defined as any controlled drug in accordance with Connecticut General Statutes Sec 219-240.

B. Removal from Class:

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such students is referred to the building Principal or his/her designee and granted an informal hearing in accordance with the provision of this policy, as stated in G.3.

Suspension and Expulsion/Due Process (continued)**5114****C. Exclusion from Co-Curricular and Extra-Curricular Activities:**

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out of state or abroad.

D. Suspension and Expulsion:

1. A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, violates a publicized policy of the board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage to school property or material belonging to school staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from another person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender, or sexual orientation;
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - i. Threatening in any manner, including orally, in writing or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or a fellow student;
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon as defined in Sec 53a-3, such as a pistol, knife, blackjack, etc.;
 - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns, and /or soft air pistols;

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- m. Possession, transmission, distribution, selling, use, or consumption of alcoholic beverages, dangerous drugs or narcotics, or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant or any kind;
- n. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or other persons of any part of the school, school premises or other building owned by any school district, after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students, and refusing to immediately return to said classroom or school building, after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility, or classroom, by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the representing of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leave of school or school-sponsored activities;
- y. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off of school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:

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- a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees, or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees, or school property.
2. In making a determination as to whether conduct is “seriously disruptive of the educational process” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Sec 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921* or amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined on C.G.S. 53a-3, or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm instrument or weapon in the commission of a crime; or the student, on or off school grounds, offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess, or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon, or did so offer for sale or distribution such a controlled substance.
3. The Board modifies the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, such as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, blackjack, bludgeon, or metal knuckles.

* A firearm: currently defined by 19 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers, or silencers.

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G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten (10) days or to invoke in-school suspension for a period of up to five (5) days (ten school days effective July 1, 2009) of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. (Effective July 1, 2009: Suspension shall be in-school suspension unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension.)

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G3 shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any classwork including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, the student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting, the student denies the state charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to the removal from a classroom, in-school suspension or expulsion.
4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length or, or waive the suspension period if the student successfully completes an administration-specified program and meets

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any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

5. No student shall be suspended more than ten (10) days or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing, as provided in paragraph H5, is first granted.
6. No student shall be placed on in-school suspension more than fifteen (15) times, or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing, as provided in paragraph H5, is granted.

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if, in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools, the Board shall, after giving written notice to the student and his parents or guardian if said student is less than eighteen (18) years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing. But, in such case, a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (Connecticut Legal Services or source of such services) and how to access such services.
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided that at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violate the Board of Education standards set forth in the policy governing suspension and expulsion, are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
 - a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; and a statement that the Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) years of age, who was previously expelled or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly

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- weapon, dangerous instrument, or martial arts weapon on school property or school transportation or at a school-sponsored activity or (2) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, as defined in Sec 21a-240a of the Connecticut General Statutes;
- b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
 - c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parent's/student's expense;
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision by the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
 - a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and
 - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any, or if not transcribed, any recording or stenographic record of the hearing.
 7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
 - a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial, or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering of length of an expulsion and the nature of the alternative educational opportunity, if any to be offered;
 - b. The Board of Education shall give effect to the rules or privilege by law;
 - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is both substantially prejudiced thereby;
 - d. Documentary evidence may be received in the form of copies or excerpts;
 - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

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- f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
 - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be provided upon request of a party with the cost of such transcript to be paid by the requesting party. Finding of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing;
 - h. Decision shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced to the hearing.
 8. For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length or waive the expulsion period if the student successfully completes a Board-specified program, and meets any other conditions required by the Board. Such a Board-specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.
- I. Notification
 1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of the Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
 2. The parents or guardian of any minor student, either expelled or suspended, shall be given notice of such disciplinary action no later than twenty-four (24) hours from the time of the institution imposing such period of expulsion or suspension.
 3. The notice of an expulsion hearing to the student and his/her parents or guardians, if said student is less than eighteen (18) years of age, shall include information concerning legal services that are provided free of charge or at a reduced rate that are available, and how to access such services.
- J. Students With Disabilities

A special education and/or 504 disability student shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten (10) school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten (10) school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten (10) days or less of a student with disabilities, the district shall provide services to the disabled student to the

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extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten (10) days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten (10) school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten (10) school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the forgoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability, or if the conduct in question was the direct result of the school district's failure to implement the IEP. A student may be suspended for up to ten (10) days pending the IEP team (PPT) determination.
2. If the district, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative education plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.
3. If the district, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the district's failure to

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- implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the district and parent.
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself is eighteen (18) years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in the placement under subparagraph (3), unless the parents (or student if eighteen (18) years of age or older) and the Board otherwise agree the child shall stay in the interim alternative educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
 5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph "weapon" means a device instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2-1/2 inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.
 6. In order for the district to unilaterally obtain a forty-five (45) day change in placement from a federal judge or Connecticut hearing officer, it must prove by substantial evidence that maintains the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in current placement.
- K. Alternative Education Opportunity
- The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) years old who is expelled, an alternative educational opportunity during the

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period of expulsion. Any parent or guardian of such student who does not choose to have his/her child enrolled in an alternative educational program shall not be subject to the provision of Sec 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wished to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is sixteen (16) years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative education opportunity to be offered under this section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom by suspension or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen (18) years of age or older. The Board of Education is not required to offer such alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18), who is expelled because of conduct which endangers a person, if it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing on to school property, a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity, a controlled substance as defined in subdivision (8) of the C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering or administration, is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department.

The provision shall not apply to a student requiring special education who is described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

Whenever the Board notifies a student between the ages of sixteen (16) and eighteen (18) or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer and alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearm, deadly weapons, or dangerous instruments on school property or at a school function.

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1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school, unless expulsion notice is based on possession of a firearm or deadly weapon.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program, and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at any time the student completes the Board specified program and meets any other conditions required by the Board.
3. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S. 10-233a. Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board. The student shall be excused from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with Item K above.
4. Whenever a student against whom an expulsion hearing is pending, withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall have completed the expulsion hearing and rendered a decision.
5. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.
6. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
7. An expelled student may apply for early re-admission to school. Such re-admission shall be at the discretion of the Board of Education/Superintendent of Schools (choose which). Re-admission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such re-admission on specified criteria.

Legal References:

Connecticut General Statutes
4-176e through 4-180a. Contest Cases. Notice. Record (as amended)
10-233a through 10-233f. Suspension removal and expulsion of
students as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66,
PA 07-122, and PA 08-160
53a-3 Definitions
53a-217b Possession of Firearms and Deadly Weapons on School
Grounds
PA 94-221 An Act Concerning School Discipline and Safety
GOALS 2000: Education American Act, Pub. L. 103-227

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18 U.S.C. 921 Definitions
Title III – Amendments to the Individuals with Disabilities Education Act Sec 314 (Local Control Over Violence)
Elementary and Secondary Act of 1965 as amended by the Gun Free School Act of 1994
P.L. 105-17, Individuals with Disabilities Act, Amendment of 1997
Kyle P. Packer PPA Jane Packer vs Thomaston Board of Education
2- U.S.C. Section 7114, No Child Left Behind Act
P.L. 108-446, Individuals with Disabilities Education Improvement Act of 2004
State vs Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

Adopted: February 2, 2009

Nonresident Students**5118**

Definition: A nonresident student is a student who:

1. resides outside of the school district, or
2. resides within the school district on a temporary basis, or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living, or
4. resides within the school district for the sole purpose of obtaining school accommodations, or
5. is a child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district, unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another board of education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Nonresident Attendance without Tuition: Upon written parental request, nonresident students may be allowed by the Region One Board of Education to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year; however, if parents so request, a child may complete the marking period or year regardless of when the family moves from town;
2. A family residing outside of a district has firm plans to move into the school district within the first semester as evidenced by a contract to buy, build, rent, or lease;
3. A twelfth grade student wishes to complete his/her education in the district;
4. Children reside temporarily within the district because of family changes or children attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary it shall be considered based upon information available at that time.
5. Mental or physical health of the child as certified by a physician, school psychologist or other appropriate school personnel.

Exchange Students: No tuition is required for foreign students living within the district under the American Field Service Program (AFS) or under other programs or circumstances approved by the Board. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment.

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Nonresident Attendance with Tuition: Nonresident students who do not meet one or more criteria under previous sections of this policy, may attend local schools only with tuition payment. The Region One Board of Education may approve nonresident student attendance with tuition, if class size, transportation and other considerations permit, and shall notify the Board of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon of the Superintendent of Schools, if the Board deems such termination is in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

Evidence of Residency: The Superintendent of Schools or his/her designee may require documentation of family and/or student residency including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or pupil eighteen (18) years of age or older shall be provided with a written statement of why there is a reason to believe such students may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is a bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Removal of Nonresident Students from District Schools: If, after careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a pupil eighteen (18) years of age or older, shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education (if known) where the child should attend school. If after review, district residency is established by the evidence, the parent or guardian, the student if an emancipated minor or a pupil eighteen (18) years of age or older, shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or pupil eighteen (18) years of age or older, of hearing rights before the Board of Education and that the student(s) may continue in local schools pending a hearing before the Board of Education, if requested in writing by the parent, guardian, emancipated minor, or pupil eighteen (18) years of age or older; 2) that, upon request, a transcript of the hearing will be provided; 3) that a local Board of Education decision may be appealed to the State Board and that the student(s) may continue in local schools pending a hearing before the State Board, if requested in writing by the parent, guardian, emancipated minor, or pupil eighteen (18) years of age or older; 4) that, if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

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Nonresident Students (continued)

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Board of Education Hearing: Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older, of its finding. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180, inclusive, of Connecticut General Statutes.

The Board shall within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Legal References:

Connecticut General Statutes
4-176e through 4-185 Uniform Administrative Procedure Act
10-186 Duties of Local and Regional Boards of Education ref: School Attendance Hearings. Appeals to State Board. Establishment of Hearing Board
10-253 School Privileges for Students in Certain Placements and Temporary Shelters

Adopted: January 24, 2005

Homeless Students**5118.1**

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in the Region One School District because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. continued in the school (school of origin) that the child attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance areas where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services, and food and nutrition programs.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen (18) who may reside within Region One School District, unless such children are emancipated minors, to the Connecticut Department of Children and Families (DCF).

The school district administrator shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth under eighteen (18) years of age.

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
3. Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.

Homeless Students (continued)**5118.1**

4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records, policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make reasonable effort to locate immunization records from information available. The district's liaison shall assist the parent/guardian in obtaining the necessary immunization records. The district shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

The district's liaison for homeless children is the Superintendent or his/her designee.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations to ensure compliance with applicable statutes in the implementation of this policy.

In order to appropriately implement the policy pertaining to homeless children, youth, and students placed in shelters, in compliance with all applicable federal and state statutes, the following regulations are established:

Definition:

Homeless students are federally defined as "individuals who lack a fixed, regular and adequate nighttime residence." This definition includes the following types of students who are:

- a. sharing the housing of other persons due to loss of housing, economic hardship or similar reason;
- b. living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- c. living in emergency or transitional shelters;
- d. abandoned in hospitals;

Homeless Students (continued)**5118.1**

- e. awaiting foster care placement;
- f. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- g. living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings;
- h. migratory children living in the above described circumstances.

Connecticut's residence definitions contained in C.G.S. 10-235d defines non-residency as children residing with relatives or non-relatives, when it is the intention of such relatives or non-relatives and of the children or their parents or guardians, that such residence is to be (1) permanent, (2) provided without pay, and (3) not for the sole purpose of obtaining school accommodations. In addition, C.G.S. 10-253-e indicates that children in temporary shelters are entitled to free school privileges from either the school district in which the shelter is located or from the school district in which the child would otherwise reside, if not for the need for temporary shelter. The district has an obligation to identify homeless and migratory children.

(cf. 5143 Student Health Assessments and Immunizations)

(cf. 5146 Child Abuse and Neglect)

Legal References:

Connecticut General Statutes
 10-253e School privileges for children in certain placements, nonresident children and children in temporary shelters
 17a-101 Protection of children from abuse. Reports required of certain professional persons. When a child may be removed from surroundings without court order
 17a-102 Report of danger of abuse
 17a-103 Reports by others
 17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect
 46b-120 Definitions
 McKinney-Vento Homeless Assistance Act (PL 107-110 Sec 1032)

Adopted: March 2, 2005

STUDENTS

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Tuition Fees

5119

The base tuition fee is established annually by the approved Region One Board of Education budget, equivalent to the per pupil cost expenditure, subject to Connecticut General Statutes. The tuition base rate for students from out of the district, accepted in the Housatonic Valley Regional High School Agricultural Science and Technology Program will reflect the current state tuition rate for the current school year.

Nonresident students may be accepted as tuition students in the Housatonic Valley Regional High School under the following conditions:

- Space is available and an appropriate program can be provided with no increase in size of staff;
- Admission is subject to administrative review of the education records, including available appropriate educational, physical, psychological, and psychiatric examinations;
- Transportation shall not be provided for nonresident students;
- Admission is probationary, subject to periodic review;
- Admission of new nonresident students must be re-approved annually by the Board of Education
- Responsibility of the parent/legal guardian to notice the school on changes in permanent residence.

All costs associated with special education programming or with Section 504 accommodations for tuition paying students will be charged to the sending district or parent/legal guardian.

A completed application (available at the High School office) must be filed prior to consideration.

The Region One Board of Education shall render a bill for tuition to the parent or legal guardian for the established amount. Such bill is to be paid one month in advance of the student's attendance. Failure to pay this charge may result in the student not being admitted or retained. Payments are to be made by check or money order payable to Housatonic Valley Regional High School.

Adopted: September 14, 2009

STUDENTS

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Examination/Grading/Rating

5121

Issuance of mid-quarter and quarterly student grades promotes continuous student evaluation and informs students, parents and counselors of student progress and encourages improvement in student performance, if improvement is needed.

Students in Grade 10 shall take the CAPT, provided by and administered under the supervision of the State Board of Education. Achievement on the CAPT shall be only one criterion for promotion or graduation.

Legal Reference:

Connecticut General Statutes
10-14m Development and submission of educational evaluation and remedial assistance plans. Contents of plan.
10-14m Statewide Mastery examination
10-140 Compensatory education grant. Financial state of expenditures
10-14p Reports by local and regional boards ref: instructional improvement and students' progress
10-14q Exceptions (students to whom provisions do not apply)
10-221a High school graduation requirements

Adopted: March 2, 2005

STUDENTS

5000

Assigning Students to a Teacher and Classes in Grades 9-12

5122

The building Principal will have the responsibility and the authority for assignment of each student to his/her class and, therefore, his/her teacher with the best interests of the child in mind. The Principal will not take requests to place children with particular teachers. The parent(s)/guardian is/are also encourages to discuss with Guidance Counselors, the child's progress in the fall once classes are underway. However, the Principal will make the final determination in placing all children.

Legal Reference:

Connecticut General Statutes
10-221b Boards of Education to prescribe rules

Adopted: March 2, 2005

Promotions/Retention/Graduation

Promotion and graduation at Housatonic Valley Regional High School are determined by legislative mandate and local requirements. All students must have attained a total of 23 credits. In that total, the following requirements must be included:

Credit earned in the following areas –

- 4 credits of English
- 3 credits of Social Studies (1 credit of Social Studies 9, 1 credit of U.S. History, .5 credit of Civics)
- 3 credits of Mathematics
- 3 credits of Science (including 1 credit of Biology or its equivalent)
- 1 credit of Vocational Arts (Exploring Life Skills meets this requirement)
- .5 credit of Fine Arts (Art, Music)
- 1.5 credits of Physical Education*
- .75 credit of Health

*Students with a written statement from a physician may satisfy this requirement through Adapted Physical Education.

Credit Requirements for Promotion and Graduation:

These are minimum requirements only and are independent of the core course requirements:

To the sophomore class:	5 credits	To the senior class:	17 credits
To the junior class:	11 credits	For graduation:	23 credits

With administrative approval and in consultation with the teacher of the course, the department chairman and school counselor, a student may request to take the failed half of a full year course during the following year. Credits are awarded when the student successfully completes the entire course.

Adopted: January 9, 2012

Reporting to Parents**5124**

The Region One Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters and informal notes, telephone calls to parents, and school visitation should be used regularly, among other means, to inform parents of student successes and student needs and to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the teacher in his or her work with particular children.

1. **Report Card:** Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent of Schools after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised no later than the penultimate reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards should reflect the education growth of the student in relationship to each student's ability, attitudes, interests, conduct, or citizenship, and achievement and in relationship to standards for his/her age and grade.

Teachers also will report on student progress at regularly scheduled parent conferences.

2. **Mid-term Reports and Warning Notices:** Student progress reports indicating grades to parents/guardians will be sent between marking periods. Teachers are required to send mid-marking period reports on the progress of every student in accordance with a schedule approved by the Principal. In addition to mid-marking period reports, student progress reports should be sent not only to indicate student failure but also to note deficiencies needing attention or special student achievement. Parental acknowledgement of these communications should be encouraged. Mid-term reports on all students are required four (4) times a year.

If parents are separated or divorced, both have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Noncustodial parents shall receive written reports and conference notifications upon a request to the school Principal.

Legal References:

Connecticut General Statutes

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

46b-56 Access to records of minor children by noncustodial parent

Adopted: March 21, 2005

Student Records/Confidentiality**5125**

Educational records will be kept for each student reflecting the physical, emotional, social, and academic aspects of student development.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For purposes of this policy:

“Parent” means a natural parent, an adopted parent or a legal guardian. If parents are divorced or legally separated, the parent granted custody and the parent not granted custody of a minor child both have the right to access the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a pupil has attained the age of eighteen (18) years old, or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the pupil shall thereafter only be required of, and accorded to, the pupil.

“Student record” means any items of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties, whether recorded in handwriting, print, tapes, film, microfilm, or other means. Pupil records include information within the school system and maintained within the school system, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information which is maintained for the purpose of second party review is considered a pupil record.

“Student record” shall not include informal notes related to a pupil compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person, except a substitute. For purpose of this policy, “substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his/her position.

The Region One administration shall adopt regulations providing for the following:

1. Informing parents of their rights annually.
2. Permitting parents to inspect and review educational records, including at least, a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that it may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate case to deny a request for a copy of such records; a schedule for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will

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Student Records/Confidentiality

5125

4. disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are “school officials” and what the school considers to be “legitimate educational interest”; and a specification of the personally identifiable information to be designated as directory information.
5. Maintaining the records of disclosures of personally identifiable information from student’s education records and permitting a parent to inspect that record.

Adopted: March 21, 2005

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Awards for Achievement

5126

The Superintendent of Schools shall require criteria and procedures for presenting awards to students for scholarship and distinguished service in school activities.

Any student who achieves honor rating may have his/her name listed on the honor roll.

At each commencement, awards and medals may be presented.

Other awards and scholarships may be given at the Senior Awards Assembly.

The relationship between awards and relevant goals of the schools should be clear, and approval of student achievement awards from outside the school shall require affirmative answers to at least the following questions:

1. Is the proposed award free from inappropriate personal or corporate gain and/or publicity?
2. Are criteria for the award established by the professional staff or acceptable to the staff?
3. Are the purposes, either implied or explicit, of the proposed award consistent with the goals of district schools?

Adopted: March 21, 2005

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Graduation Ceremony

5127

There shall be one district graduation ceremony upon completion of the graduation requirements of the Housatonic Valley Regional High School day program.

Any student who has fulfilled Board of Education graduation requirements from Housatonic Valley Regional High School, shall be granted a diploma; however, participation in graduation exercises may be dependent upon his/her satisfying financial obligations. The administration will have discretion in deciding student participation in the graduation ceremony based on disciplinary records.

(cf. 5123 Promotion/Acceleration/Retention)

Adopted: April 18, 2005

STUDENTS

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Bus Conduct

5131.1

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

Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a board policy or administrative regulation. The Principal shall follow procedures in Policy 5114 – Suspension/Expulsion/Exclusion/Removal when suspending student bus privileges.

Legal References:

Connecticut General Statutes
10-186 Duties of local and regional board of education re: school attendance
10-220 Duties of boards of education
10-221 Board of education to prescribe rules
10-233c Suspension of pupils

Adopted: April 18, 2005

Conduct at School and School Activities**5131.1a**

Areas of Responsibility for Student Conduct and School Discipline: Although the ultimate goals of all student discipline is cultivation, or development of appropriate self-discipline in each student, direct staff responsibilities in pursuit of that goal include:

1. **Certified Staff** – Teachers, administrators and other certified staff are responsible for the proper conduct and control of students while they are under the supervision and jurisdiction of the particular school and the school district.
2. **Principal** – Principals may implement necessary procedures and school rules and regulations on student behavior consistent with Board of Education policies. Principals may involve representatives from school personnel, students, parents, and citizens of the community in developing standards, specific rules and regulations and procedures for student conduct at school and in and out of school activities.
3. **Teachers** – Teachers are responsible for proper and adequate control of students and for student instruction on rules and regulations of proper conduct. Teacher responsibility and authority extends to all students of the school district under the assigned supervision of the teacher and to other students with whom the teacher comes in contact throughout his/her work day.
4. **Support Staff** – Instructional and other aides, custodians, secretaries and clerks, cafeteria employees, bus drivers, and other non-certified staff are responsible for appropriate reporting of inappropriate student behavior and actions to teachers and administrators for the intervention and necessary action in the absence of certified staff, to preserve personal safety of their students and staff and to safeguard school property.
5. **Parents** – Parents are expected to cooperate with and to support school authorities on the behavior and discipline of their children. Parents shall be held responsible for willful misbehavior of their children and for any destructive acts on school property.

Student Behavior: Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for understanding and complying with school and school district standards of behavior. Any student who fails to comply with these rules and regulations concerning student behavior is subject to detention, suspension, exclusion, or expulsion.

Publications to Parents/Guardians of Behavior Code: The administration shall, at the beginning of each school year, notify parents/guardians of district policies and regulations on student discipline, and shall insure that Principal and or Assistant Principal communicates these policies and regulations to students at the beginning of each school year – and to transfer students at the time of their enrollment in the school.

Legal Reference:

Connecticut General Statutes
52-572 Parental liability for torts of minors. Damage defined.

Adopted: March 21, 2005

Video Surveillance**5131.111**

The Regional School District No. 1 Board of Education authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Principal or Superintendent, or his/her designee, in consultation with the school-wide Safety Team and relevant staff.

District surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by school district employees without the express permission of the Superintendent, or his/her designee; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board’s objective, the school-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review district and building level safety practices. The Team shall also make recommendations to the Principal or Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Superintendent shall retain final decision-making authority regarding the recommendation of the Safety Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of surveillance cameras by the school district.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the school-wide Safety Team’s recommendation will be guided by, at a minimum, the following considerations:

- Demonstrated need for the device at designated locations;
- Appropriateness and effectiveness of proposed protocol;
- The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, and alarms);
- Expense involved installing and maintaining the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent, or his/her designee, will be the custodian of such recordings. All recordings will be stored and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Requests for viewing a video recording must be made in writing to the Superintendent, or his/her designee, and, if the request is granted, such viewing must occur in the presence of the school’s administrator who is designated custodian of the recording. Under no circumstances will the school’s video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

Video Surveillance**5131.111**

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Legal Reference:

Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C., Sec. 1232g (1988)

Adopted: 10/6/2014

Conduct**Threats of Violence by Students****5131.21**

The Region One Board of Education finds that threats of violence are disruptive of, and incompatible with, the maintenance of an appropriate educational atmosphere in school. Particularly in view of the many incidents of actual student violence in schools around the nation in recent years, such threats cannot be ignored as harmless talk. The Board therefore adopts this policy regarding threats of violence by students.

1. **Threats of Violence Prohibited:** Threats of violence toward other students, school staff members or school facilities are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously.
2. **Mandatory Reporting:** All employees and students are required to report evidence of threats of violence to the building Principal or to the Superintendent. Such reports shall be investigated by the building Principal or his/her designee.
3. **Documentation:** All such reports shall be documented by the Superintendent or his/her designee; and, in regard to any that are regarded as not sufficiently credible to warrant investigation, all reasons and bases for such conclusion shall be stated in the documentation.
4. **Reports to Law Enforcement Authorities:** In cases of threats that may constitute a violation of the criminal law, the Superintendent or his/her designee shall notify law enforcement authorities.
5. **Procedure; Sanctions:** Students who are charged with violations of this policy may be placed on in-school or out-of-school suspension pending investigation of the charge. In the event the charge is substantiated, discipline, including suspension or expulsion, will be provided.
6. **Condition for Return from Suspension; Documentation:** As a condition or conditions of a student's return from suspension or expulsion for a violation of this policy, the Superintendent or his/her designee shall consider and may impose the following, individually or in any combination, as well as other conditions deemed necessary or appropriate:
 - a. That the parent of such student shall provide a documented opinion by a licensed professional that the student does not represent a threat of harm to himself/herself or to others and, for a period to be determined by the Superintendent or his/her designee, that the parents provide regular documented updates of such opinion;
 - b. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, a parent shall check the student for weapons at home and shall accompany the student to the school office upon arrival at school at the beginning of each school day, at which time the student shall be searched for weapons or other contraband by school personnel;
 - c. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, the student shall be prohibited from leaving campus during the school day and that during any non-class time the student shall remain in a monitored, segregated environment;

Conduct**Threats of Violence by Students****5131.21**

- d. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, the student shall be transported home from school by the parent at the end of the school day;
 - e. That the parent agree that, for a period to be determined by the Superintendent or his/her designee, the student shall not be permitted to participate in any extra-curricular activities or school functions except classroom instruction during the school day;
 - f. That the parent agree that, for a period to be determined by the Superintendent or his/her designee, the student will not be permitted to enter or be present on school premises except during the regular school day and that the parent will enforce such prohibition by appropriate means.
 - g. In permitting a student to return to school from a short-term or long-term suspension, conditions imposed by the Superintendent or his/her designee, including those set forth in this subparagraph, shall be incorporated into a written agreement to be signed by the parent(s)/guardians of the student in question.
 - h. In permitting a student to return to school from a suspension or expulsion, the Superintendent or his/her designee, shall document the reasons and bases for permitting such return, and such documentation shall include reasons and bases for imposing or not imposing the conditions set forth in these subparagraphs.
- 7. Special Education Students:** Similar problems with special education students shall be addressed under the specific procedures applicable to special education students, according to state and federal law.

The police shall be involved if there is any violation of the law.

Legal References:

Connecticut General Statutes
 4-176e through 4-180a. Contested cases. Notice. Record.
 10-233a through 10-233f. Suspension, removal and suspension of students, as amended by PA 95-304 and PA 96-244.
 53a-3 Definitions.
 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
 PA 94-221 An Act Concerning School Discipline and Safety.
 18 U.S.C. 921 Definitions
 Title III – Amendments to the Individuals with Disabilities Education Act.
 Sec. 314 (Local Control Over Violence)
 Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
 P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Adopted: April 18, 2005

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Student Driving/Parking

5131.3

A limited number of parking places are available and reserved for upper classmen (**no sophomores or freshmen will be granted parking privileges**). Students must register their motor vehicle in the main office. Forms may be obtained from the main office during the first full week of school. A parking sticker is issued to the student upon registration of the vehicle.

Automobiles are not to be used for any purpose during the school day. Students must vacate their automobiles immediately in the morning. Automobiles should be locked, and no one may be in an automobile during the school day. **Since bus transportation is provided for all, driving to school is a privilege that may be revoked for unsafe or irresponsible practices or for patterns of unexcused late arrival or class cutting.** Driving is a personal decision and car problems do not constitute valid excuses for tardiness. All drivers and passengers should note that with the arrival of the vehicle on school premises all school rules apply.

No motor vehicle of any kind is to be parked or driven on lawns, walkways or athletic fields at any time, and students must operate their vehicles in a safe and responsible manner at all times. **Violations will result in the loss of the student's parking privilege and possible police intervention.**

Adopted: April 18, 2005

School Ground Disturbances**5131.4**

To ensure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Region One Board of Education directs that this policy be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Housatonic Valley Regional High School. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the school or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the school:

1. The disruption shall be immediately brought to the attention of the Superintendent or his/her representative by the administrative head of the school. The Superintendent shall have the authority at his/her discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building administrator or representative to go to their regular classroom assignment. At the time, the administrator or representative will arrange for a meeting between the administration and the individuals, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner, the problem which has caused disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the building administrator or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and 3 fail to stop the demonstration, the Superintendent or his/her representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary, for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the Superintendent or any school personnel or Board of Education member to enter into negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal education and business processes can be resumed, the Administration shall be charged with establishing communications with the leaders of the protesting group in order to resolve their request or to refer them to the Board of Education in an orderly manner.
8. Student participants and/or school employees joining students in a disruptive demonstration on school grounds will be subject to suspension.

Legal References:

Connecticut General Statutes
10-233a-10-233f Suspension and Expulsion.
10-233g Board to report school violence; reports of principals to police authority.
10-235 Indemnification of teachers, Board members and employees in damage suits; expenses of litigation.
10-236a Indemnification of education personnel assaulted in the line of duty.

Adopted: June 13, 2005

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Vandalism

5131.5

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the school district, shall be held liable for all such damages up to the maximum amount allowed under state law. **Injury shall include intentional unauthorized modification made to computer hardware and/or software.**

The liability provided under Connecticut General Statutes 52-572, does not relieve the minor(s) of personal liability for any damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law. **Liability shall include all costs incurred to remedy the situation.**

The parent or guardian of a minor child shall also be held liable for any damage done to any property belonging to the school system, lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

Vandalism by an Adult Student

An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. The student may also be subject to disciplinary action.

Legal References:

Connecticut General Statutes
10-221 Board of Education to prescribe rules (re: sanctions that may be imposed by a board against pupils who damage or fail to return textbooks, library materials or educational materials).
52-572 Parental liability for torts of minors. Damage defined.

Adopted: April 18, 2005

Drugs and Alcohol/Tobacco**5131.6**

Drug and Alcohol Free Schools: Pursuant to the ongoing goal of the Region One Board to maintain a drug and alcohol free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale and/or use of behavior-affecting substances. These substances shall include, but not be limited to, alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel.

Use, possession, sale, or distribution of drugs, drug paraphernalia and/or alcoholic beverages, is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, his/her parent will be contacted; he/she will be suspended from school (in accordance with Policy 5114), referred to the appropriate treatment agency and possibly considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities.

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violations of this policy.

1. Principals shall include statements, appropriate to student maturity, in school handbooks to the effect that:
 - a. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, other illegal drugs or alcohol is prohibited in the workplace and at school-sponsored activities;
 - b. That compliance with the standards of conduct stated in the handbook is mandatory;
 - c. That a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution.
2. Students who violate this policy will be subject to disciplinary action, which may include, but is not limited to, suspension or expulsion. Members of the administrative staff shall report any suspected violation of the standards of conduct directly to the Principal or his/her designee who will immediately investigate the allegation and meet with the alleged violator. Any disciplinary actions imposed will ensure that similar violations will be treated consistently.
 - a. Privileged communication between a professional employee and a student concerning drug abuse shall remain confidential between the student and the professional.
 - b. If a professional employee suspects student drug abuse, the employee shall refer the matter to the administration for evaluation. If there is evidence that the student may need treatment, a program suited to the individual's needs will be recommended.

Drugs and Alcohol/Tobacco**5131.6**

- c. If a professional employee obtains suspected physical evidence of drugs from a student in or on school property or at a school-sponsored event, the employee shall submit such evidence to the school Principal or his/her designee. If the drug is suspected of being illicit, the Principal will turn the substance over to law enforcement personnel. Student and employee confidentiality shall be maintained at this point in the process.

Smoke Free Environment

Students: There shall be no smoking or any other unauthorized use of tobacco by students in any school building or school vehicle or on any school grounds at any time, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extra-curricular activity, field trip, or school-related activity such as a work study program.

Staff and Public: There shall be no smoking in school buildings or on school grounds under the control of the Board of Education at any time.

Legal References:

Connecticut General Statutes

1-21b Smoking prohibited in public buildings. Signs required. Penalties.

10-19 Teaching about alcohol, nicotine or tobacco, drug and acquired immune deficiency syndrome. Training of personnel.

10-1564a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

31-40q Smoking in the workplace; Definitions; employers to establish non-smoking areas; exceptions.

53-198 Smoking in motor buses, railroad cars and school buses.

Federal Regulation 34 C.F.R. Part 85 Drug Free School & Communities Act.

Adopted: May 16, 2005

Inhalant Abuse**5131.61**

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in Board Policy 5131.6, Alcohol, Drugs and Tobacco, no student shall inhale, ingest, apply, use, or possess a glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply, or use in any manner.

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort or disturb the person's eyesight, thinking process, balance, or coordination.

Further, no student shall intentionally, knowingly or recklessly deliver or sell potentially inhalant materials, as listed above, to any student.

No person shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest or otherwise introduce into the body a glue, aerosol paint or substance or other substance that contains a volatile chemical.

Students who violate this policy shall be subject to disciplinary action, which may include suspension or a recommendation for expulsion.

The Region One Board of Education shall incorporate into the curriculum at all levels, education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity and grade level. Inhalant abuse educational information for parent/guardian(s) will be available upon request.

Legal Reference: Connecticut General Statutes
21a-241 Definitions, dependency producing drugs.

Adopted: May 16, 2005

Surrender of Physical Evidence Obtained from Students**5131.612**

When a student privately and in confidence discloses to a professional employee their use, possession or sale of controlled substances or alcohol, the following procedures will be followed:

1. The employee shall not be required to disclose any information acquired through a professional communication with the student, when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student. The staff member must, however, make every effort to guide the student to seek help for the substance abuse problem.
2. Any physical evidence obtained from such student indicating that a crime has been or is being committed by the student, must be turned over to school administrators or law enforcement officials within two (2) school days after receipt of such physical evidence. In no case, however, will the employee be required to disclose the name of the student from whom the evidence was obtained.
3. An employee who has received professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly. At no time will such employee be required to disclose the name of the student.
4. If the student will allow for disclosure of the professional communication, the employee will report the student's name and problem to the school's administrator or designee.

Involuntary Disclosure of Drug/Alcohol Problems

Confidentiality does not apply to instances when a professional employee obtains information from a source other than a student's confidential disclosure and is relative to a student's use, possession or sale of a controlled substance or alcohol. The disciplinary procedures outlined above shall be implemented and any physical evidence obtained from a student indicating that a crime has been or is being committed must be turned over to the building administrator or the designee or law enforcement officials within two (2) days after receipt of such physical evidence. The name of the student from whom such evidence was obtained must be disclosed to the school administrator or the designee.

Legal Reference: Connecticut General Statutes
10-154a Professional communication between teacher or nurse and student.
Surrender of physical evidence obtained from students.

Adopted: June 13, 2005

Steroid Use**5131.62**

The Board of Education recognizes that the use of anabolic steroids presents serious health and safety hazards and prohibits their use, except for a valid medical purpose.

Students participating in athletics are prohibited from using anabolic steroids or any other performance-enhancing drugs. Coaches shall inform students about this prohibition and the dangers of using such drugs. Any student-athlete found in violation of the prohibited use of anabolic steroids will be suspended from school athletics.

The Superintendent or his/her designee shall ensure that students attending Housatonic Valley Regional High School receive instruction on the effects of anabolic steroids as part of their science, health, physical education, or drug education program. As part of the district's drug prevention and intervention efforts, the Superintendent or his/her designee and staff shall make every effort to ensure that students do not begin or continue the use of anabolic steroids.

Adopted: May 16, 2005

Weapons and Dangerous Instruments**5131.7**

The Region One Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason the Board prohibits student possession and/or use of weapons, including martial arts weapons or other dangerous instruments in any school building on school grounds, in any school vehicle or at any school-sponsored activity.

Possession and/or use of any such dangerous weapon by a student in school or at school-sponsored activities off school grounds are cause for expulsion of the student for a calendar year if such conduct violates publicized Board policy and is seriously disruptive of the educational process. The period of expulsion may be modified, by the Board or hearing panel on a case-by-case basis. To comply with federal law, any finding of an exception shall be reduced to writing. Students in violation of this policy will be reported to law enforcement authorities.

A student's conduct off school grounds at a non-school activity, that is seriously disruptive of the educational process and violates the Board's published policies, may also be grounds for expulsion.

Legal References:

Connecticut General Statutes
10-221 Boards of Education or prescribe rules.
10-233c Suspension of pupils
10-233d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions. (As amended by PA 95-304 and PA 96-244.)
53a-3 Definitions.
53-206 Carrying and sale of dangerous weapons.
53a-217b Possession of firearms and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Safety.
Goals 2000: Act, Pub. L. 103-227.
18 U.S.C. 921 Definitions.
USCA 7151 No Child Left Behind.

Adopted: May 16, 2005

Breathalyzer Testing**5131.7a**

The Region One Board of Education (the “Board”) supports the use of both passive alcohol screening (“PAS”) devices and Breathalyzers, during the school day or at school-sponsored events, to deter the use of alcohol by students and to promote the health and safety of all students.

This policy provides the basic structure for the use of PAS and Breathalyzers in this District to detect-confirm alcohol consumption by students. Such instruments shall be used by the District to 1) confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the school day, or at a voluntary, extra-curricular/voluntary school-sponsored event; and/or 2) systematically screen students attending extra-curricular/voluntary school-sponsored events for possible alcohol use.

The PAS device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use, with results reported as either “positive” or “negative.” A Breathalyzer is a device that detects and measures alcohol in expired air so as to determine the concentration of alcohol in a person’s blood.

Only designated school personnel and/or the school resource officer(s) will be trained in the use of the PAS device and/or Breathalyzer test. All testing instruments shall be properly calibrated and will be checked for accuracy monthly and for full calibration semi-annually. Testing of students using these devices will be conducted in a separate area, to the extent practicable, to maintain student privacy.

Results from a PAS device or Breathalyzer will be maintained in a confidential manner, and released in accordance with District policy and state and federal law.

1. Testing to Confirm Reasonable Suspicion of Alcohol Use

If there is a reasonable suspicion that a student is under the influence of alcohol at school or at a school-sponsored event, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be informed as to how the PAS device operates and will be asked to breathe across the intake part of the device. Testing will be conducted by trained personnel, in a separate area whenever possible, to maintain student privacy. Any student who tests positive will be asked to submit to a second test using a Breathalyzer. If the student tests positive for a second time, the school will contact his/her parents. If necessary, the student will be brought to the school nurse for medical treatment and emergency medical protocols shall be followed.

If the student tests positive on either test, or if the student refuses to take the test when there is a suspicion of alcohol use, the student may be subject to appropriate disciplinary action consistent with District policies and procedures.

Reasonable suspicion shall include, but not be limited to, any of the following:

- a. Observed use or possession of alcohol;
- b. Alcohol odor or the presence of an alcohol container;

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- c. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
- d. Marked changes in personal behavior not attributable to other factors.

2. Extra-curricular Voluntary School-Sponsored Events

The Board also allows for the use of PAS devices and Breathalyzers in connection with students' participation in extra-curricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such non-suspicious testing will occur only if students are notified prior to the event or school-sponsored activity that PAS devices or Breathalyzers may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use. Students will be notified through such means as a student handbook, written notices, school announcements, or similar notification.

When PAS devices and/or Breathalyzers will be used at a voluntary school-sponsored event (i.e., school dances, proms, etc.) such devices shall be administered as follows:

- a. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.
- b. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a Breathalyzer test to confirm the presence of alcohol.
- c. Should the student test positive after the second test, school personnel will contact the student's parents/guardians and the student shall be removed from/denied entry to the activity or school-sponsored event.
- d. Any student who refuses to breathe into the PAS device, or who refuses to submit to the Breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
- e. The District retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with District practice and policy.

Legal References:

Connecticut General Statutes
 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
 10-154a Professional communications between teacher or nurse and student.
 Surrender of physical evidence obtained from students.
 10-221d Boards of Education to prescribe rules, policies and procedures.
 21a-240 Definitions. (Dependency-producing drugs.)
 21a-243 Regulation re: schedules of controlled substances.
 New Jersey v. T.L.O., 489 US 325 (1985)
 Vernonia School District 47 v. Acton, 515 US 646 (1995)
 Todd v. Rush County Schools, 133 F.3rd 984 (7th Cir. 1998)
 Knox County Education Assoc. v. Knox BOE, 158 F3rd 361, 385-386 (6th Cir. 1998).

Adopted: February 4, 2013

Out of School Misconduct**5131.8**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is in violation of a publicized Board policy, even if such misconduct occurs off school property and during non-school time.

In compliance with judicial decisions, the Board considers conduct which is “severely disruptive of the educational process” to mean conduct that “markedly interrupts or severely impedes the day-to-day operations of a school” in addition to such conduct also violating publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat or making a threat off of school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is “seriously disruptive of the educational process,” the administration may consider, but such consideration shall not be limited to: 1) whether the incident occurred within close proximity of a school; 2) whether other students from the school were involved or whether there was any gang involvement; 3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Sec. 29-38, and whether any injuries occurred; and 4) whether the conduct involved the use of alcohol. The Board of Education or impartial hearing board, in matters of expulsion for out-of-school misconduct, in making a determination as to whether conduct is “seriously disruptive of the educational process,” may consider, but consideration is not limited to, the same items listed previously.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off of school grounds and during non-school time if, after the occurrence, there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to-day operation of a school by threatening:

1. The school’s orderly operations
2. The safety of the school property
3. The welfare of the persons who work or study there

Examples of the type of such off-school grounds misconduct that may result in such discipline include, but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons; (as defined in C.G.S. 53a-3, 53-206 and 29-35)
2. Use, possession, sale, or distribution of illegal drugs
3. Violent conduct
4. Making of a bomb threat
5. Threatening to harm or kill another student or member of the staff

Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon and/or the educational process.

For example, if it is determined that a student’s use, possession or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of

Out of School Misconduct**5131.8**

the possibility of such sales in the school, or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment, or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of the school.

A student who possesses and uses a firearm, deadly weapon, dangerous instrument, or martial arts weapon in the commission of a crime off-campus shall be expelled for one (1) calendar year unless said expulsion is modified on a case-by-case basis.

Legal References:

Connecticut General Statutes
4-167e through 4-185 Uniform Administrative Procedure Act
10-233a – 10-233f re: in-school suspension, expulsion (as amended by PA 98-139)
29-35 Carrying of pistol or revolver without permit prohibited
29-38 Weapons in vehicles
52a-3 Firearms and deadly weapons
53-206 Carrying and sale of dangerous weapons
53a-217b Possession of firearms and deadly weapons on school grounds
PA 94-221 An Act Concerning School Safety
18 U.S.C. 921 Definitions
PA 95-304 An Act Concerning School Safety
PA 96-244 An Act Concerning Revisions to the Education Statutes
Kyle P. Packer PPA Jane Packer vs Thomaston Board of Education (SC15862)

Adopted: June 13, 2005

Electronic Devices**Use of Beepers, Paging Devices, Cellular Phones, Video Cameras****5131.81**

Students shall not possess or use a laser pointer and attachments while on school property, on school transportation or while attending a school-sponsored activity on or off of school property.

Student use of electronic paging devices (beepers) or video cameras while on school property, in school transportation or while attending a school-sponsored activity on or off of school property is prohibited, except as specifically authorized by the building principal or his designee.

The Region One Board of Education recognizes the benefits of communications during emergencies; however, the use of two-way communication devices (cellular phones) during instructional time disrupts and interferes with the education process and will not be tolerated. These devices should not be visible and are not to be activated during school hours. However, for safety reasons, student may possess cellular phones for before and/or after school activities. In no case will any inappropriate use of cellular phones that provide for a wireless, unfiltered connection to the Internet, or that have the capability to take photographs of any kind be allowed.

A persons who discovers a student in possession of a laser pointer, a paging device or video camera without the written permission of the Principal, or improperly using a cellular phone shall report the violation to a school administrator.

Students violating this policy shall be disciplined accordingly.

Consequences of violations may include:

- Immediate confiscation of the involved device(s) or media, as appropriate. Depending on the severity of the violation, the confiscated devices(s) or media may be held in evidence indefinitely.
- Suspension or revocation of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
- Disciplinary action as deemed appropriate by the school administration up to and including suspension and/or expulsion.
- Civil legal action and/or prosecution by the authorities.

The administration shall promulgate rules to enforce this policy at the building level.

Legal References:

PA 95-304 An Act Concerning School Safety
PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates
PA 99-256 An Act Concerning AAC Laser Pointers

Adopted: June 29, 2005

Cell Phones and Personal Music Devices**5131.82**

Personal technology devices can have a place in education when used in the spirit of respect, responsibility and safety. Such devices can complement educational opportunities when used properly.

Cell phones and personal music devices are not to interrupt any instructional setting. Cell phones should be set to silent mode or turned off. Teachers may authorize the use of cell phones and personal music devices for educational purposes in instructional settings. (Instructional settings are defined as classrooms or alternate instructional areas, computer labs, Learning Lab, silent classroom study halls, all professional offices, and assemblies.) In using personal technology devices, students will be held to the same standards outlined in the Internet Acceptable Use Policy with regard to accessing the internet during school hours.

To this end, the following restrictions apply:

- Cell phones/personal music devices may be used by students before the morning warning bell at 7:45 a.m., after 2:25 p.m., and in the cafeteria or Room 133 study halls and lunch.
- Seniors, with a privilege card, may use their cell phones/personal music devices in the Senior Courtyard.
- Students may use their personal music devices in the Library Media Center.

Violations:

- Any student found in violation of the cell phone/personal music devices policy will be given one warning to put the cell phone/personal music device away.
- If a student fails to comply with the warning to put the device away, the student will be instructed to surrender his/her cell phone/personal music device to school personnel, at which point it will be turned in to the office.
- Any student refusing to surrender his/her cell phone/personal music device will be referred to a school administrator and will be assigned an extended office detention.
- The confiscated cell phone/personal music device will be returned to the student at the end of the school day for the first violation.
- Cell phones/personal music devices will only be returned to a parent/guardian on all subsequent violations.
- For all subsequent violations, further disciplinary action, up to an including suspension, will occur. This may include loss of privilege to use such devices during school time. During such time, items must be turned in to the APO upon arrival to school and the student may pick up the items at dismissal time.

The faculty, staff and administration are not legally or financially responsible for lost, stolen or misplaced cell phones/personal music devices.

*Approval and final edits by PPP Committee – June 23, 2010
Faculty Council – First Reading – June 24, 2010
Board of Education – First Reading – September 13, 2010*

Adopted: October 4, 2010

Gang Activity or Association**5131.9**

Gangs that initiate, advocate or promote activities that threaten the safety or wellbeing of persons or property on school grounds, or which disrupt the school environment are disruptive to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in a physical or mental harm to students, are prohibited.

The administration will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.

Legal References:

Jeglin v. San Jacinto Unified School District
(827F. Supp. 1459 C.D. Ca. 1993)
Olesen v. Board of Education School District No. 228
(767F. Supp. 820N.D. III 1987)

Adopted: June 29, 2005

Hazing**5131.91**

Hazing, harassment, intimidation, or any act that injures, degrades or disgraces a student or staff member, will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials.

No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action.

Legal References: cf. 5114 – Suspension/Expulsion
 cf. 5131 – Conduct
 cf. 5145.5 – Sexual Harassment

Adopted: June 29, 2005

Bullying/Safe School Climate Plan**5131.911****Hazing/Bullying/Teen Dating Violence**

The Regional School District No. 1 Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged, and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually, and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“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.

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

- a) causes physical or emotional harm to such student or damage to such student’s property,
- b) places such student in reasonable fear of harm to him/herself, or of damage to his/her property,
- c) creates a hostile environment at school for such student,
- d) infringes on the rights of such student at school, or
- e) substantially disrupts the education process of the orderly operation of the 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.

“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.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer,

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equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electro-magnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his/her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures).

Examples of bullying include, but are not limited to:

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

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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Students who engage in any act of bullying on school grounds, at a school-sponsored or school-related activity, function or program, whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and outside of the school setting, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials, if such bullying:

- 1) creates a hostile environment at school for the victim;
- 2) infringes on the rights of the victim at school; or
- 3) substantially disrupts the education process or the orderly operation of the school.

Each school will develop a comprehensive program to improve school climate. The program will involve constituents in schools and the community to address bullying at all levels in order to reduce the instances of such bullying.

The District's program:

- 1) requires the development and implementation of a safe school climate plan by the Board to address the existence of bullying and teen dating violence in its school and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
- 2) permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying and teen dating violence by parents/guardians, and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
- 3) requires 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 (1) school day after such employee witnesses or receives a report of bullying or teen dating violence, and to file a written report not later than two (2) school days after making such an oral report;
- 4) requires 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 report, and that the parents/guardians of the student alleged to have committed an act or acts of bullying or teen dating violence, and the parents/guardians of the student against whom such alleged act or acts were directed, receive prompt notice that such investigation has commenced;
- 5) requires 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;
- 6) requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying and teen dating violence in student codes of conduct and in all student handbooks;

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- 7) provides for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
- 8) requires each school to notify parents/guardians of all students involved in a verified act of bullying or teen dating violence, not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian, if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying or teen dating violence;
- 9) requires the school to invite parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of student(s) against whom such an act of bullying or teen dating violence was directed and the policies and procedures in place to prevent further acts of bullying or teen dating violence;
- 10) requires the school to invite the parents/guardians of a student who commits any verified act of bullying or teen dating violence to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying or teen dating violence was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying or teen dating violence;
- 11) establishes a procedure for the school to document and maintain records relating to reports and investigations of bullying and teen dating violence in the school, and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- 12) requires the development of case-by-case interventions for addressing incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- 13) prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
- 14) requires 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;
- 15) requires the Principal of the school, or his/her designee, to notify the appropriate local law enforcement agency when such Principal, or his/her designee, believes that any act of bullying or teen dating violence constitute criminal conduct;
- 16) prohibits 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 the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting, if such bullying or teen dating violence (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

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- bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process of the orderly operation of the school;
- 17) requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
- certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention of and response to youth suicide.
 - The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.
- 18) requires students and the parents/guardians of students to be notified at the beginning of the school year of the process by which they may make reports of bullying or teen dating violence.
- 19) requires that the Board shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and
- 20) requires that not later than thirty (30) calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board's and school's Internet website, and such plan is to be included in the District's publication of rules, procedures and standards of conduct for schools, and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged act of bullying and teen dating violence. The safe school climate specialist of the school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe school climate specialist shall investigate or supervise the investigation of all reports of bullying and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

The District shall implement, as required by C.S.G. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

- 1) implementation of a positive behavioral interventions and support process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.

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- 2) school rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
- 3) adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying or teen dating violence is likely to occur.
- 4) inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.
- 5) individual interventions with the bully or student who commits teen dating violence, parents/guardians, and school employees, and interventions with the students against whom the acts of bullying and teen dating violence are directed, parents/guardians and school employees.
- 6) school-wide training related to safe school climate. (Funding for the school-based bullying intervention and school climate improvement may originate from public, private or philanthropic sources. For purposes of this section, “interventions with the bullied child” includes referrals to a school counselor, psychologist or other appropriate social or mental health service, and periodic follow-up by the safe school climate specialist with the bullied child.)
- 7) student peer training, education and support.
- 8) promotion or parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions.
- 9) culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

- 1) implement the District’s safe school climate plan;
- 2) collaborate with safe school climate specialists, the Board and the Superintendent to prevent, identify and respond to bullying and teen dating violence in the District’s school;
- 3) provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education;
- 4) respond to bullying and teen dating violence in the District’s school;
- 5) meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the District and make recommended changes to the District’s safe school climate plan;
- 6) successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training is only required once.)

Bullying/Safe School Climate Plan**5131.911****Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, the school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist shall:

- 1) investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan;
- 2) collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
- 3) act as the primary school official responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.

Safe School Climate Committee

For the school year commencing, July 1, 2012, and each school year thereafter, the Principal of the school shall establish a new committee, or designate at least one existing committee, that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one (1) parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

- 1) receive copies of completed reports following investigations of bullying or teen dating violence;
- 2) identify and address patterns of bullying and teen dating violence among students in the school;
- 3) implement the provisions of the school security and safety plan (developed pursuant to Sec. 87 of P.A. 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying or teen dating violence (defined in C.G.S. 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the school's security and safety committee.
- 4) review and amend school policies relating to bullying and teen dating violence;
- 5) review and make recommendations to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
- 6) educate students, school employees and parents/guardians of students on issues relating to bullying and teen dating violence;
- 7) collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and

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- 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #3, or any other activity that may compromise the confidentiality of a student.

Safe School Climate Plan

The Board shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

- 1) enable students to anonymously report acts of bullying and teen dating violence to school employees and require students and the parents/guardians of students to be notified annually of the process by which they may make such reports;
- 2) enable the parents/guardians of students to file written reports of suspected bullying and teen dating violence;
- 3) require school employees who witness acts of bullying 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 (1) school day after such school employee witnesses or receives a report of bullying or teen dating violence, and to file a written report not later than two (2) school days after making such oral report;
- 4) 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;
- 5) 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;
- 6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- 7) provide for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
- 8) require each school to notify the parents/guardians of students who commit any verified acts of bullying or teen dating violence, and the parents/guardians of students against whom such acts were directed, not later than forty-eight (48) hours after the completion of the investigation. The required notification and invitation 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 and teen dating violence;
- 9) require each school to invite the parents/guardians of a student who commits any verified act of bullying or teen dating violence, and the parents/guardians of the student against whom such act was directed, to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence;

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- 10) establish a procedure for the school to document and maintain records relating to reports and investigations of bullying and teen dating violence in the school and to maintain a list of the number of verified acts of bullying and teen dating violence in the 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;
- 11) 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 incidents by the same individual that may include both counseling and discipline;
- 12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
- 13) direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such student against further acts of bullying or teen dating violence.
- 14) require the Principal, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or Principal designee, believes that any acts of bullying or teen dating violence constitute criminal conduct;
- 15) 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 the Board and (b) outside of the school setting, if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- 16) require, at the beginning of each school year, that the school provide all school employees with a written or electronic copy of the District's Safe School Climate Plan; and
- 17) require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

The Superintendent shall develop rules and procedures which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents/guardians of students are notified of this prohibition against bullying and teen dating violence and the penalties for violating the prohibition by ensuring the posting of such information in the school and by ensuring inclusion of such information in student and parent handbooks.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

Legal References: Connecticut General Statutes
10-15b Access of parent/guardian to student's records. Inspection and subpoena of school or student records.

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10-222d Policy on bullying behavior as amended by P.A. 08-160, 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/Guardians
P.A. 11-232 An Act Concerning the Strengthening of School Bullying Laws
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

Adopted: 01-05-2015

Aggressive Behavior**5131.912a**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the District.

Students exhibiting violent or aggressive behavior, or warning signs of future violent or aggressive behavior, shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action, when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building Principal and the Superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. **Possession, threat with or use of a weapon** – as described in the District’s weapons policy.
2. **Physical assault** – the act of striking or touching a person or that person’s property with a part of the body or with any object with the intent of causing hurt or harm.
3. **Verbal abuse** – includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his/her family or a group.
4. **Intimidation** – an act intended to frighten or coerce someone into submission or obedience.
5. **Extortion** – the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. **Bullying** – any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time.
7. **Gang activity** – as described in the District’s secret societies/gang activity policy.
8. **Sexual harassment** – as described in the District’s sexual harassment policy.
9. **Stalking** – the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

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10. **Defiance** – a serious act or instance of defying or opposing legitimate authority.
11. **Discriminatory slurs** – insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, sex, sexual orientation, religion, national or ethnic background, or handicap.
12. **Vandalism** – damaging or defacing property owned by or in the rightful possession of another.
13. **Terrorism** – a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

cf. 5114 – Suspension and Expulsion/Due Process
cf. 5131 – Conduct
cf. 5131.21 Violent and Aggressive Behavior
cf. 5131.7 – Weapons and Dangerous Instruments
cf. 5131.9 – Gang Activity or Association
cf. 5131-91 – Hazing
cf. 5131.92 – Bullying
cf. 5144 – Discipline/Punishment
cf. 5145.5 – Sexual Harassment
cf. 5145.51 – Peer Sexual Harassment
cf. 6114.7 – Safe Schools
cf.6121.1 – Equal Educational Opportunity

Adopted: June 29, 2005

**Bullying
Cyberbullying****5131.913a**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as "cyberbullying," are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system, and/or damage the components of an entity on the network, is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Student and community members, who believe they have been the victims of such misuses of technology, as described in the policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school Principal or Director of Technology.

The administration shall fully investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off of school grounds to kill or hurt a teacher or student. Disciplinary action may include, but are not limited to, the loss of computer privileges, detention, suspensions, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law enforcement officials.

Legal References:

Connecticut General Statutes
P.A. 02-219 An Act Concerning Bullying Behavior in School and Concerning
the Pledge of Allegiance
Kyle P. Packer PPA, Jane Packer v. Thomaston Board of Education (SC 15862)

Adopted: October 6, 2008

Safe School Climate Plan**5131.92**

Housatonic Valley Regional High School is committed to creating and maintaining a physically, emotionally and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, HVRHS has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth expectations for creating a positive school climate, and thus preventing, intervening and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Our commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by student or school staff.

I. Prohibition Against Bullying and Retaliation

- A. HVRHS expressly prohibits any form of bullying behavior on school grounds; at school-sponsored or school-related activity, function or program, whether on or off of schools 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 HVRHS.
- B. HVRHS also prohibits any form of bullying behavior 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;
- C. In addition to prohibiting student acts which constitute bullying, HVRHS also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying;
- D. Students who engage in bullying behavior in violation of school policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with HVRHS's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
 - 1. causes physical or emotional harm to such student or damage to such student's property;
 - 2. places such student in reasonable fear or harm to himself or herself, or of damage to his or her property;
 - 3. creates a hostile environment at school for such student;
 - 4. infringes on the rights of such student at school; or

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5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify and 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.

III. Other Definitions

- A. “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.
- B. “Electronic communication” means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. “Hostile environment” means a situation in which bullying among students is sufficiently severe and pervasive as to alter the conditions of the school climate;
- D. “Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two (2) or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. “Outside of the school setting” means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. “Prevention and intervention strategy” may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in Kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and intervention with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

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- G. "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. "School employee" means (1) teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by a local or regional board of education or working in a public, elementary, middle, or high school; or (2) any other individual, who in the performance of his/her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. "School-sponsored activity" shall mean any activity conducted on or off of school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by HVRHS.

IV. Leadership and Administrative Responsibilities**A. Safe School Climate Coordinator:**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, HVRHS staff and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist:

For the school year commencing July 1, 2012, and each school year thereafter, the Principal, or his/her designee, shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents or guardians may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or Safe School Climate Specialist (i.e., building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.

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- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist, or his/her designee, shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying, or receive reports of bullying, shall orally notify the Safe School Climate Specialist or another school administrator of the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent/guardian of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in Connecticut with the investigation process, unless the student and/or parent/guardian has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist, or designee, will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VI. Responding to Verified Acts of Bullying

- A. Following the investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents/guardians of the students against whom such acts were directed, as well as the parents/guardians of the students who commit such acts of bullying, of the findings not later than forty-eight (48) hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parents/guardians own child, may not be disclosed except as provided by law.

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- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents/guardians of the student who commits any verified act of bullying and the parents/guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described in Section VII.A. The purpose of the meeting is to communicate to parents/guardians, the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents/guardians; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
 - C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
 - D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
 - E. If the Principal of a school or designee, reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement officials. Notice shall be consistent with HVRHS's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or designee, may consult with the school resource office, if any, and other individuals the Principal or designee deems appropriate.
 - F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classification (such as race, religion, color, national origin, sex, sexual orientation, age, disability, or gender identity), the Safe School Climate Specialist or designee shall also coordinate any investigation with other personnel within the district as appropriate (e.g., Title IX Coordinator, Section 504 Coordinator, etc.).
- VII. Documentation and Maintenance of Log
- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with HVRHS's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent/guardian or eligible student, except as permitted under Board policy and state and federal law.

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- B. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commission of Education.

VIII. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension, or expulsion) is a matter for the professional discretion of the building Principal (or responsible program administrator or designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

- B. The following set forth possible interventions which may also be utilized to enforce HVRHS’s prohibition against bullying:

1. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore, inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

2. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

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In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with HVRHS's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Region One Board of Education. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. Interventions for bullied students

The building Principal (or other responsible program administrator) or his/her designee, shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support Plan; and
- f. Restitution and/or restorative interventions.

4. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur;
- c. inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence, as deemed appropriate for older students;

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- d. individual interventions with the perpetrator, parents/guardians and school employees, and interventions with the bullied student, parents/guardians and school employees;
 - e. school-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
 - f. student peer training, education and support;
 - g. promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions (with private student information restricted from view);
 - h. implementation of a positive behavioral interventions and supports process, or another evidence-based model approach for safe school climate, or for the prevention of bullying, including any such program identified by the Department of Education;
 - i. respectful responses to bullying concerns raised by students, parents/guardians or staff;
 - j. use of peers to ameliorate the plight of victims and include them in group activities;
 - k. avoidance of sex-role stereotyping;
 - l. continuing awareness and involvement on the part of school employees and parents/guardians with regard to prevention and intervention strategies;
 - m. modeling by teachers of positive, respectful and supportive behavior toward students;
 - n. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - o. employing classroom strategies that instruct students on how to work together in a collaborative and supportive atmosphere.
- C. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”
- IX. Annual Notice and Training
- A. Students and parents/guardians of students shall be notified annually of the process by which students may make reports of bullying.
 - B. HVRHS shall provide for the inclusion of language in student codes of conduct concerning bullying.

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C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.

X. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, HVRHS shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board of Education shall collect the school climate assessments for each school in the district and submit such assessments to the Department of Education.

Legal References:

Public Act 11-232 An Act Concerning the Strengthening of School Bullying Laws
C.G.S. Sec. 10-222d
C.G.S. Sec. 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Adopted: January 9, 2012

Dress and Grooming**5132**

Students must be suitably dressed and maintain high standards of neatness, cleanliness and appropriateness; dress and appearance are crucial in maintaining a proper and healthful educational atmosphere. The following attire is prohibited from wear during the academic school day:

1. Blouses/shirts/dresses should be constructed so that the tops of the shoulders are covered. Spaghetti strap, one-shoulder, tube tops, or strapless tops and dresses are not permitted. Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff, or chest.
2. Skirts, shorts and dresses should have hemlines that are mid-thigh. (Mid-thigh is defined as: while holding arms down at one's side, the mid-thigh is at the end of the fingertips.) With safety as our primary concern, pants should be worn to stay close to the waist; undergarments should be completely covered.
3. Safe and appropriate footwear must be worn at all times.
4. Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertises or encourages the use of drugs, tobacco products or alcoholic beverages is prohibited.
5. Pajamas, slippers and other lounging attire are not allowed.
6. Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.
7. Students' clothing or hair should not be hazardous to them in various school activities such as shop, laboratories, athletics, physical education, field activities, and art. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that exposes the student to accidents, will not be permitted.

Students whose dress and grooming does not meet these standards will be referred to the Principal or Assistant Principal who will inform students of necessary change in dress. If students fail to remedy the problem, parents will be contacted. If the problem remains uncorrected, students will be subject to disciplinary action up to and including possible suspension/expulsion.

Exceptions to the above dress standards will be considered for medical reasons, special events and cultural beliefs, or to promote school spirit as determined by the school Principal or his/her designee. Students and/or sponsors wishing to request special exceptions must have permission from the school administration prior to the activity.

Adopted: June 24, 2012

Behavior of Participants/Spectators in Athletic Events**5133**

Players and spectators are expected to comply fully with the intent and spirit of the rules of the game and to respect the dignity of the game, the officials, the opponents, and the institution. *These expectations apply to both home and away contests.* A display of unsportsmanlike behavior at any time will bring appropriate penalties and/or discipline and, if necessary, a forfeiture of a temporary or permanent nature of playing and attendance for any transgressor.

Conduct of the participants and spectators during the contest is under the control of the appointed game officials who have jurisdiction to levy any penalties they feel necessary, which penalties may include ejection from the game and suspension from future play.

Any action taken by a coach to suspend a player from any future games should immediately be communicated to the Athletic Director and Principal, giving the name of the students involved, date and reason for suspension.

Legal Reference: Connecticut General Statutes

Adopted: October 17, 2005

STUDENTS

5000

Married/Pregnant Students

5134

Married students shall have the same educational opportunities as unmarried students, and the Board of Education's responsibility for the education of all school-age children includes pregnant students, whether they are married or unmarried, who shall be allowed to remain in school and provided appropriate services as part of the school program.

A pregnant girl may remain in her regular school program as long as her physical and emotional condition permits. Any variation from a pregnant student's continuance in regular classes shall be based upon her specific needs. Homebound and hospitalized instruction shall be provided only when the Planning and Placement Team finds that it is in the best interest of the student.

Legal References:

Connecticut General Statutes
10-184 Duties of parents
10-186 Duties of local and regional boards of education re: school attendance
State Board of Education Regulations
10-76a-35 Educationally exceptional children
10-76d-15 Homebound and hospitalized instruction (subsection b4)
10-76d(e)(2) Duties and powers of boards of education to provide special education programs and services
PA 96-244 An Act Concerning Technical Revisions to the Education Statutes

Adopted: October 17, 2005

STUDENTS

5000

Eligibility to Participate in Extracurricular Activities

5135

Housatonic Valley Regional High School encourages students to participate in extracurricular activities including, but not limited to, sports, music, art, robotics, etc. Our programs are ones of which the students and community can be very proud. They contribute greatly to those who actively participate and help instill a sense of spirit for the school and community as a whole.

It shall be considered a privilege to participate in extracurricular activities. To retain this privilege, students must abide by rules explained by coaches, advisors and/or school administration. Such rules are set up to insure safety and fairness in participation. Student grades may also impact participation.

It is the responsibility of each HVRHS student to familiarize herself/himself with the student handbook, blue books, CIAC regulations, or other guides relevant to participation. Generally, these are distributed prior to the first meeting.

Adopted: November 21, 2005

STUDENTS**5000****Students from Other Countries Attending Schools****5136**

Students from other countries attending Housatonic Valley Regional High School shall be limited to those students who are being sponsored by an organization such as American Field Service or Rotary International, and are being housed by a local family in the Region One School District.

Adopted: November 21, 2005

Student Health Services**5141****School Medical Advisor**

The Board of Education shall hire a school district medical advisor and appropriate medical support service personnel, including nurses.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

- a) Appraising the health status of student and school personnel
- b) Counseling students, parents and others concerning the findings of health examination
- c) Encouraging correction of defects
- d) Helping prevent and control disease
- e) Providing emergency care for student injury and sudden illness
- f) Maintaining school health records.

Health Records

There shall be a health record for each student enrolled in the school district that will be maintained in the school nurse's room. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the *Family Educational Rights and Privacy Act* (FERPA) and are exempt from the *Health Insurance Portability Accountability Act* (HIPPA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents that such information, once released by health care providers, is no longer protected under HIPPA but is covered under FERPA.

Health Assessments

Regular health assessments shall be required in Grade 11 (in grade 10 beginning 2008-2009) as mandated by the State, by a legally-qualified physician of each student's parents/guardians own choosing, or by the school medical advisor or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure
2. A chronic disease assessment which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (a) a check box for the provider conducting the assessment to indicate an asthma diagnosis, (b) screening questions relating to appropriate public health concerns to be answered by the parent/guardian, and (c) screening questions to be answered by such provider.
3. Vision, hearing, postural, and gross dental screening.
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's anemia.
5. Any other information, including a health history as the school district medical advisor believes to be necessary and appropriate.

Student Health Services**5141**

Health assessments are the responsibility of the parent/guardian to be scheduled with students' primary care physician (or with physician of parents' choice). If a student meets the eligibility requirements of FREE and REDUCED LUNCH program under the National School Lunch Program or for FREE MILK under the special milk program and has no health insurance (including HUSKY), then that student will be eligible for a free health assessment performed by the school's medical advisor at the medical advisor's office.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations and health assessments at enrollment and prior to school attendance.

The Board of Education shall designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel, shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written authorization from the student's parents/guardians, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves, and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools, or designee, shall notify parents/guardians of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate notice and warning.

Vision Screening

All students in grade 9 will be screened using a Snellen chart, or equivalent screening by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professional working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Department of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Student Health Services**5141****Hearing Screening**

Audiometric screening will be conducted in response to appropriate requests from parents/guardians or professional working with the student. Results will be recorded in the student's health records on forms supplied by the Connecticut State Department of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of hearing or disease of the ears, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Postural Screening

Postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Department of Education and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any postural defect or problem, with a brief statement describing such defect or disease.

As necessary, special educational provision shall be made for students with handicapping conditions.

Tuberculin Testing

The grade 11 assessments shall also include tests for tuberculosis and sickle cell anemia or Cooley's anemia, if, after consultation with the school district medical advisor and the local health department, the Board determines that such tests are necessary. These tests will be performed in physician's office.

Immunization/Vaccinations

No students will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus Influenza Type B
9. Any other vaccine required by Section 19a-7f of C.G.S.
10. Hepatitis B
11. Varicella (Chickenpox)

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Students shall be exempt from the appropriate provision of this policy when:

1. They present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. They present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. They present a written statement from their parents/guardians along with a card identifying their religious affiliation, that such immunization would be contrary to the religious beliefs of the child; or
4. In the case of measles, mumps or rubella, present a certification from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease.
5. Under the NCLB Act (the McKinney-Vento Homeless Assistance Act) lack of immunization records may not prevent a student from being enrolled.

The school nurse will report to the local Director of Health, any occurrence of State of Connecticut defined reportable communicable diseases.

Health Assessment/Interscholastic Sports Programs

Any student participating in any athletic activity (practice and/or contests) must be determined physically fit through a physical examination performed within the past thirteen (13) months.

Health assessments are the responsibility of the parent/guardian to be scheduled with student's primary care physician (or with physician of parent/guardian choice). If a student meets the eligibility requirements of FREE and REDUCED LUNCH program under the National School Lunch Program or for FREE MILK under the special milk program, and has no health insurance (including HUSKY), then that student will be eligible for a free health assessment performed by the school's medical advisor at the medical advisor's office.

Health assessment results shall be recorded on forms provided by the Connecticut State Department of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder and maintained up to date by the school nurse. Coaches and Physical Education staff shall insure appropriate monitoring of an athlete's physical condition.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. If the school nurse deems it necessary for a student to be dismissed due to illness, a parent/guardian or designated emergency contact will be expected to pick up the student in a timely manner.

Student Health Services**5141**

Schools shall maintain files of emergency information cards for each student. If a child's injury requires immediate care, the parent/guardian will be called by telephone by the nurse, building Principal, or other person designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parent/guardian cannot be reached, the student will be transported to the nearest hospital, unless otherwise indicated on the student's emergency information card. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

Legal References:

Connecticut General Statutes
10-203 Sanitation
10-204 Vaccination
10-204a Required Immunizations
10-204c Immunity from liability
10-205 Appointment of school medical advisors
10-206 Health assessments
10-206a Free health assessments
10-207 Duties of medical advisors
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 (as amended by PA 03-211)
10-210 Notice of disease to be given parent/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 parent/guardian re: defects; record or results (as amended by PA 96-229 An Act Concerning Scoliosis Screening)
10-214a Eye protective devices
10-214b Compliance report by local or regional board of education, Federal Family Education Rights and Privacy Act (FERPA) (sec 438 of the General Education Provisions Act, as amended, added by section 513o f P.L. 93-568, codified at 20 U.S.C. 1232g.
42 U.S.C. 1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Adopted: December 3, 2007

Administering Medication**5141.21**

The Board of Education allows school personnel to administer medication to students in accordance with the established procedures. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, along with the school medical advisor and the school nurse, shall review and/or revise this policy and regulation, as required. The District's School Medical Advisor (or other qualified physician) shall approve this policy and any changes.

A child with diabetes may test his/her own blood glucose level in the office of the school nurse per the written order of a physician or advanced practice nurse, stating the need and the capacity of such child to conduct self-testing. Such self-testing shall be pursuant to guidelines promulgated by the Commission of Education.

A school nurse may administer medication to any student pursuant to the written authorization of a state licensed physician or a dentist licensed to practice dental medicine in this or another state, an advanced practice registered nurse licensed to prescribe in accordance with C.G.S. 20-94a, or a physician's assistant licensed to prescribe in accordance with C.G.S. 20-12d, and the written authorization of a parent/guardian of such child. In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, the Principal, any teacher, licensed physical or occupational therapist of a school, upon approval of the school medical advisor and the school nurse, may administer medication to any student in the school following the successful completion of the required criminal history check. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics, per the regulations promulgated by the State Department of Education.

A specific paraprofessional, through a plan approved by a school nurse supervisor and school medical advisor, may be designated to administer medication, including medication administered with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The approved plan also requires the written authorization of the student's parent/guardian and be pursuant to the written order from the student's doctor, advanced practice registered nurse or physician's assistant licensed to prescribed medication.

A child attending any before or after school program administered by the Board, upon the request, and with written authorization of the child's parent/guardian, and pursuant to the written order from the student's doctor, or advanced practice registered nurse or physician's assistant licensed to prescribe medication, will be provided and supervised by the District staff member trained to administer medication with a cartridge injector. Such administration shall be to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

The selected staff member shall be trained in the use of the cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse, or registered nurse. The selected staff member is also required to complete a course in first aid offered by the American

Administering Medication**5141.21**

Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health, or any Director of Health.

In compliance with all applicable state statutes and regulations, parent/guardian may administer medication to their own children on school grounds.

Legal References:

Connecticut General Statutes

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

10-212a Administration of medications in schools (as amended by PA 99-2, and June Special Session and PA 03-211 and PA 04-181)

20-12d Medical functions performed by physician's assistants. Prescription authority

20-94a Licensure as advanced practice registered nurse

PA 03-211 An Act Concerning the Provision of Medical Care for Students Health Care Needs

PA 04-181 An Act Concerning the Administration of Medication in Schools, Concerning School Nurses, and Repealing an Obsolete Section of the Statutes

20-17a Criminal history checks. Procedure. Fees.

Adopted: November 21, 2005

Communicable and Infectious Diseases**5141.22**

The Board of Education recognizes that all children have a constitutional right to a free, suitable program of educational experiences. The Board of Education has established reasonable health requirements as prerequisites to admission or attendance, including the requirement that students undergo physical examinations 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 because of the nature of the disease or the 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 appropriate procedural due process safeguards. However, 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 condition presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act, the "Education of All Handicapped Children Act," may apply. The parent/guardian or the school administration may make a referral for determination as to whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. All students should be educated in the least restrictive environment.

(cf. 5111 Admission)

(cf. 5142 Student Safety)

(cf. 5141 Student Health Services)

(cf. 6162 Individualized Education Program/Special Education Program)

Legal References:

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.
Section 505 of the Rehabilitation Act of 1973, 29 U.S.C. 7067b
"Americans with Disabilities Act"

Connecticut General Statutes

10-76d (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 Quarantine of certain persons

19A-581-585 AIDS testing and medical information

Adopted: December 19, 2005

Communicable and Infectious Diseases/Blood Borne Pathogens**5141.22R****Exposure Control Plan**

The OSHA Blood Borne Pathogens Standard (29CFR 1910.1030) covers all employees who could be reasonably anticipated to face contact with blood borne pathogens and other potentially infectious materials as the result of performing their job duties. In accordance with this standard, the district has developed an Exposure Control Plan that contains the following information:

1. General Program Management
2. Exposure Determination
3. Compliance Methods
4. Work Area Restrictions
5. Personal Protective Equipment
6. Hepatitis B Vaccine Program
7. Post-Exposure Evaluation and Follow-up
8. Training

Availability of the Exposure Control Plan to Employees

A copy of the Exposure Control Plan is found in and available to all employees in each program site.

Review and Update of the Plan

It is important to keep this Exposure Control Plan up to date. To ensure this, the plan will be reviewed and updated under the following circumstances:

1. Annually
2. Whenever new or modified tasks and procedures are implemented which affect opportunities for occupational exposure
3. Whenever employees' jobs or responsibilities are modified or altered so that a new potential of occupational exposure may exist
4. Whenever new or revised positions are established that may involve occupational exposure.

Exposure Determination

CFR 1910.1030, paragraph (b) defines "occupational exposure" to mean "reasonably anticipated skin, eye, mucous membrane, or parenteral (i.e. intravenous subcutaneous) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Other potentially infectious materials include the following: human body fluids (semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, saliva in dental procedures, any body fluids visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to

Communicable and Infectious Diseases/Blood Borne Pathogens**5141.22R**

incur such occupational exposure, regardless of frequency. The following job classifications are in this category:

1. School nurses
2. First responders – first aid certified
3. Pre-school staff
4. Any staff member determined by school district medical advisor to be at risk due to unique circumstances.

In addition, OSHA requires a listing of job classifications in which some employees may be anticipated to have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories may be considered to have occupational exposure. The following job classifications are in this category:

1. Teachers and aides not specifically listed above
2. Principals
3. Tutors
4. Cafeteria workers
5. Custodians
6. Coaches

Compliance Methods

Universal precautions will be observed at all district building sites (all school district buildings and grounds) in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure by employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At these sites, the following engineering controls will be utilized:

1. “Sharps” containers in school health offices
2. Bio-hazard bags in school health offices
3. Gloves available to all staff
4. Double bagging (custodians)
5. Eye protection, plastic apron, as needed, in Special Needs and Developmentally Delayed classrooms
6. Gloves, plastic bags, proper clean up solution in all sport first aid kits

It is the responsibility of the teacher and nurse in each site to monitor the storage and need for replacement of personal protective equipment.

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Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in:

Some Classrooms

All Bathrooms

Gym Locker Rooms

Some Administrative Offices

Health Office

Some Staff Lounges

Custodial Closets

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food or beverages are not to be kept in refrigerators, freezers, shelves, cabinets, countertops, or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suction of blood or other potentially infectious materials is prohibited.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water, as appropriate, as soon as feasible following contact.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Equipment that has become contaminated with blood or other potentially infectious materials, shall be examined prior to servicing or shipping and shall be decontaminated.

Personal Protective Equipment

All personal protective equipment used at the sites will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacement will be made by the employer at no cost to employees.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. All personal

Communicable and Infectious Diseases/Blood Borne Pathogens**5141.22R**

protective equipment shall be disposable. After use, such shall be rinsed with water or bleach/water solutions, if contaminated, then disposed of in a plastic bag lined container in classroom or health office. This will be disposed of by the custodian wearing gloves. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes. Gloves will be used when contact with blood or body secretion occurs or is suspected.

Disposable gloves used at sites are not to be washed or decontaminated for re-use and are to be disposed of and replaced as soon as practical when they become contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.

OSHA standards also require appropriate protective clothing to be used under certain conditions. The clothing could be lab coats, gowns, aprons, clinic jackets, or similar outer garments.

Any contaminated surfaces will be cleaned and decontaminated immediately.

Decontamination will be performed by utilizing a department issued/approved agent with a 1:100 solution of bleach in water. All disinfectants will be Tuberculoidal.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis by health office and custodial staff.

Any broken glassware that may be contaminated will not be picked up directly with the hands.

The following procedures will be used:

- Staff will stay in area to prevent further injury/contamination.
Custodians will be called to sweep up glass fragments using gloves.
Equipment will be immediately decontaminated.

All contaminated sharps shall be discarded as soon as feasible in sharps containers that are located in each school health office.

Communicable and Infectious Diseases/Blood Borne Pathogens**5141.22R****Hepatitis B Vaccine Program**

All employees who have been identified as having exposure to blood or other potentially infectious materials, will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within ten (10) working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials, unless the employee has previously had the vaccine, or who wished to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver. Employees who initially decline the vaccine, but who later wish to have it, may have the vaccine provided at no cost.

The school nurse will assist employees to get the vaccine. The school medical advisor will supervisor the administration of the vaccine.

Post-exposure Evaluation and Follow-up

Employees will immediately report a possible exposure incident to the school nurse where available, or to the building Principal, and will make out an incident report. The nurse or administrator will contact the school district medical advisor or the Connecticut Department of Health Services to determine if an incident has occurred.

When an incident is confirmed, the school district medical advisor will arrange for a confidential medical evaluation and follow-up, including:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. Identification and documentation of the source individual, if feasible, unless the school medical advisor can establish that identification is infeasible or prohibited by state law.
 - a) Source individual's blood will be tested as soon as feasible after consent is obtained, for HIV/HBV infectivity, unless source is a known carrier. If consent is not obtained, the school medical advisor shall establish that legally obtained consent cannot be obtained.
 - b) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulation concerning disclosure of the identity and infectious state of the source individual.
3. Blood Collection
 - a) The exposed employee's blood shall be collected as soon as feasible by an accredited laboratory and tested after consent is obtained.
 - b) If the employee consents to collection but does not give consent for HIV serological testing, the sample shall be preserved for at least 90 days by the laboratory. If, within the 90 days, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
 - c) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
 - d) Appropriate counseling concerning precautions to take place during the period after the exposure incident.

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- e) Information for the employee on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

Information for Health Care Professionals

District employees will insure that the health care professional evaluating an employee after an exposure incident is provided the following information:

- A copy of the regulations
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including vaccination status, which is the district's responsibility to maintain.

Health Care Professional's Written Opinion

Employees will obtain a copy of the health care professional's written opinion when an employee goes for Hepatitis B vaccination or following an exposure incident. If the latter occurs, the district will provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation. Written opinion will be limited to:

- Is Hepatitis B vaccine indicated, and has it been given to the employee?
- Has the employee been informed of the results of the evaluation?
- Has the employee been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment?

All other findings or diagnosis shall remain confidential between the health care professional and district employee, and shall not be included in the written report.

Recordkeeping

The Superintendent of Schools will establish and maintain an accurate separate record for each employee with occupational exposure in accordance with 29CFR1920.20. This record will include:

- The name and social security number of the employee
- Hepatitis B vaccine declination
- A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination
- A copy of all results of examinations, medical testing and follow-up procedures required by these guidelines
- The employer's copy of the health care professional's written opinion as required by these guidelines
- A copy of the information provided to the health care professional as required in these guidelines.

Communicable and Infectious Diseases/Blood Borne Pathogens**5141.22R****Confidentiality**

District administrators and health personnel will ensure that the above medical records are:

- Kept confidential
- Not disclosed or reported without the employee's expressed written consent to any person within or outside the workplace, except as required by this standard, or as may be required by law
- Kept separate from the personnel record
- Provided, upon request for examination and copying, to the subject employee, or to anyone having written consent of the subject employee or to OSHA designees
- Maintained for at least the duration of employment plus thirty (30) years

Training

District employees shall ensure that all employees with occupational exposure participate in a training program at the time of initial assignment to tasks where occupational exposure may take place; when changes such as modification of tasks or procedures are implemented or institution of new tasks or procedures affect the employee's occupational exposure, and updated annually thereafter. A record of each training session will be filed with the Personnel Department.

District employees occupationally at risk will receive a training program which will include:

- The modes of transmission of AIDS and Hepatitis B viruses
- Instructions on types of protective clothing and equipment generally appropriate for employees, as well as instructions on the basis for selecting the clothing and equipment
- Instructions on the actions to take and persons to contact if exposure has occurred
- Instructions on the requirements for work practices and protective equipment for each task they may perform
- Instructions on where protective clothing and equipment is kept, how to use it, and how to remove, handle, decontaminate, and dispose of contaminated clothing or equipment
- Instructions on the limitations of protective clothing and equipment

Legal References:

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.
Section 505 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, 45 C.F.R. 99
Connecticut General Statutes
10-76(d)(15) Duties and powers of boards of education to provide special education programs and services
10-154a Professional communication 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

Adopted: December 19, 2005

STUDENTS

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Pediculosis (Head Lice)

5141.221

The Superintendent of Schools shall work with the school district medical advisor to develop and implement regulations concerning pediculosis (head lice). The regulations are to include identification, treatment procedures and a notification process that will insure prompt and medically accurate action for students having pediculosis.

Students returning to school after a documented case of pediculosis must be nit free and will be re-checked by the school nurse within ten (10) days of return. The regulations will include any additional assertive procedures that will reduce the opportunity of spreading pediculosis to other students.

Adopted: December 19, 2005

Psychotropic Drug Use**5141.231**

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

Notwithstanding the foregoing, school medical staff (i.e., school nurses and school district medical advisors) may recommend that an appropriate medical practitioner evaluate a child when there are behaviors or concerns that may be indicative of medication considerations. School medical staff may consult with appropriate medical practitioners with the consent of the parent/guardian of a child.

Nothing in this policy shall be construed to prohibit a Planning and Placement Team (PPT) from discussing with the parent/guardian of a child the appropriateness of consultation with, or evaluation by, medical practitioners with the consent of the parent/guardian of a child.

(cf. 5141.4 Reporting of Child Abuse and Neglect)

Legal References:

Connecticut General Statutes
P.A. 01-124: An Act Concerning Recommendation For and Refusals of the Use
of Psychotropic Drugs by Children and Utilization Review Determinations
Related to Mental and Nervous Conditions
46b-120 Definitions

Adopted: December 19, 2005

Students/Staff with HIV, ARC (AIDS RELATED COMPLEX) or AIDS 5141.24

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 unless there is an immediate risk of injury or harm to the individual or others.

Because law protects the anonymity of individuals with HIV infection or AIDS, the Region One Board of Education 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 regulation (5141.22R).

Legal References:

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
10-210 Notice of disease to be given parent or guardian
10-221 Quarantine of certain persons
19a-581-585 AIDS testing and medical information

Adopted: January 23, 2006

Students with Special Health Care Needs**Accommodating Students with Special Dietary Needs****5141.25**

The Region One Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Students with documented life-threatening food allergies are considered disabled and are covered by the Disabilities Act and Public Law 93-112 and Section 504 of the Rehabilitation Act of 1973. A clearly defined 504 Accommodation Plan shall be developed and implemented for all such identified students.

The HVRHS administration is responsible for developing and implementing guidelines for the care of food-allergic students. Such guidelines may include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy, including avoidance measures, designation of typical symptoms, and dosing instructions for medications.

(cf. 51412 Student Health Services)
(cf. 5141.21 Administering Medication)
(cf. 5141.3 Health Assessments)
(cf. 5145.4 Nondiscrimination)

Legal References:

Connecticut General Statutes
10-15b Access of parent/guardian to student's records
10-15a Professional communications between teacher or nurse and students
10-207 Duties of medical advisors
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
FCS Instruction 783-2, Revision 2. Meal substitution for medical or other ` special dietary reasons

Adopted: January 23, 2006

Management Plan for Students with Life-threatening Food Allergies**5141.25R**

In compliance with state law, and furtherance of Region One's efforts since 2006 in implementing the State of Connecticut Guidelines for Managing Life-Threatening Food Allergies, Region One has developed this written plan document.

The purpose of this plan is to identify general procedures for each school building in terms of:

- a) identifying students with life-threatening food allergies;
- b) developing plans to address and/or accommodate such students' health care needs;
- c) planning for education and training needs in the building and the school community (use of epi-pens, demonstrating to staff and faculty);
- d) developing proper prevention practices;
- e) planning for student emergencies; and
- f) fostering appropriate communication amongst staff, students and parents/guardians regarding life-threatening allergies.

Identification, Planning, Emergencies

In general, parents of students who have potentially life-threatening allergies will be offered an opportunity to meet with the school nurse and/or building Principal prior to the start of the student's initial school year to discuss concerns.

The school nurse and/or medical advisor will communicate directly with the student's primary medical provider (pertaining to the allergy/allergies) to fully understand the extent to life-threatening food allergy/allergies.

If deemed necessary, an individual Health Care Plan and an Emergency Care Plan will be developed by a team of staff members that may include the Principal or designee, school nurse, the parent/guardian, and any other individual recommended by the Principal. The team will be cognizant of the relevant procedures and practices addressed in the State Guidelines document when creating a Health Care Plan.

The school nurse and/or medical advisor and the student's medical provider may be consulted when the team develops procedures for responding to health emergencies arising from life-threatening food allergies in the school building.

Training Education and Prevention

A designated staff member or members will work with the building Principal to raise awareness of faculty, staff and students regarding life-threatening food allergies.

Housatonic Valley Regional High School will develop appropriate practices to minimize the risk of exposure to life-threatening allergies.

The school nurse and/or the building Principal will take steps on a regular basis to ensure proper communication among staff members regarding students who have life-threatening food allergies.

Management Plan for Students with Life-threatening Food Allergies**5141.25R**

The school nurse and/or the building Principal will take steps to inform individual staff members on a periodic basis regarding the needs of students with severe food allergies.

Identified certified and/or non-certified staff members will be provided training in the proposed and care of emergency response medication.

Region One will take steps to ensure proper communication of students' life-threatening allergies and health care plans to substitute professional in specific certified and/or non-certified positions. If necessary, the District may initiate brief training sessions for identified substitute professionals.

Housatonic Valley Regional High School will take steps to provide age-appropriate information to students about food allergies, including symptoms of an allergic reaction and the importance of complying with school rules regarding food/snacks.

General Procedures

Environment – HVRHS may designate allergen-free areas of the building to address identified student needs. The school may also designate allergen-free sections of a room, such as the cafeteria. (HVRHS can use the nurse's room for the same.)

Each year, the building administrator and/or school nurse will work with cafeteria staff to ensure proper implementation of identified best practices in the State Guidelines.

Field Trips – The school will work with the transportation providers and owner/managers of visited properties to best address identified needs of students with life-threatening food allergies.

The school nurse and the field trip organizer will work cooperatively with affected students and their parents when planning how to address identified medical issues arising from life-threatening food allergies.

Unless separate provisions are made in a student's individual health care plan, trained teachers or other authorized trained staff members will have access to students' emergency medication, unless the parent of the student is on the field trip and will be taking responsibility for their child and/or the student will be responsible for carrying the medication and self-administering it.

Unless separate provisions are made in a student's individual health care plan, or unless the student is able to carry and self-administer the emergency medication, a student with a severe life-threatening allergy must remain with the person possessing the emergency medication.

The high school will work with field trip organizers and students attending each field trip to implement proper safety measures involving food delivery, storage and consumption.

Management Plan for Students with Life-threatening Food Allergies**5141.25R**

After-school Activities – The Athletic Director will work with coaches and parents of affected students to ensure proper communication regarding ways to address specific health issues that may arise from a student’s life-threatening food allergy during a sporting event or practice.

Food in Curriculum – HVRHS believes that food may be necessary to implement the stated goals of certain curricular or school-related activities. In such cases, the building Principal and/or staff members will take steps to reduce any health risks and to promote the use of alternative food products, where possible, if one or more of the students to be involved has a life-threatening food allergy. The school nurse should be notified in advance of a planned activity or program that requires food, if one or more of the students to be involved has a life-threatening food allergy.

Bus – HVRHS will take steps to prevent the unauthorized consumption of a solid or liquid food product or drink on a school bus or van.

The high school will communicate with the transport company, where necessary, about individual students with life-threatening allergies. Parents/guardians are expected to contact the transportation company to inform them about their child’s life-threatening allergy.

Adopted: May 7, 2010

Reporting of Child Abuse and Neglect**5141.4**

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm.

C.G.S. Section 17a-101 et seq., requires certain educational personnel (school teachers, school administrators, school guidance counselors, school coaches, and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected, to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Regional School District Number 1 Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth in Policy 4000.2.

For the purposes of this policy:

“Abused” means that a child (a) has had physical injury or injuries inflicted upon him/her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.

“Neglected” means that a child (a) has been abandoned or (b) is being denied proper care and attention, physically, educationally, emotionally, or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his/her well-being, or (d) has been abused.

Legal References:

Connecticut General Statutes
Section 10-151 Teacher Tenure Act
Section 17a-101 et seq.
Section 17a-103
Section 17a-102 Report of danger of abuse (as amended by PA 02-106 and PA 02-138)

Adopted: February 14, 2006

Crisis Response**5141.6**

The Regional School District Number One Board of Education is committed to averting and resolving crises that may occur and may involve students, faculty, staff, or the total school community. Through its education programs, student assistant teams, student support personnel, and other strategies and mechanisms, the public school system will strive to prevent crisis situations and to prepare its community members to address crises as they occur, and circumstances that may pose the threat of crisis.

School personnel, through training and with the aid of specialists, shall strive to identify possible crises and to intervene early and appropriately in the lives of children and families where the danger exists.

Legal Reference: Connecticut General Statutes
10-221(e) Boards of Education or prescribe rules

Adopted: November 21, 2006

Student Safety**5142**

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:

1. Maintenance of safe school environments
2. Safe practices by school personnel and students
3. Development of school programs and activities consistent with appropriate abilities and limitations of students
4. Offering safety education to students, germane to particular subjects, such as laboratory courses in science, industrial arts and health and physical education.
5. Appropriate first aid care for students in case of accident or sudden illness
6. Adequacy of emergency response procedures at each school in the district.

Legal Reference:

Connecticut General Statutes
PA 98-252 An Act Concerning Revisions to the Education Statutes

Adopted: June 19, 2006

Relations with Non-custodial Parents**5142.1**

The Regional School District Number 1 Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order to the Superintendent, which curtails these specific rights.

Non-custodial parents and parents with shared custody not normally receiving materials from the school, may annually request this service.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal documents which restrict the rights of the non-custodial parent must be provided by the custodial parent. Unless otherwise indicated by a verified note from the parent or by a document provided by a parent, only the custodial parent has the right to remove the student from school property. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately, and the student will remain on school property pending the arrival of law enforcement officials.

Legal References:

Connecticut General Statutes

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

46b-56 Access of records of minor children by non-custodial parent

Federal Family Educational Rights and Privacy Act of 1974

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802)
regs implementingFERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C.
1232g) parent and student privacy and other right with respect to educational
records

Adopted: November 21, 2006

School Resource Officer (SRO)**5142.4**

The School Resource Officer (SRO) provides a visible presence in Housatonic Valley Regional High School, allowing students to develop a trust with law enforcement while linking district and community safety concerns and making district property inhospitable to those who would break the law.

The Board of Education shall annually review the SRO program.

The duties of the SRO shall include but not be limited to:

1. Abide by Board policies and shall consult with and coordinate activities through the Principal, but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision.
2. Refrain completely from functioning as a school disciplinarian. If the Principal or his/her designee believes an incident is a violation of the law, he/she shall contact the SRO.
3. Develop expertise in presenting various subjects such as understanding the laws, drug abuse prevention/education, etc., and provide these presentations at the request of school personnel in accordance with the established curriculum.
4. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents/guardians.
5. Make himself/herself available for conferences with students, parents/guardians and faculty members to assist them with problems of a law enforcement or crime prevention nature. (Nothing herein requires that confidential information obtained be disclosed.)
6. Be knowledgeable about and maintain contact with all community agencies which offer assistance to youth and their families, such as mental health clinics, drug treatment centers, etc., so that he/she may serve as a resource when a referral is deemed appropriate.
7. Serve as a resource to the Principal in developing plans and strategies to prevent and/or minimize dangerous situations on or near campus or involving students at school-related activities.
8. Protect district property, students, staff, and persons and property on or about district property, or while attending district-sponsored activities.
9. Coordinate with the Principal and be responsible for law enforcement and security activity at extra-curricular events, when needed.
10. To participate in campus activities, student organizations and athletic events, when invited and feasible.
11. To counsel students in special situations, such as students suspected or engaging in criminal misconduct or those on probation, when requested by the Principal or Principal's designee, with the permission of the parent/guardian of the student.
12. To inform the students of their rights and responsibilities as lawful citizens.
13. To cooperate with the other law enforcement officers in their investigation of crimes that occur at school and also with outside (off campus) investigations concerning students attending the schools(s) to which the SRO is assigned.
14. Take law enforcement action as necessary and notify the Principal or his/her designee, as soon as possible (disorderly conduct by trespassers, possession and/or use of weapons on campus, sale or distribution of controlled substances, riots), and whenever practicable,

School Resource Officer (SRO)**5142.4**

advise the Principal before requesting additional enforcement assistance on campus, and undertake all additional law enforcement responsibilities at the Principal's direction.

15. To be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the students and the community.
16. Perform duties as determined by the Principal, other than those regularly assigned to school personnel, such as lunchroom or hall duty. (Nothing herein is intended to preclude the SRO from being available where interactions with students are expected.)

Legal References:

Connecticut General Statutes
4-176e through 4-170a Contested Cases. Notice. Record.
10-233a through 10-233f. Suspension, removal and expulsion of students as amended by PA 95-304, PA 96-244 and PA 98-139.
53a-3 Definitions.
53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
PA-94-221 An Act Concerning School Discipline and Safety.
GOALS 2000: Educate America Act, Pub. L. 103-226.
18 U.S.C. 921 Definition.
Title III – Amendments to the Individuals with Disabilities Education Act.
Section 314 (Local Control Over Violence).
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1977.
Kyle P. Packer PPA Jane Packer vs. Thomaston Board of Education.

Adopted: June 19, 2006

**Use of Physical Force
Physical Restraint(s)/Seclusion****5144.1a**

The Region One Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of student, staff members will have the full support of the Region One Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is the use of helmets, mitts and similar devices used to prevent special education students from hurting themselves, if their use is documented in their Individualized Education Program (IEP).

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact using devices and techniques designed to control acute or incident aggressive behavior or to control involuntary movements or lack of muscular control due to organic causes or conditions. Such constraint will not be used except as necessary to ensure a student's safety and that of others, and then only for as long as is necessary for control of the situation. Such restraint is not to be used as a disciplinary measure. Restraint includes "aversive techniques" which are defined as deliberate activities designed to establish negative association with a specific behavior.

Seclusion is defined as the confinement of an individual in a room, with staff supervision, in a manner that prevents the person from leaving. Involuntary seclusion is permitted in accordance with the student's IEP, or in an emergency to prevent immediate or imminent injury to the person or others, so long as it is the least restrictive alternative.

Physical restraint may be used by staff members to:

1. Quell a disturbance threatening injury to others
2. Obtain possession of weapons or other dangerous objects, including a controlled substance, upon or within the control of such student
3. Protect other persons or property
4. Direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom and/or other parts of the school
5. Protect an individual from his/her actions.

In the case of students with disabilities, any restraint used beyond the specific situations listed above shall be identified on the student's IEP as a form of intervention.

Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

Physical Restraint(s)/Seclusion**5144.1a**

Staff using such constraint shall be subject to the following:

1. A staff member shall not be expected to use force or restraint when the risk of harm to the student or staff member would likely result from the use of force which outweighs the risk or harm presented by the student's conduct.
2. Such use of physical restraint shall not be used as punishment, discipline or for the convenience of staff.
3. Staff using restraint shall complete an incident report with the Principal or his/her designee, justifying the use of such measures. The administration shall notify the parents/guardians of the incident.
4. Restraint, including restraint devices, shall be applied only by staff that has completed necessary and appropriate training.
5. Staff shall maintain continuous visual supervision on any student upon which restraint or devices have been used to ensure the student's health and safety.
6. A student's respiration and/or circulation shall not be restricted.

District personnel who transport special education students to and from off-campus facilities and consider the use of a physical restraint device to control physical activity or aggression of a special education student shall follow these guidelines:

1. The parent/guardian must be notified of the intended use prior to use of the physical restraint device. Parent/guardian input will be a major factor in determining whether to use the device. If there is a difference of opinion between district personnel and the parent/guardian with regard to the use of a physical restraint device, the Superintendent will determine whether the device is to be used.
2. One authorization to use a restraint device is obtained, the Director of Pupil Services is to ensure that a written plan for the use of the device is prepared. The written plan is to be in place prior to the use of the device and is to include:
 - a) the purpose/goal for utilization of the device;
 - b) the specific type and model number of the restraint device to be used;
 - c) the specific times it is to be used;
 - d) a method of assessing the effectiveness of its use.
3. District employees and substitutes must be trained in the proper use of the restraint prior to its use.
4. Under no conditions may a student secured by a restraint device be left unattended.

In the case of an emergency involving the threat of immediate and significant harm to the special education student, or to other persons in the proximity of the student, a district employee may use a restraint device prior to receiving the above required approval, provided that such use is only for the minimum time required until the threat of immediate and significant harm is removed. The student's parent/guardian, Principal and the Superintendent must immediately be notified of the reason for the use of the device and the length of time the student was in restraint.

An act of a staff member shall not be considered child abuse if the act was performed in good faith and in compliance with Board policies and procedures. Such acts shall not be construed to constitute corporal punishment.

Physical Restraint(s)/Seclusion**5144.1a**

Reporting/Notification Requirements

1. Injuries caused by the use of restraints and/or seclusion in schools may be reported to the State Department of Education.
2. The parents/guardians of a special education student must be notified of each incident in which their child was placed in physical restraints or seclusion.
3. The Board shall keep records and compile annual reports of each instance and the underlying emergency that necessitated the use of physical restraints or seclusion.
4. Parents/guardians and other persons standing in place of parents, shall be notified by the Board of the laws and regulations governing the use of physical restraints and seclusion pursuant to Chapter 814e, related to student and parental rights at the first PPT involving the student's IEP.

Legal References:

Connecticut General Statutes

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

10-76d Duties and power of boards of education to provide special education programs and services

46a-150 Definitions

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to the Office of the Child Advocate

53a-18 Use of reasonable physical force or deadly physical force generally

53a-19 Use of physical force in defense of person

53a-20 Use of physical force in defense of premises

53a-21 Use of physical force in defense of property

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools

Adopted: April 7, 2008

Discipline of Students with Disabilities

5144.3

Students with disabilities are neither immune from the school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and this policy. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who violates the code of student conduct. Therefore, the District has the authority, on a case-by-case basis, to place a student in an alternative setting while a manifestation determination is pending. During any period of disciplinary action, irrespective of whether the behavior is determined to be a manifestation of the student's disability, the student will continue to receive a "free appropriate public education" in accordance with federal law and applicable regulations and educational services in order to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP and receive, as appropriate, functional behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

Manifestation Determination

When a disciplinary change in placement is being considered for more than ten (10) days in a given school year related to a student's behavior, the relevant members of the IEP team (PPT) and other qualified district personnel, as determined by the parent/guardian and District, will review the relationship between the student's disability and the behavior. All relevant information in the student's file, including the IEP, any teacher observations and any parental provided information, shall be reviewed to determine if the conduct in question was caused by, or had a direct and substantial relationship to the student's disability, or if the conduct was the direct result of the District's failure to implement the IEP. Such a review must take place as soon as possible, but no later than ten (10) school days from the date of the decision to take disciplinary actions which would remove a student with a disability from his/her current educational placement for more than ten (10) school days.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his/her ability to control or understand the impact and consequences of the behavior.

Disciplinary Action for Behavior that is not a Manifestation

School personnel may order a change in the placement of a disabled student who violates the conduct code to an appropriate interim educational setting, another setting or a suspension of not more than ten (10) school days, to the extent that such alternatives are applied to non-disabled students.

Disciplinary Action and/or Alternative Placement for Behavior that is a Manifestation

A student with disabilities whose behavior is determined to be a manifestation of his/her disability may not be expelled, but will be disciplined in accordance with his/her IEP, any behavioral intervention plan and this policy.

Discipline of Students with Disabilities**5144.3**

In addition to any disciplinary action provided for in the IEP or behavioral intervention plan, a disabled student may be suspended for up to ten (10) school days cumulatively in a school year to the extent suspension would be applied to non-disabled students, without the need to provide any services. Disabled students may be suspended for additional removals for up to ten (10) days for separate acts of misconduct as long as the removals do not constitute a pattern or change in placement. School administrators and the student's special education teacher shall determine the level of services to be provided to the disabled student in subsequent beyond the first ten (10) days cumulative in a school year. School personnel may remove a disabled student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student has inflicted serious bodily injury upon another person while at school, on school premises or at a school function, or carries a weapon to or at school, or solicits the sale of a controlled substance while at school, on school premises or at a school function.

A "serious bodily injury" is defined as bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. (18 U.S.C. Section 1365(h)(3))

The alternative education setting shall be determined by the IEP team (PPT). The parent/guardian of the disabled child who disagrees with any decision regarding disciplinary action, placement or the manifestation determination of the District if it believes that maintaining the current placement of the child is substantially likely to result in injury to the student or others, may request a hearing.

A hearing officer may order a change in placement of a disabled student to an appropriate alternative setting for not more that forty-five (45) school days, where the District demonstrates by substantial evidence that maintaining the student's current placemen4t is substantially likely to result in injury to the student or others. When an appeal has been requested by the parent/guardian or school District regarding the interim alternative educational setting or manifestation determination, the student shall remain in the interim educational setting pending the decision of the hearing officer, or until the expiration of the forty-five (45) day time period, whichever occurs first, unless the parent/guardian and the state or local district agree otherwise.

Either before or within the ten (10) days after any change in placement for more than ten (10) days related to a disciplinary problem, the IEP team (PPT) must meet to determine an appropriate alternative setting to develop a behavioral assessment plan, or to review and modify an existing intervention plan, and review and modify the IEP where necessary.

Nothing in this policy shall prohibit the IEP team (PPT) from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Discipline of Students with Disabilities**5144.3****Expedited Hearings**

An expedited hearing is available when:

1. The parent/guardian disagrees with the IEP team's (PPT) determination regarding manifestation or with any decision regarding placement.
2. The parent/guardian disagrees with the proposed new placement following an interim alternative placement.
3. The District believes it is dangerous for the student to be returned to the previous placement.

The hearing shall occur within twenty (20) days of the date it is requested and a decision rendered within ten (10) school days after the hearing.

During any challenge to placement, the student will stay in the alternative placement.

Students Not Identified as Disabled

Students who have not been identified as disabled may be subjected to the same disciplinary measures applied to children without disabilities who engaged in comparable behaviors, if the District did not have "knowledge" of the disability.

The District shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent/guardian has expressed concern in writing that the student needs special education.
2. The parent/guardian requested an evaluation.
3. The student's teacher or other District personnel have expressed concern about the student's behavior or performance to the Director of Special Education or other supervisory District personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited.

If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the District and information provided the parent/guardian, the District shall provide special education and related services in accordance with the IDEA, except that, pending the results of the evaluation, the student shall remain in the educational placement determined by school authorities.

Legal References:

Connecticut General Statutes
10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244
53a-3 Definitions
53a-217b Possession of Firearms and Deadly Weapons on School Grounds
PA 94-221 An Act Concerning School Discipline and Security
GOALS 2000: Education America Act, Pub. L. 103-227

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Discipline of Students with Disabilities

5144.3

18 U.S.C. 921 Definitions
Title I – Amendments to the Individuals with Disabilities Act (PL 105-17)
Section 314 (Local Control Over Violence)
Elementary and Secondary Schools Act of 1965, as amended by the Gun Free
Schools Act of 1994
PL 108-445 The Individuals with Disabilities Education Improvement Act of
2004

Adopted: November 21, 2006

Civil and Legal Rights – Non-discrimination**5145**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is an act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Regional School District Number One Board of Education recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents, and members of the public who participate in school-sponsored programs. No discrimination against any persons with a disability will knowingly be permitted in any of the programs and practices in the school system. Persons who feel that they may have been discriminated against on the basis of disability should contact the HRVHS Section 504 Coordinator.

The school District also has specific responsibilities under Section 504 with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate and to afford access to appropriate educational services. If the parent/guardian disagrees with the decisions made by the professional staff of the school District with respect to the identification, evaluation or educational placement of their child, he/she has a right to an impartial hearing.

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d, et seq.
American with Disabilities Act, 42 U.S.C. Section 12101, et seq.
C.G.S. Sections 10-15c and 46a-81a et seq. – Discrimination on Basis of Sexual Orientation
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, et seq.
29 U.S.C. Section 794
34 C.F.R. Section 104 et seq.

Adopted: June 19, 2006

Search and Seizure**5145.12**

The Regional School District No. 1 Board of Education seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All searches by the district for evidence of a violation shall be subject to the following requirements:

1. The district shall have individualized, "*reasonable suspicion*" to believe evidence of a violation of law, Board policy, administrative regulations, or school rule is present in a particular place;
2. The search shall be "*reasonable in scope.*" That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of age, sex, maturity of the student, and nature of the infraction.
3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Desks and School Lockers

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 Fourth Amendment 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 three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety, and health in the school.
3. The student(s) have been informed in advance that school Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used with joint authorization of the Superintendent and the Principal.

Search and Seizure**5145.12**

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

A student may be searched 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 reasonably related to the objectives of the search and the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily shall be based on warrant. The Principal, or his/her designee, will attempt to notify the student's parents/guardians in advance and will be present for all such searches.

Strip searches shall not be conducted by school authorities. All searches by the Principal, or his/her designee, shall be carried out in the presence of another adult witness.

Legal References:

Connecticut General Statutes
10-221 Boards of Education to prescribe rules
New Jersey v. T.L.O., 469 US 325; 105 S.Ct. 733
New Jersey v. T.L.O., 53 USLW 4083 (1985)

Safford Unified School District #1 v. Redding (US Sup. CT 08-479)

c.f. 5141.21 Administration of Medication

Approved: 10/6/2014

On-Campus Recruitment**5145.14**

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, the Regional School District Number 1 Board of Education shall provide the same directory information (ref 5145.5) and on-campus recruiting opportunities to representatives of the Armed Forces of the United States of America and State Armed Services, as are offered to non-military recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education. The Board of Education shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agriculture centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

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 operation 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 Board of Education by filing written request with the Superintendent of Schools.

Legal References:

Connecticut General Statutes
1-210 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)
P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for
Fiscal Year 2001
P.L. 107-110, "No Child Left Behind Act," Title IX, Sec. 9528

Adopted: October 24, 2006

Directory Information**5145.15**

“Directory Information” is defined to include the student’s name, address and grade level.

The Regional School District Number One Board of Education may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary.

Military recruiters or institutions of higher learning shall have access to directory information unless a secondary student or the parent/guardian of the student requests that such information not be released without prior written consent. The Board of Education shall notify students and parents/guardians of the option to make such a request and shall comply with any request received.

Any persons or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Legal References:

Connecticut General Statutes
1-210(11) Access to public records. Exempt records.
10-221b Boards of education to establish written uniform policy re: treatment of recruiters
P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001
P.L. 107-110, “No Child Left Behind Act,” Title IX, Sec. 9528

Adopted: November 28, 2006

Freedom of Speech/Expression**5145.2**

The Regional School District Number 1 Board of Education shall recognize and protect the rights of student expression. It will balance these rights with the interests of an orderly and efficient educational process and of a school environment suitable for the healthy growth and development of all students.

School officials may regulate the First Amendment rights of free speech when they reasonably forecast that permitting such speech would result in:

- Substantial disruption of the educational process
- Material interference with school activities
- Invasion of the rights of others

Adopted: November 28, 2006

Sex Discrimination and Sexual Harassment**5145.5**

It is the policy of the Regional School District Number 1 Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees and third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

Definitions

Sex Discrimination occurs when a person, because of his or her sex, is denied participation in, or the benefits of, any education program receiving federal financial assistance.

Sexual Harassment: While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to, or rejection of, such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
2. such conduct is sufficiently severe, persistent or pervasive as to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grade and/or other academic progress;
2. unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering, and physical touching;
3. display of sexually suggestive objects or use of sexually suggestive or obscene cartoons, epithets or gestures.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this policy. The District will investigate such complaints and will take corrective action, where appropriate. The District will maintain confidentiality to the extent appropriate. The District will not tolerate any reprisals or retaliations that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliations will result in disciplinary action against the retaliator.

As soon as a student feels that he/she has been subjected to sex discrimination or sexual harassment, he/she should make written complaint to the building Principal or designee.

Sex Discrimination and Sexual Harassment**5145.5**

The student will be provided a copy of the Board's policy and regulation and made aware of his/her rights. Due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.

All complaints are to be forwarded immediately to the building Principal or designee, unless that person is the subject of the complaint, in which case the complaint should be forwarded to the Superintendent. In addition, a copy should be forwarded to the Title IX Coordinator. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint or shall designate a school administrator to investigate the complaint. The Title IX Coordinator shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witness(es) to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

The complaint should state the:

- a) name of complainant
- b) date of the complaint
- c) date(s) of the alleged harassment/discrimination
- d) name of the harasser(s) or discriminator(s)
- e) location where such harassment/discrimination occurred
- f) names of any witness(es) to the harassment/discrimination
- g) detailed statement of the circumstances constituting the alleged harassment/discrimination

The school District will periodically provide staff development for district administrators, and periodically distribute this policy and the implementing administrative regulations to staff and Students, in an effort to maintain an environment free of sexual harassment and sex discrimination.

Legal References:

United States Constitution, Article XIV
Title IX of the Education Amendments of 1972, 20 USC Sec. 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR Sec. 106.1, et seq.
Gebser v. Lago Vista Independent School District, 524 US 274 (1998)
Davis v. Monroe County Board of Education, 526 US 629 (1999)
Office for Civil Rights, US Board of Education, "Revised Sexual Harassment Guide: Harassment of Students by School Employees, Other Students or Third Parties," 66 Fed Reg 5512 (January 19, 2001)
Constitution of the State of Connecticut, article I, Section 20

Adopted: October 24, 2006

Surrogate Parent Program**5145.71**

Any student requiring special education and whose natural parents are unavailable as defined by law, or who is a ward of the State, may be provided a surrogate parent appointed by the Commissioner of Education in the manner provided by law.

The function of the surrogate parent will be to act as the child's advocate in the educational decision-making process, which includes all special education identification, evaluation, placement, hearing, mediation, and appeal procedures conducted for the student.

In addition, the surrogate parent will also act as the child's advocate in the evaluation and planning procedures available to children under Section 504 of the U.S. Rehabilitation Act.

Surrogate parents will be informed by the Board, as are regular parents, annually of Board policies regarding student conduct and discipline, and if the Board suspends or expels a child, for conduct that violates Board policy and seriously disrupts the educational process, for carrying a weapon or for selling or distributing drugs.

The law makes provision whereby a parent or legal guardian or the student for whom a surrogate parent has been appointed, may contest the surrogate parent appointment.

Legal References:

Connecticut General Statutes
10-94f Definitions
10-94g Commissioner of education to appoint surrogate parent.
Procedure for objection to or extension of said appointment
10-94h Duration of appointment of surrogate parent. Appointment of
successor surrogate parent
10-94i Rights and liabilities of surrogate parents
10-94j Regulations re: appointment of surrogate parents
10-94k Funding of surrogate parent program
10-233e Notice as to disciplinary policies and actions
Section 504 U.S. Rehabilitation Act, 29 USC 791

Adopted: November 21, 2006

Vehicle Searches on School Grounds**5145.121**

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver to allow the search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parents/guardians or owner of the vehicle for a search of that vehicle. Refusal by a student, parents/guardians or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises.

Legal References:

Connecticut General Statutes
10-221 Boards of Education to prescribe rules
New Jersey v T.L.O., 53 USLW 4083 (1985)

(c.f. 5145.12 Search and Seizure)

Adopted: 10/6/2014

Use of Dogs to Search School Property**5145.122**

The Regional School District No. 1 Board of Education supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs.

The use of trained canine sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal, or his/her designee, shall be present while the search is taking place.
2. Parents/guardians and students shall be notified of this policy through its inclusion in the student and/or parent handbook and on the district's/school's website.
3. All school property such as lockers, classrooms, parking areas, and storage areas may be searched.
 - a) Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b) When used for demonstration purposes, the dog may not sniff a person or any individual.
4. Individual(s) shall not be subjected to a search by dogs. To avoid the potential of allergic reactions, dogs shall be kept away from the students.
5. Once notification has been given to parents/guardians and students, through the inclusion of the policies in the student and/or parent handbook and on the district's/school's website, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

Use of Dogs to Search School Property**5145.122**

7. Before conducting a search based on an alert, an effort shall be made to seek the student's consent and an effort shall be made to protect the student's privacy to the greatest degree possible.
8. If, because of a dog alert, a student's property is searched, the student's parents/guardians shall be notified by the school administration.
9. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

Legal References:

Connecticut General Statutes
54-33(n) Search of school lockers and property
10-221 Boards of Education to prescribe rules
No. CV94043192S, 2009 WL 3366272 (Conn. Sup. Ct. 9/14/2009)
New Jersey v. T.L.O., 53 USLW 4083 (1985)
United States v. Place, 462 US 696 (1983)
BOE of Independent School District No. 92 v. Earls, 536 US 822 (2002)

(c.f. 5145.12 Search and Seizure)

Adopted: 10/6/2014

STUDENTS

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Research Involving Students

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All requests for the services of student volunteers in research projects, special studies and surveys not part of the regular educational program, must have parent and principal approval.

Staff members shall submit their request through regular administrative channels.

Adopted: October 24, 2006