

Student & Family Handbook

Guía para Estudiantes y Padres

2017-2018 School Year



Dual Language & Arts Magnet Middle School

Escuela Bilingue y de las Artes

51 Daniels Avenue
Waterford, CT 06385
(860) 443-0461

Our Mission

The Dual Language & Arts Magnet Middle School provides an arts enriched program of instruction dedicated to building a student body that is bilingual, bi-literate, and multicultural. The school comprehensive core curriculum empowers students to enhance their understanding of academic content, themselves, and the world by embracing the arts and their potential to impact communication, culture, and creativity.

August 2017

Dear DL&AMMS Students and Families,

Welcome to the 2017-2018 school year at the Dual Language & Arts Magnet Middle School! This handbook is a resource for students and families. It is designed to offer an overview of important information, to assist students with their daily academic activities, and to encourage effective communication between home and school. Our school-specific policies are detailed first, followed by the district policies that apply to all magnet schools within the LEARN Regional Educational Service Center (RESC).

As a member of the LEARN RESC, our school is home to students from nearly twenty cities and towns across southeastern Connecticut. We are committed to providing a personalized program that empowers our diverse learners to meet their individual academic, social, and emotional goals. The collective mission of all DL&AMMS staff is to ensure that each student has a safe, supportive, and successful middle school experience.

We deeply believe that student achievement is enhanced when families and schools collaborate to support children, particularly during this crucial developmental period. Please do not hesitate to reach out to any DL&AMMS teacher or staff member; contact information is listed in this handbook. We look forward to working your family to enjoy a positive and productive year.

Respectfully,

Christina L. Chamberlain
Principal

DL&AMMS POLICIES & PRACTICES

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LEARN LEADERSHIP CENTRAL OFFICE

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Executive Director

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LEARN is a Regional Educational Service Center (RESC), [serving 25 towns, 24 school districts, and 21 superintendents in southeastern/shoreline Connecticut](#). Established in 1967 by local districts, LEARN is one of the six RESCs in the state. The purpose of each RESC is to enhance the quality of education and provide solutions to identified needs through a wide range of programs and services.

LEARN currently serves twenty-five towns and communities with a student population of nearly 53,000. Through its leadership and resources and by working with schools, students, families, and other community agencies, LEARN promotes regional and statewide cooperation and provides a framework for districts to achieve their goals.

LEARN is a public, educational agency governed by a Board of Directors comprised of one elected board of education member from each district. The source of funding is local districts, state contracts and grants, federal grants, and private foundations.

DL&AMMS STAFF DIRECTORY

Administration		
Christina Chamberlain	Principal	cchamberlain@learn.k12.ct.us
Yalibi Disla	Office Manager	ydisla@learn.k12.ct.us
Teachers		
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Staff		
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Sims Plunkett	School Psychologist	splunkett@learn.k12.ct.us
Wendy Smith	School Nurse	wsmith@learn.k12.ct.us
Nathan Trucks	Speech & Language Pathologist	ntrucks@learn.k12.ct.us

SCHOOL CALENDAR

Date	Event
August 30	First Day of School for Students
June 8	Anticipated Last Day for Students
November 7	Staff PD Day (No School)
March 9	Staff PD Day (No School)
June 11	Staff PD Day (No School)
June 12	Staff PD Day (No School)
December 23 - January 1	Winter Break (No School)
April 14-22	April Break (No School)
September 4	Labor Day (No School)
October 9	Columbus Day (No School)
November 10	Veterans Day (No School)
November 23 & 24	Thanksgiving (No School)
January 15	Martin Luther King Day (No School)
February 19 & 20	President's Day Break (No School)
March 30	Good Friday (No School)
May 28	Memorial Day (No School)
August 30	Early Release/Parent Conferences
August 31	Early Release/Parent Conferences
November 15	Early Release/Parent Conferences
November 16	Early Release/Parent Conferences
November 22	Early Release
December 22	Early Release
March 14	Early Release/Parent Conferences
March 15	Early Release/Parent Conferences

August 2017							2
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6	7	8	9	10	11	12	
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27	28	29	30	31			

September 2017							20
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October 2017							21
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November 2017							18
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December 2017							16
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January 2018							21
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February 2018							18
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March 2018							20
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April 2018							16
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29	30						

May 2018							22
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June 2018							6
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SCHOOL HOURS

Doors Open	7:00 a.m.
Classes Begin	7:30 a.m.
Dismissal	2:05 p.m.
Early Dismissal	11:30 am
Main Office Hours	7:00 a.m. to 3:00 p.m.

School Cancellation/Late Opening/Early Closing

DL&AMMS follows the Waterford Public School weather delays and cancellations. In the event of a school cancellation, delay, or early dismissal due to inclement weather, an automated phone call will be sent via the School Messenger telephone system to notify parents. Notification will also be posted on our website.

Bus Transportation during Inclement Weather

Because our school's buses transport students from many different towns, parents must check both the delay/closing status of DL&AMMS as well as the delay/closing of the district where their child's bus stop is located.

If bus transportation to DL&AMMS is provided by your local school district, buses follow that town's delay/opening/closing status:

If Waterford (DL&AMMS) is...	And your Home District is...	Then your Bus Transportation is...
Cancelled	On Time	Cancelled
Cancelled	Cancelled	Cancelled
On Time	Cancelled	Cancelled
Delayed	On Time	On Time
Delayed	Delayed	Delayed <i>(follows district time)</i>
On Time	Delayed	Delayed

If bus transportation is provided by LEARN, the following reference may be used:

If Waterford (DL&AMMS) is...	And your Home District is...	Then your Bus Transportation is...
Cancelled	On Time	Cancelled
Cancelled	Cancelled	Cancelled
On Time	Cancelled	Cancelled
Delayed	On Time	Delayed
Delayed	Delayed	Delayed <i>(follows district time)</i>
On Time	Delayed	Delayed

ATTENDANCE

Attendance is crucial for students' learning and academic success. Students must, under state law, attend school regularly. It is the expectation that each student will attend each scheduled day from 7:30 AM to 2:05 PM.

Family vacations during school sessions disrupt the learning process, and therefore are strongly discouraged. Teachers are not required to provide work in advance for students who will be absent for trips while school is in session. Students are expected to make up all work that is missed upon their return.

Absence from school prohibits the student from participation in academic, musical, social, and athletic activities for that day or evening.

Arrival & Tardiness

Students may enter the school through the front doors beginning at 7:00 AM. They should store personal items in their lockers and report to the cafeteria. No student should be in a hall or classroom without a pass until 7:30 AM.

The school day begins at 7:30 AM. Students who arrive late must report to the office to receive a pass before going to class. Though occasional tardiness due to an emergency at home is understandable, excessive tardies result in the loss of significant learning time and should therefore be avoided.

Student Pick-Up

Students are dismissed from school beginning at 2:00 PM. During half-day schedules, dismissal is at 11:30 AM. Students who are picked up by parents must wait until the parent comes into the school to sign them out. Students will not be dismissed to cars in the parking lot.

Early dismissal is permitted for emergencies or other valid reasons. Scheduling medical appointments outside of school hours is encouraged. Parents should notify the main office in advance of a request for early dismissal, and must come to the main office to sign out the student at the designated time.

Parental Responsibility

It is parents' responsibility to see that their child arrives at school promptly every day. In the event of an absence, parents must notify the school on or before the day of the absence. Failure to contact the school will result in the absence being unexcused.

Unexcused absence means any absence from an entire regularly scheduled school day for which the absence is not excused as defined below.

Excused absence means any absence from a regularly schedule school day for:

- Reasons of health, including illness or doctor visits. The school reserves the right to require a letter from a physician or other appropriate certification for absences in excess of fifteen days in a school year or five consecutive school days.
- Religious holidays
- Court appearance
- Funeral in immediate family
- Suspension or expulsion from school
- Family hardship, subject to approval of the principal
- Such other absences which have had the prior approval of the principal

Parents are encouraged to reach out to the school counselor, social worker, or other staff for support in addressing challenges related to absences or tardies. There are a variety of accommodations and local services that may be of assistance.

Truancy

Under Connecticut law, a “truant” is defined as any student who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.

Parents of students who are truant must attend a meeting with school staff to review the reasons for truancy and devise a plan to resolve the truancy problem. Under state law and LEARN policy, if the parent fails to attend the meeting or otherwise cooperate in attempting to solve the truancy problem, the district will make a referral to court.

Chronic Absenteeism

Chronic absence is defined as missing 10 percent or more of the total number of days enrolled during the school year for any reason, excused or unexcused. For example, if there have been 30 days of school so far and a student has been absent 3 or more times, he or she is considered chronically absent. Parents whose children are chronically absent will be contacted by the school counselor to discuss strategies to support students.

CAFETERIA

Students may buy breakfast and lunch from the school cafeteria. A full breakfast costs \$1.50 and lunch costs \$3.00. Families that may qualify for either free meals or reduced-price meals should see the main office for an application. Price adjustments cannot be made until this application is submitted and approved.

Each student is responsible for bringing his/her own money. Students also have electronic accounts for purchasing items. Parents are responsible for replenishing accounts and paying any outstanding balances. Students may not charge items if their accounts are empty. Electronic accounts, run by SLA Management, may be accessed at the following address: <https://www.schoolpaymentportal.com>

Breakfast and lunch may also be brought from home. High caffeine energy drinks, soda, and candy are NOT to be consumed at school. Parents are asked not to bring fast food for their children at lunch time, or to send cupcakes or treats for birthdays. Food may not be brought into and eaten in classrooms except if allowed as a mid-morning snack.

Students must follow all school expectations while in the cafeteria. Yelling, running, and throwing objects are not permitted and will result in the student being removed from the cafeteria and other consequences deemed appropriate by the cafeteria supervisor. Students must have a pass to leave the cafeteria during breakfast or lunch.

COMMUNICATION

Parents’ input and involvement in our school are strongly encouraged and welcomed. E-mail is generally the easiest way to reach school staff. E-mail addresses typically consist of an individual’s first initial and last name followed by @learn.k12.ct.us (for example John Doe is jd@learn.k12.ct.us). Please note the following exceptions on our staff:

- Efrain Dominguez (Social Studies Teacher): e.dominguez@learn.k12.ct.us
- Constance O’Brien (School Counselor): coobrien@learn.k12.ct.us
- Mike Rivera (Special Education Teacher): mirivera@learn.k12.ct.us

Important items, such as a weekly newsletter, are e-mailed to families and posted to our website. Additionally, we frequently use an automated telephone system to send announcements or reminders. If contact information (phone number, e-mail address, mailing address, etc.) changes during the year, please immediately notify the main office in writing so that our records may be updated. Also, if you are not receiving electronic communications, please notify the main office.

All parents and families are invited to attend monthly meetings of the Parent-Teacher-Student Organization (PTSO) to learn more about the school, provide feedback, and contribute to a variety of initiatives to support our students.

CONDUCT

Students should strive to demonstrate our school expectations at all times:

- Be Responsible
- Be Kind
- Be Proud
- Be Respectful
- Be Safe

Consequences are assigned for actions that do not meet these expectations. Most misbehavior is addressed by teachers. If this fails to eliminate inappropriate behavior, or if the behavior is extremely serious, the concern is referred to the principal.

DL&AMMS believes in the importance of consequences that are firm and fair, while also allowing students to “right the wrong.” When assigning consequences, teachers and administrators seek opportunities for students to:

- Reflect on choices
- Repair relationships
- Take responsibility
- Rebuild trust
- Resolve conflicts

Further disciplinary action may be warranted based on the severity or frequency of a behavior. This may include:

- Confiscation of item(s)
- In-school suspension
- Loss of privilege
- Out of school suspension
- Detention
- Expulsion
- Parent contact
- Notification of law enforcement
- Parent conference

Cheating

In addition to facing disciplinary consequences, a student who is found to have cheated will be required to complete the task again (or complete an alternate task) in order to earn credit.

Plagiarism is a form of cheating and is not acceptable. Plagiarism includes, but is not limited to:

- Copying an assignment or giving work to a classmate to be copied, unless permitted by the teacher
- Submitting another person’s work as your own
- Using the exact words (or a close paraphrase) from someone else’s work without proper citation

Conduct on Buses/Vans

Conduct on buses is directly related to the safety of all students aboard. The driver of the school bus exercises disciplinary authority while the bus is in operation. Bus misconduct is considered a serious offense and therefore is subject to disciplinary action appropriate to the nature and frequency of the offense.

The following rules govern student conduct on buses:

- Students must be at assigned stops at scheduled times. Bus drivers will not wait for late individuals.
- Students must exit the bus at the assigned stop. To exit at a different stop, a written parent note is required.
- Students must take the assigned bus. To ride another bus, a written and dated parent note is required.
- Students must obey safety rules when awaiting, boarding, riding, and leaving the bus.
- Students must enter the bus by the front door and remain seated at all times while the bus is in operation.
- Students must not bring animals or other commotion-causing items on the bus.
- Students must not engage in disruptive behavior, including shouting, profanity, and abusive language.
- Students must not abuse or destroy property; parents will be invoiced for any damage.
- Students must not smoke, use matches or lighters, or possess other dangerous or illegal items.
- Students must not open the emergency exit door except in emergencies.
- Students who continually display disruptive or unsafe behavior will be reported to the principal for appropriate consequences. This may include suspension from school and/or from the bus.

Bullying

Hazing, bullying, menacing or abuse of students or staff members are not tolerated at school, school-sponsored activities, or outside the school setting.

Bullying is defined as:

1. the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district
2. a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:
 - a. causes physical or emotional harm to such student or damage to such student's property,
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
 - c. creates a hostile environment at school for such student,
 - d. infringes on the rights of such student at school, or
 - e. substantially disrupts the education process or the orderly operation of a school.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion or referral to law enforcement. Additional interventions such as counseling will be used to address incidents of bullying on a case-by-case basis.

Students should immediately speak with any staff member if they feel they are being bullied, or if they witness what they believe to be bullying. Alternatively, an anonymous report may be submitted in the main office.

Harassment

It is the policy of LEARN to comply fully with all requirements of state and federal law. Accordingly, all persons associated with DL&AMMS including the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere in which it is comfortable to both work and learn. Harassment of any kind is prohibited, including, but not limited to, sexual, racial, or religious harassment. Any person who engages in such harassment will be in violation of this policy and subject to appropriate discipline up to and including termination or expulsion. LEARN and DL&AMMS are committed to protecting and safeguarding the rights of individuals to work and learn in an atmosphere free of all forms of harassment.

Suspension

A student suspended from school will be assigned an in-school suspension unless the principal determines that the student poses such a danger to persons or property, or such a disruption to the educational process, that out-of-school suspension is necessary. Out-of-school suspension may also be assigned if a student has failed to respond to prior measures such as counseling, positive interventions, behavioral support, and in-school suspension.

Students with an out-of-school suspension are to remain off school property until 7:00 A.M. on the day their suspension ends. They may not participate in any school-sponsored activities during the suspension period. Upon their return students are responsible for making up all work missed during their suspension.

Expulsion

In serious cases of misconduct, students may be subject to expulsion. Obvious infractions that may result in expulsion are possession of drugs and weapons, and acts of violence in school or out of school.

Expulsion from school is a last resort when all other attempts to solve the problems have been exhausted, or the presenting situation is so serious as to jeopardize school safety. The school cannot tolerate student behavior that is detrimental to its safe and orderly operation or seriously disrupts or interferes with the educational process.

To enforce this policy, the principal may authorize inspection of the contents of a student's locker, backpack, pockets, purse and/or bags if there is a reasonable suspicion that the student is in possession of a weapon or dangerous instrument, and/or items or substances in conflict with school policies.

DRESS CODE

The dress code is designed to support a safe and appropriate educational environment, while also allowing students to express their individuality. It applies to all on- and off-campus activities sponsored by the school.

- Clothing with a tight fit or revealing nature (including holes in revealing areas) is prohibited.
- Shirt straps must be wider than one inch (no spaghetti straps). Shirts which expose the midriff, hang off the shoulder, or are see-through are not to be worn.
- Skirts, dresses, or shorts should not be shorter than mid-thigh.
- Clothing and accessories should not display letters, words, or pictures which reference any of the following: a) drugs or alcohol; b) sex or sexual behavior; c) profane language or gestures; d) weapons or facsimile; e) gang related colors
- Jackets and items normally considered outdoor wear should be removed and stored in lockers.
- No hats, bandanas, sweatbands, sunglasses, or hoods may be worn while inside the building.
- Underwear or sleepwear may not be worn as outerwear; slippers are not appropriate footwear.
- No undergarments should be visible under clothes (e.g., boxers, underwear, bras, bra straps).
- Clothing or accessories which pose a safety risk or disrupt the educational environment may not be worn.

For an initial dress code violation, parents will be asked to bring a change of clothing for their child. If parent is unavailable, clothing will be issued by the office. Subsequent violations will result in disciplinary measures.

FIELD TRIPS

Field trips enrich or extend curriculum-based learning. Students attending field trips *must* have a signed parent permission slip. Verbal consent or an e-mail from a parent is not sufficient. Conduct on a field trip is subject to the same standards and discipline as conduct at school.

Students who have not met established academic or behavioral criteria may be excluded from field trips. Criteria for participation will be announced prior to the trip. Students who do not attend a field trip are required to report to school and will complete alternative assignments.

GRADES & ACADEMIC PERFORMANCE

Power School

The Power School web portal allows parents and students to review academic progress at any time. Parents are encouraged to check Power School on a regular basis and to have frequent conversations with their children about their academic performance. Grades are usually updated every two weeks. Because Power School may be accessed at any time, DL&AMMS does not issue progress reports.

Power School can only be accessed through our school's website. To log into PowerSchool, please visit <http://www.languagesandartsmagnetmiddle.org/> and click on the PowerSchool link.

Report Cards

The report card is a means of communicating progress toward academic goals. Trimester report cards are issued three times a year, generally in December, March, and June. Student achievement is evaluated against common learning standards and performance expectations. Assessments are based on state or national standards, and success is defined by the achievement of these standards. Students receive separate grades for academic performance and learning habits (preparation, participation, effort, behavior).

Both academic achievement and learning habits grades will be reported according to the following scale:

E = Exceeds Standard: performance consistently exceeded standards; student is performing above grade level

M = Meets Standard: performance consistently met standards; student is performing at grade level

N = Near Standard: performance partially met standards, or the student has made progress but not yet reached the standards

L = Limited Progress to Standard: the student has not made significant progress toward the standard

I = Insufficient Evidence: the student has not submitted enough completed work to measure his or her progress

Report cards and/or school records will not be released to those who have outstanding charges due to lunch accounts, lost books or other materials, or damaged or lost technology devices owned by the school.

Extra Help

Teachers are eager to help students who are having difficulties with academic work. Students should make an appointment to meet with teachers at a mutually convenient time. Teachers may assign students to extra help sessions during the school day (e.g., a working lunch) when it is deemed necessary.

There is no late bus available for after school help, so families must arrange transportation. Parents should provide written consent for the student to stay after; without this, the student will be released on the bus at dismissal time.

Promotion/Retention

Students may be recommended for retention in their current grade if:

- They are failing two or more academic classes; or
- They are failing one academic class and two unified arts classes (art, music, PE, multimedia); or
- Poor attendance has been a major factor in the student's lack of educational progress

And

- Retention offers a reasonable chance of benefiting the student
- Retention would not cause undue social and emotional adjustment.

A committee comprised of the principal, school counselor and teachers will examine the performance of students at risk for retention and make a recommendation. Parents will be informed of this recommendation by the end of the school year.

Eighth grade students who fail two or more classes for the year may lose the privilege of walking at the Eighth Grade Promotion Ceremony. Parents will be notified that their child is at risk for not walking at the ceremony before a final determination is made.

HOMEWORK

Homework is a vital part of learning. It allows students to practice or prepare for new learning, encourages them to think and search for new ideas, assists them in developing responsibility and self-direction, and reinforces their classroom experiences. Students should expect to receive homework on a daily basis.

Students' Homework Responsibilities

- Recording homework assignments in the agenda book
- Understanding the homework task before leaving school
- Showing thought and effort in completing tasks
- Submitting assignments on time
- Obtaining and making up homework missed due to absences

Parents' Homework Responsibilities:

- Providing a time and place to complete homework assignments
- Emphasizing the importance of completing homework and preparing for assessments
- Giving only that assistance which will help a child to think for himself/herself
- Communicating with teachers when you observe your child struggling with homework

ILLNESS & INJURY

A school nurse is available to assist students from 7:00 AM to 2:00 PM. The nurse will administer first aid for all minor injuries received during school hours. Should an injury be more serious, the nurse will notify the parent; if she cannot reach the parent, she will call the family physician and/or the person listed as the emergency contact. If no other course of action is possible, or if the injury demands immediate medical intervention, the nurse will call 911. Please contact the health office if emergency contact information changes during the year.

Reporting Accidents

All accidents that occur at school or in transit to or from school should be reported to the nurse immediately. If the student is insured under the school accident program, the nurse should be given information about the accident so an insurance claim may be processed.

Immunizations

Connecticut law requires that all secondary students be successfully immunized against polio, rubella (measles), diphtheria, tetanus, mumps, varicella, meningitis, and Hepatitis B. Updated immunizations, as well as the State of Connecticut Health Assessment form, are required before students enter seventh grade. Students may not begin school until they have presented complete health information to the nurse.

Medications

Before any medication may be administered at school, an annual authorization form must be filed in the health office. This form includes authorization of the physician and parent for administration by the nurse or for the student to self-administer. A student may carry medication and self-administer only if it is stated on the form. Controlled drugs must be kept in a locked cabinet in the health office and may not be self-administered.

Medication administered at school must be in the pharmacy-prepared container labeled with the name of the student, name of the drug name, strength, dosage, and frequency, with the physician's name and the date of the original prescription. Medications received in a non-pharmaceutical container will not be administered. All controlled medication must be personally delivered to the school nurse by the parent. No aspirin, Tylenol or other oral over the counter drug will be administered without a completed medication authorization form on file.

Illness

Students must stay home from school if they have:

- A fever over 100 degrees
- An undiagnosed rash
- Vomited in the past 24 hours
- Copious yellow/green mucus discharge from nose
- A severe earache, with or without fever
- A severe sore throat with symptoms indication possible strep throat
- An active infestation of head lice
- A communicable illness
- An undiagnosed skin wound, sore or lesion that appears infected (is red, swollen or draining fluid)

Students may return to school:

- 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication
- 24 hours after the first dose of antibiotic for the treatment of strep throat
- 24 hours after vomiting has ended
- When adequately treated for head lice, scabies, or other infestation, communicable illness or skin infection, and assessed by the school nurse; or when assessed by a physician and determined to be non-communicable. A physician's note may be required for return to school.

Please alert the school nurse of changes in your child's health status, including illness, injury, hospitalization or a change in treatment or medication. Parents should also consult the nurse if they anticipate that their child may be absent for medical reasons for one week or more. The nurse will obtain necessary medical information and initiate school-based planning to support the student upon his/her return.

Following a student's hospitalization, surgery, casting, stitches or serious illness, parents must provide a note from the student's physician indicating: diagnosis, relevant treatment plan, readiness to return to school, and activity restrictions or authorization to participate in all activities. Students requiring the use of crutches in school must have a physician's order for the crutches.

LOCKERS

All seventh and eighth graders, and most sixth graders, have access to a locker. It is each student's responsibility to keep his/her locker neat, clean, and locked. The school is not responsible for items taken from lockers. Students may go to their lockers before and after school, at lunch, and between classes. However, going to a locker is not an acceptable reason for being late to class.

Students are not permitted to open or use a locker assigned to another student. Lockers are school property and may be inspected by the principal. Students who misuse lockers may lose their locker privileges.

Locks will be provided for student lockers. If a lock is lost, a \$5 replacement fee will be issued.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) recognizes middle school students for scholarship, leadership, character, service, and citizenship. Students who are eligible to apply on the basis of academics are invited to do so after the first semester of each school year. Decisions of the selection committee are final. Students who are inducted remain members through eighth grade; however, membership may be lost if a student fails to uphold the organization's tenets. All active members are expected to participate in service activities during the school year.

SCHOOL COUNSELOR

A school counselor is available to help students with questions, concerns or issues that arise during the year. Students should request a pass from the counselor before or after school. In some cases, teachers may permit students to go to the counseling office without a pass and/or the counselor may call students out of class. In addition to the school counselor, the social worker, school psychologist, teachers, principal, and nurse are available to work with students having sensitive personal problems.

STUDENT SUPPORT SERVICES

Anyone may initiate the referral for special education. Teachers and parents are encouraged to discuss their concerns prior to submitting a referral form.

DL&AMMS will provide special services for students and the sending district will be in charge of meeting the needs of their special education students. Sending districts generally are responsible for scheduling Pupil Planning and Placement Team (PPT) meetings as well as providing documentation to parents.

TECHNOLOGY

Personal Electronic Devices

Students are discouraged from bringing personal electronic devices (cell phones, electronic readers, iPod's/MP3 players, audio/video players or recorders, iPads/Tablets, laptops, hand-held video games, etc.) to school. Any student who brings such items to school does so at their own risk. The school is not responsible for lost, stolen, or damaged personal property. Such devices, including cell phones, may not be used during the school day unless specific teacher permission is given.

Cell phones must be stored in lockers immediately upon arriving at school. Students are not allowed to send or receive calls and text messages during the school day. Parents are asked not call or text students during the school hours; urgent messages may be left with the main office. Any student using electronic devices including a cell phone will be asked to turn their device over to the adult in charge. All confiscated devices will be turned in to the office.

1st Offense: Student may pick up the device in the office at the end of the day

2nd Offense: Student's parent must come and pick up the device

3 or more offenses will result in disciplinary action

Personal or school-owned electronic devices may not be used to make any recordings (still, video, or audio) without permission from the teacher and the students to be recorded. These recordings are for classroom use only and may not be published to the Internet without explicit written permission from the teacher and those recorded. Electronic devices that are school property may be inspected by the staff at any time. The principal may request to see the contents a personal electronic device if there is a reasonable suspicion that the student has used the device to harm others, cheat or break school rules.

School-Owned Electronic Devices

Students may be issued an iPad, Chromebook, laptop, or other electronic device for use during instruction. Students are responsible for the care and appropriate use of these devices. Parents will be held accountable in the event that a device is stolen, broken, or lost:

- **Accidental Damage:** In the event of accidental damage to the electronic device that was not caused by improper care, the parent is responsible for the first \$50 of the cost of repair or replacement. DL&AMMS

will fund the remainder of the cost for the first occurrence. After this, the parent is responsible for the full cost of repair or replacement.

- **Damage Caused by Improper Care:** In the event of damage to the electronic device caused by improper care (e.g., horseplay around the device, leaving device unprotected on the floor, bringing the device to lunch, stacking items on top of the device), the parent is responsible to cover the full cost of repair or replacement. If the device is no longer on the market, a suitable replacement will be picked by the principal, the technology coach, or the LEARN IT department.
- **Theft:** In the event of theft, upon presentation of a filed police report, the parent is responsible for the first \$50 of the replacement cost. DL&AMMS will fund the remainder of the replacement cost for a single occurrence. Stolen devices must be reported immediately to the principal.
- **Loss:** In the event that the electronic device is lost, the parent is responsible to cover the replacement cost. If the device is no longer on the market, a suitable replacement will be picked by the principal, the technology coach, or the LEARN IT department.

If a student fails to return a school-owned device or any assigned accessories as directed, DL&AMMS may, in addition to seeking reimbursement from the parent, file a theft report with local law enforcement. Report cards will not be issued and school records may be withheld until the device is returned or payment is made.

Acceptable Internet Use

The use of technology, including the Internet, which has been made available to students is a privilege and a resource. Unlike other resources, the Internet is a fluid environment in which information is constantly changing. The use of the Internet, therefore, demands personal responsibility. Student users are expected to act in a responsible, ethical, and legal manner.

Unauthorized or inappropriate use of technology, electronic devices, the Internet, or the network within the district will result in disciplinary action and/or loss of privileges. Authorization must be obtained specifically for computer/device usage, Internet access, and e-mail.

The following actions are prohibited and have disciplinary consequences, including but not limited to loss of device privileges:

- Changing designated screen settings or password misuse
- Intentional attempt to access obscene or inappropriate material or loading software onto school devices
- Intentional damage to hardware, software or equipment
- Entering social networks such as, but not limited to, Facebook, Snapchat, Kik, and Instagram
- Communicating with others in and out of the school using electronic chat features

Student E-Mail Accounts

All students have a school e-mail account (ending in @dlamms.org). This e-mail account is the property of LEARN and may be used only for work connected to school, including communication with teachers. This is not a private e-mail account, and school officials may view e-mails through this account at any time without notice.

Video/Photo Release

Permission will be requested for each student to be photographed, videotaped, and/or interviewed by LEARN staff or individuals authorized by LEARN to do so. These photos, videos, and/or interviews may be published in any form and for the purposes of LEARN public relations announcements, LEARN internet sites, printed LEARN publications, or other articles used by LEARN. Any such photograph, video or interview may be used by LEARN indefinitely. If a student will be identified in a picture, video or interview, parents will be contacted for permission prior to publication.

VISITORS

DL&AMMS welcomes visitors who have legitimate business with the school. All guests must enter the building through the main entrance and report to the office upon arrival.

Students who attend other schools may not attend school with a current DL&AMMS student unless they are considering applying for the next year and have scheduled a visit in advance with the main office. Students who attend other schools may not attend school-sponsored dances with a current DL&AMMS student.



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

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Student and Family Handbook 2016-2017

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Students

NON-DISCRIMINATION

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

Legal Reference:

Title VI: Civil Rights Act of 1964

Title IX, Education Amendments, 1972

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

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

“Other designated youth groups” title 36 of the United States Code

Adopted: May 12, 2011

Revised: September 8, 2011

Revised: October 10, 2013

Revised: October 9, 2014

[LEARN](#)



SEXUAL HARASSMENT

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

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

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

Legal Reference:

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

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

Policy adopted:

Revised: September 11, 1997

LEARN



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Students

STUDENT HARASSMENT POLICY

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

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

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

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

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

Legal References:

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

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

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

Connecticut General Statutes 46a-60, et seq.

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

Policy Adopted: September 14, 2000

[LEARN](#)



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Students

BULLYING

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

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

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

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

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

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

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

For the purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. In addition, for the purposes of this policy "**Teen dating violence**" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

As part of this policy, LEARN shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. The district's Safe School Climate Plan consists of this policy as well as the

administrative regulations developed by the Executive Director to implement this policy. Such plan shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

conduct;

Prohibit bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

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

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

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

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

Policy Adopted: September 12, 2002

Revised: October 12, 2006

Revised: November 11, 2010

Revised: December 8, 2011

Revised: February 12, 2015

[LEARN](#)



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Students

SCHOOL ATTENDANCE

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

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

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

Legal Reference: Connecticut General Statutes

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

Policy revised: September 11, 1997

Revised: May 11, 2006

Revised: November 11, 2010

[LEARN](#)



PROMOTION/ACCELERATION/RETENTION

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

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

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

The achievement of the student in the present grade.

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

Recommendations and information provided by the professional staff.

The expressed desires of the parent/guardian.

Other data relevant to the decision.

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

Policy Adopted:

Revised: September 11, 1997

[LEARN](#)



EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES

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

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

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

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

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

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

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

DEFINITIONS:

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

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

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

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

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

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

"Emergency" means a situation where the continued presence of the pupil in school poses such a danger to

persons or property or such a disruption of the educational process that a hearing must be held as soon as possible after the exclusion of the pupil.

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

Legal References:

CGS, 10-233(a) – 233(f)

IDEA, 300.121(d); 300.519 – 300.529

Adopted: 9/11/97

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

[LEARN](#)



HOMEWORK

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

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

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

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

Policy adopted: November 13, 1997

[LEARN](#)



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Students

HOME TO SCHOOL COMMUNICATION

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

Policy adopted: June 11, 1998

Revised: September 9, 2010

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Students

STUDENT RECORDS: CONFIDENTIALITY

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

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

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

Adopted: November 12, 1992

Revised: March 11, 1993

[LEARN](#)



SUBSTANCE ABUSE

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

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

Policy Adopted: June 8, 1989

Policy Revised: April 12, 1990

Policy Revised: May 10, 1990

Policy Revised: September 11, 1997

[LEARN](#)



DANGEROUS WEAPONS IN THE SCHOOLS

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

Any firearm of any description

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

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

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

Any other dangerous instrument that is capable of inflicting injury.

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

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

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

Unannounced inspections of student lockers.

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

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

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

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

Legal Reference: Connecticut General Statutes

10-233a through 10-233g Student Discipline

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

Policy Adopted: September 11, 1997

[LEARN](#)



5141.10
Students

ADMINISTERING MEDICINES TO STUDENTS

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

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

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

5141.11
Students

CHILD ABUSE

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

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

LEARN



5142

Students

YOUTH SUICIDE PREVENTION AND INTERVENTION POLICY

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

Legal Reference: P.A. 89-168

Policy Adopted: 1989

5143

Students

FIELD TRIPS

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

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

All field trips planned to occur during the school day must be approved by the Program Director. Any field trips which involve overnight accommodations for students must be approved by the Executive Director. Any such approvals shall be reported to the Board of Directors prior to trips. Students may be asked to pay all or part of the expenses of field trips.

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

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

Parents or other adults may serve as chaperons.

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

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

Policy adopted:

Policy revised: September 11, 1997

Policy revised: April 10, 2003

[LEARN](#)



DO NOT RESUSCITATE ORDERS

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

Policy Adopted: June 8, 1995

[LEARN](#)



COOPERATION WITH POLICE AUTHORITIES

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

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

Statutory references:

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

Policy Adopted: September 11, 1997

[LEARN](#)



QUESTIONING OF STUDENTS BY POLICE

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

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

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

Questioning Suspect

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

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

Incident in the Community

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

Arrest on School Grounds

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

Statutory references:

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

Policy Adopted: September 11, 1997

[LEARN](#)



ON-CAMPUS RECRUITMENT

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

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

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

Policy Adopted: May 10, 2001

[LEARN](#)



5150
Students
4155
Personnel - Certified

PLEDGE OF ALLEGIANCE

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

Legal Reference: P.A. 02-119

Policy Adopted: September 12, 2002

LEARN



SEARCHES

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

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

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

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

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

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

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

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

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

Female students should be searched by female faculty members.

Male students should be searched by male faculty members.

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

Search is justified at its inception, and

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

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

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

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

Legal Reference: Public Act 94-115

Policy Adopted: November 10, 2004

[LEARN](#)



Students**STUDENT SURVEYS**

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

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

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

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

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

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

political affiliations;

mental and psychological problems potentially embarrassing to the student or the student’s family;

sexual behavior or attitudes;

illegal, antisocial, self-incriminating, and demeaning behaviors;

critical appraisals of other individuals with whom respondents have close family relationships;

legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

religious practices, affiliations, or beliefs of the student's parents/guardians; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

Annual Parental Notification

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

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

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

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

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

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

Legal Reference: Federal Family Education Rights & Privacy Act of 1974 (FFERPA)
Section 438 of General Education Provisions Act, as amended, codified at 20 U.S.C. 1232g and 1232h; and federal regulations found in 34 CFR Part 99.
PL 107-110, "No Child Left Behind Act of 2001".

Policy Adopted: December 14, 2006

[LEARN](#)



4153/4253

Personnel- Certified/Non-Certified

5154

Students

COMPUTER USE, E-MAIL, AND INTERNET POLICY

Introduction

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

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

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

What are "Computer Resources"?

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

Who is a User

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

Ownership of the Computer Resources

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

No Expectation of Privacy

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

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

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

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

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

Quality and Format of Communications

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

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

“Attorney client privilege: do not forward without permission.” Offensive Material
LEARN has complied with the Children's Internet Protection Act requirements by implementing a “Technology Protection Measure,” for all users, that is, specific technology that blocks or filters Internet access. This includes the installation of a designated server and specific software that may block or filter pre-selected sites; by word; entire categories such as chat and newsgroups or by pre-selected lists of approved sites. The measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

The filtering system shall be in addition to all other efforts and is not considered to be a foolproof approach to preventing access to materials considered inappropriate or harmful to minors. The user is advised that misuse of the Internet as it relates to visual depictions that

are obscene, child pornography, or harmful to minors, is consistent with the other components in LEARN's Computer use, E-mail and Internet Policy.

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

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

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

Prohibited Activities

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

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

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

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

Copy software for use on their home computers;

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

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

Remove software from LEARN premises;

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

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

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

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

Reverse engineer, disassemble or decompile any software.

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

Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited. Unauthorized dissemination of this information may result in civil liability.

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

Copyright

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

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

Security

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

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

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

Viruses

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into LEARN’s network. To that end, all material received on magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to LEARN’s system must be scanned for viruses and other destructive programs. Such scanning

must be performed prior to placing the material onto LEARN's computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from these computers to LEARN's network must be scanned for viruses.

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

Encryption Software

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

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

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

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

[LEARN](#)



STUDENTS WITH SPECIAL HEALTH CARE NEEDS**Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease (Diabetes)**

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

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

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

Legal Reference: Connecticut General Statutes

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

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

10-212a Administrations of medications in schools

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

10-220i Transportation of students carrying cartridge injectors

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

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

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

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

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

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

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

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

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools

Connecticut State Department of Education (2006).

Policy Adopted: October 8, 2009

Policy Revised: December 11, 2014

[LEARN](#)



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

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

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

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

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

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

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

Policy adopted: December 11, 2014

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ASSESSMENTS AND IMMUNIZATIONS

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

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

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

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

Legal Reference: Connecticut General Statutes

10-204 Vaccination

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

05 Appointment of school medical adviser

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

10-206a Free health assessments

10-208 Exemption from examination or treatment

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

10-212 School nurses

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

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

Policy adopted: December 11, 2014

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PSYCHOTROPIC DRUG USE

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

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

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

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

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

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

Policy adopted: December 11, 2014

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Students**HEALTH SCREENINGS**

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

Screenings

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

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

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

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

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

(cf. 5141.3 – Health Assessments and Immunizations)

Legal Reference: Connecticut General Statutes

10-204 Vaccination

04a Required immunizations 10-204c Immunity from liability

05 Appointment of school medical adviser

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

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

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

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

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

Policy adopted: December 11, 2014

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COMMUNICABLE/INFECTIOUS DISEASES

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

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

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

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

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities"

20 U.S.C. 1400, et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b) "Americans with Disabilities Act"

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45C.F.R. 99.

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

Professional communications between teacher or nurse and student.

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

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

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

Policy adopted: December 11, 2014

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5161

Students

STUDENT HEALTH SERVICES

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

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

10-204 Vaccination.

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

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

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

10-208 Exemption from examination or treatment.

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

10-212 School nurses and nurse practitioners.

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

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

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

Policy adopted: May 14, 2015

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5162

Students

4160/4260

Personnel-Certified/Noncertified

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

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

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

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

(cf. - 4147.1/4247.1 Bloodborne Pathogens)

Legal Reference: Connecticut General Statutes

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

Professional communications between teacher or nurse and student

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

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

Policy adopted: May 14, 2015

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STUDENT SAFETY

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

Maintaining a safe school environment.

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

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

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

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

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

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

(cf. 5141.3 - Student Health Assessments and Immunizations) (cf. 5141.21 - Administering Medications) (cf. 5141.22 - Communicable and Infectious Diseases) (cf. 6142.1 - Family Life and Sex Education) (cf. 6114 - Emergencies and Disaster Preparedness) (cf. 6114.7 - Safe Schools)

Policy adopted: May 14, 2015

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Students

HEALTH RECORDS

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

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

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

Policy adopted: May 14, 2015

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EMERGENCY CARE IN SCHOOL FOR STUDENTS

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

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

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

Legal Reference: Connecticut General Statutes

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

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

Policy adopted: May 14, 2015

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