

2018-2019
LEDYARD PUBLIC SCHOOLS
Annual Notification Manual



This handbook is intended to communicate policies, procedures, rules, and general information about Ledyard Public Schools. Its purpose is not to augment or diminish Board policy, administrative regulations, or negotiated agreements. Material contained in this handbook may be superseded by Board policy, administrative regulations or negotiated agreement.

For complete details on all LPS Policies and Regulations, [click here](#).
Printed copies are available upon request.

Ledyard Board of Education

Statement of Purpose:

The Ledyard Board of Education shall develop and maintain a complete system of public education opportunities in accordance with the law and the best interest of the students and community.

The Ledyard Board of Education believes that in our democratic society each person, without exception, is an important resource to our nation. We further believe that it is the primary function of our schools to develop this resource to the greatest extent possible.

Our schools must provide challenges and experiences which continually foster the development of students' academic competencies, interests, abilities, and attitudes. Equipped with motivation, skills, knowledge and values, individuals will be prepared to realize personal success and responsible citizenship.

The Board believes that the educational process in our schools should be supported by educators, students, parents/guardians, and the entire community, for a commitment to today's education is a commitment to society's future.

Connecticut General Statutes 10-220
Duties of Boards of Education

Ledyard Board of Education Members

Anthony Favry, Chair
Stephanie Calhoun, Secretary
Michael Brawner
Kate DiPalma-Herb
Robert Guerrero
Brittney Hedges
Jesse James
William Snyder, Jr.
Gordon Strickland

Ledyard Public Schools Vision Statement

Ledyard is a diverse and empowering community that inspires in each child a continuous love of learning, self-confidence, and commitment to excellence. The community supports each child to achieve at the highest levels and to innovate in a world of change. Our children thrive and make a lasting contribution to the community. Citizens trust, invest in, and benefit from the Ledyard Public Schools.

Our Beliefs

Relationships: We understand that education is rooted in relationships and personal connections. Each person learning and working in our schools deserves an environment of respect, dignity, and kindness. We celebrate diversity of thought, collaboration, and inclusion.

Leadership: We strive for excellence and cultivate leadership at all levels and seek the knowledge and resources necessary to create conditions for the children and staff in our system to thrive.

Collaboration: We value high quality professional learning and educator collaboration to improve student achievement. We recognize that children are best served when adults are active participants in a professional learning community across the district, openly sharing information, knowledge, and best practices.

Credibility: We build and maintain trust within the schools and community. Our decisions are informed by the needs of our students and multiple sources of data. We hold our work to the highest standard and are transparent, proactive, and accountable for our actions.

Achievement: We believe in the unlimited potential of each student. We provide rigorous and relevant learning endeavors that challenge students to reach high levels of performance.

Innovation: We foster a culture where growth and change are celebrated. We encourage creative, forward-thinking solutions and risk-taking from students and staff. We honor and develop our students' interests and passions, empowering students to ask questions and seek answers.

Enrichment: We believe enrichment experiences are critical to students' overall development.

"Believing in the unlimited potential of every student"

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www.ledyard.net

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Ledyard Schools and Principals

Ledyard High School (9-12)

24 Gallup Hill Road, Ledyard
860-464-9600
Amanda Fagan, Principal
William Turner, Assistant Principal
James Buonocore, Assistant Principal

Ledyard Middle School (7-8)

1860 Route 12, Gales Ferry
860-464-0200
Chris Pomroy, Principal
Kelly Jones, Assistant Principal

Ledyard Center School (K-6)

740 Colonel Ledyard Hwy, Ledyard
860-464-8080
Fabienne Pierre-Maxwell, Interim Principal

Gallup Hill School (K-6)

169 Gallup Hill Road, Ledyard
860-536-9477
Pam Austen, Principal

Gales Ferry School (PK-2)

1858 Route 12, Gales Ferry
860-464-7664
Anne Hogsten, Principal
Robin Lipman, Assistant Principal

Juliet W. Long School (3-6)

1854 Route 12, Gales Ferry
860-464-2780
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Robin Lipman, Assistant Principal

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Note: Policies in this manual may be annotated or abbreviated. To view complete policies and regulations, please visit the district website [here](#).

ASBESTOS NOTIFICATION

Pursuant to the regulations of the Environmental Protection Agency, Asbestos Hazardous Emergency Response Act (AHERA), the Ledyard Board of Education notifies the public annually of the asbestos activities at all schools in the Ledyard Public School District.

The activities involve monitoring known asbestos containing materials with a visual inspection every six months; providing custodial and maintenance staff in each facility with a two-hour awareness program alerting them as to any precautions where necessary; re-inspection of asbestos in the buildings by a certified asbestos management planner every three years, and updating management plans. During the summer of 2018, abatement of material occurred in the following locations:

- Ledyard Middle School: Abatement of materials as part of the Renovate as New building project at that location.
- Gallup Hill School: Abatement of materials as part of the Renovate as New building project at that location.
- Ledyard High School: Pipe fitting insulation was abated as part of bathroom plumbing repairs.

The asbestos management plan is available for public inspection at the Ledyard Board of Education.

ABSENCES AND TRUANCY

(Policy 5113)

The Ledyard Board of Education believes regular attendance at school is critical for students to master the necessary skills for academic success. Research indicates that missing an excessive number of school days, regardless of the reason, can place a child at risk of falling behind his or her peers academically. The Board of Education Policy 5113 addresses absences and truancy to identify students at risk and implement appropriate levels of intervention.

According to the Connecticut State Board of Education, "A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." According to this policy, a student who is not "in attendance" is considered absent.

Connecticut State law defines a "truant" as a child age five to eighteen years, inclusive, who is enrolled in Ledyard Public Schools and has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. Within ten (10) school days after a student's fourth (4th) unexcused absence in a month, or tenth (10th) unexcused absence in a school year, the school administration shall hold a meeting with the parent/ guardian of the student who has become truant, or with such other person having control of the truant student, to review and evaluate the reasons for the child being truant.

AUTOMATIC NOTIFICATIONS

Ledyard Public Schools uses the School Messenger System to send out notices of delays, cancellations, early dismissals or emergency situations. This communication system utilizes

voice, text and email messaging. This system may be used to disseminate other vital information in a timely manner. It is crucial that all emergency numbers are kept up to date in your child's school to ensure parents, guardians, caregivers and emergency contacts receive this important information.

BULLYING

(Policy 5131.911)

The Ledyard Board of Education promotes a secure and happy school climate that is conducive to teaching and learning and is free from threat, harassment, teen dating violence, and any type of bullying behavior.

Definitions "Bullying" means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending Ledyard Public Schools, or (2) a physical act or gesture by one or more students repeatedly directed at or referring to another student attending Ledyard Public Schools, that:

- Causes physical or emotional harm to the student or damage to the student's property;
- Places the 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 the student;
- Infringes on the rights of the 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 these characteristics.

"Cyberbullying" means any act of bullying through use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occur between two students who are currently in or who have recently been in a dating relationship.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable to providing data communication between two or more individuals, including, but not limit to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

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

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

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

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

“School employee” means: (1) a teacher, substitute teacher, school administrator, the Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by or working in Ledyard Public Schools; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students in Ledyard Public Schools pursuant to a contract with the Board.

Bullying of any form will not be tolerated in Ledyard Public Schools. The Board prohibits bullying:

- On school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by Ledyard Public Schools, or through the use of an electronic device or an electronic mobile device owned, leased or used by Ledyard Public Schools; and,
- Outside the school setting if such bullying: (1) creates a hostile environment at school for the student against whom such bullying was directed; (2) infringes on the rights of the student against whom such bullying was directed at school; or (3) substantially disrupts the education process or the orderly operation of a school.

Disciplinary Actions

Students who engage in any verified act of bullying that falls under the scope of this policy will be subject to disciplinary action up to and including suspension, expulsion and/or referral to the Ledyard Police. Additionally, any acts of cyberbullying that involve school computers or other technology may result in the loss of privileges to use such school equipment.

Safe School Climate Plan

The Board believes that a comprehensive program involving both staff and students of Ledyard Public Schools is essential to reducing incidents of bullying. To this end, the Board directs the Superintendent to promulgate such administrative rules and procedures as is necessary to implement the following Safe School Climate Plan elements in each school:

1. Enable students to anonymously report acts of bullying to school employees and require that students and their parents/guardians be notified at the beginning of each school year of the process by which students may make such reports.
2. Enable the parents/guardians of students to file written reports of suspected bullying.
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator, 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 the oral report.

4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made regarding bullying. Require that the Safe School Climate Specialist give prompt notice that the investigation has commenced to the parents or guardians of the student alleged to have committed an act or acts of bullying and to the parents or guardians of the student against whom such alleged act or acts were directed.
5. Require the Safe School Climate Specialist to review any anonymous reports of bullying, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
6. Include a prevention and intervention strategy, as outlined later in this policy, for school employees to deal with bullying.
7. Require each school to include language in student codes of conduct concerning bullying.
8. Require each school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in step 4, above. These notifications 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.
9. Require each school to 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 against whom such act was directed and the policies and procedures in place to prevent further acts of bullying. These invitations 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.
10. Require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separated and distinct from the meeting described in step 9, above, to discuss specific interventions undertaken by the school to prevent further acts of bullying.
11. Require each school to document and maintain records relating to reports and investigations of bullying in the school, maintain a list of the number of verified acts of bullying in the school, make such list available for public inspection, and annually report that number to the Department of Education in such manner as is prescribed by the Commissioner of Education.
12. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetuated bullying incidents by the same individual. Such interventions may include both counseling and discipline.
13. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying.
14. Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying.

15. Require the school Principal, or his/her designee, to notify Ledyard Police when the Principal, or his/her designee, believes that any acts of bullying constitute criminal conduct.
16. Require that, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the District's Safe School Climate Plan.
17. Require that all school employees annually complete training on (1) the prevention of and response to youth suicide, and (2) the identification and prevention of and response to bullying. This training should specifically cover District-wide and school-specific procedures regarding these topics. Additionally, all school employees shall complete the annual training provided by the Department of Education on these topics.
A copy of the entire bullying policy can be viewed on www.Ledyard.net

CANCELLATIONS, DELAYED OPENINGS AND EARLY DISMISSALS

Ledyard Public Schools uses the School Messenger System in times of delays, closings, or emergency situations. This communication system utilizes voice and email messaging. The district initiated this system to enhance communication between schools and parents to keep them informed of events in a timely manner. It is crucial that all emergency numbers are kept up to date to ensure parents, guardians, caregivers and/or emergency contacts receive this important information.

Cancellations, delays, and early dismissals will also be posted on the district website: <http://www.ledyard.net>.

Announcements will also be made on television and radio stations by 6:30 a.m. All decisions will be based on the most current weather forecasts available and observations of road conditions. If you do not see or hear Ledyard Schools mentioned, please check more than one station.

Delayed Openings-- Should there be a need to delay the opening of school, Ledyard Public Schools will open 2 hours later. For students in Grades K-12, transportation will arrive approximately 2 hours later than usual.

Early School Dismissals--It is sometimes necessary to close schools earlier than usual because of emergency situations such as storms, loss of heat, etc. Parents should discuss this possibility with their children and make contingency plans for younger children to enter their homes or go to a neighbor if no one is at home. In case of an early closing, announcements regarding dismissal times will be made by School Messenger (voice and email and posted on www.Ledyard.net) and on local television and radio stations.

In the event that an emergency early dismissal is needed, the schools will dismiss according to the schedule below:

- Pre K – refer to Ledyard Pre-School webpage
- Grades K-6 – 1:00 p.m.
- Ledyard Middle School – 12:00 p.m.
- Ledyard High School – 12:00 p.m.
- All after-school activities will be cancelled.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT, REPORTING OF

(Policy 5141.4)

All employees are obligated to report suspected child abuse, neglect, or if the child is placed in imminent risk of serious harm, to the Connecticut State Department of Children and Families Services. Recognizing its responsibilities to protect children, and in compliance with its statutory obligations, Ledyard Public Schools shall provide each employee in-service training regarding the requirements and obligations of mandated reporters. The Principal of each school in the district shall annually certify to the Superintendent that each school employee has completed the required initial training and the refresher training.

If there is ever any doubt about reporting suspected abuse or neglect, a report will be made. In all cases, the school will work with the parents and appropriate social service agencies.

COMPARABILITY OF SERVICES - TITLE 1

(Policy 6161.3)

The Board of Education believes that at all times its schools should be equally as well equipped and maintained as may be possible within existing financial limitations. It shall be the policy of the Ledyard Board of Education to insure comparability of services funded by state and local sources in both Title 1 project schools and non-project schools.

DISCRIMINATION COMPLAINT PROCEDURE

(Regulation 0521.1)

The Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origin, sex, religion, creed, marital status, sexual orientation, or mental or physical disability or any other legally recognized classification in the employment of its staff, or in the admission or access to its programs or activities. Inquiries regarding compliance may be directed to the District's Civil Rights Compliance Officer or 504 Coordinator. The Assistant Superintendent is designated as the District's Civil Rights Compliance Officer, and the 504 Coordinator is the Director of Special Services.

Any individual who feels that he/she has been unlawfully discriminated against by the Board, its employees or its agents in their performance of duties for the Board, should notify an appropriate supervisor or staff member within 30 calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the District's Civil Rights Compliance Officer or 504 Coordinator of all such claims of discrimination

Following the investigation of a complaint of unlawful discrimination at any level, corrective action will be taken as appropriate. Such action may include the discipline of any student involved, up to and including expulsion, and/or the discipline of any staff member involved, up to and including termination of employment.

DUTIES OF PARENTS

CGS, Section 10-18

All parents, and those who have the care of children, shall bring them up in some lawful and honest employment and instruct them, or cause them to be instructed, in reading, writing, spelling, English grammar, geography, arithmetic, and United States history, and in citizenship,

Including a study of the town, state, and federal governments. Each parent or other person having control of a child five (5) years of age and over and under eighteen (18) years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, or while the school is in session in which provision for the instruction of such child is made according to law, unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in studies taught in the public schools.

ELECTRONIC DEVICES

(Policy 5131.81)

The Ledyard Board of Education recognizes the need to provide student access to technological resources in support of educational programming and that the use of personal electronic devices has been shown to enhance the learning environment. The Board is also sensitive to the desires of parents who wish, for reasons of safety, to provide their children with electronic devices that can ensure direct communication before and after school hours in times of need. The possession and use of electronic devices on school grounds or at school sponsored activities is a privilege, not a right. This policy sets reasonable controls and limitations on the use of personal electronic devices in order to protect the privacy rights of individuals and to prevent interference with or disruption of the educational program. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board's policies, including but not limited to the acceptable use and student discipline policies.

For the purposes of this policy, the term "personal electronic devices" includes, but is not limited to:

- Electronic equipment designed for two-way wireless communications, including, but not limited to, mobile cellular phones, "Walkie Talkies"; portable CB radios and or portable short wave radios.
- A "beeper" or other device that is remotely activated and emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
- Portable electronic devices capable of storing, playing, transmitting and/or receiving still images, video and/or audio, including, but not limited to, personal laptops, smartphones, iPods, E-readers, cameras, video or audio tape recorders, radios, CD players, video or audio digital recorders, DVD players, MP3 players and portable electronic gaming devices.

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by or otherwise under the control of the school district.

Use of Personal Electronic Devices

- All classroom use of personal electronic devices is at the sole discretion of the teacher. Students will be able to use devices only at the time and in the manner that the teacher permits, and are not to use them in class at other times or for other uses.
- Use of personal electronic devices in non-classroom settings, including, but not limited to, the library media center, cafeteria, any board property or at school sponsored events will be permitted as long as such use does not interfere with the educational process.

Responsibility for Personal Electronic Devices

The Board assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any personal electronic device that is brought to school at any time or to any school-sponsored activity, including but not limited to those items confiscated by the staff. Furthermore, the Board shall not be liable for any data plan charges or any other costs associated with the use of private technological devices. Students are advised not to share or loan their privately owned technological devices with other students. Students shall take full responsibility for their device and shall keep it safely stored when not in use. Students are required to take home their personal electronic devices at the end of each school day.

Prohibited Uses

Use of any such device for an improper, unethical, or illegal purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, discriminatory, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;
- Taking pictures without the specific permission of the subject of the picture;
- Using a personal electronic device to violate any school rules, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by State, Federal or local law.

Photographic and Audio Devices

Photographic devices, either still image or video as well as audio devices, shall not be used in any unethical or illegal manner, including, but not limited, the following situations:

- In a locker room or restroom;
- In any classroom except under the direct supervision of a teacher;
- To photograph or record another person who has a reasonable expectation of privacy without that person's knowledge and consent (if the photographic subject is under 18 years of age or is mentally or physically impaired, then permission must be obtained from the subject's parent or guardian);
- In a way that would violate copyright law; or
- To harass, intimidate or bully another person or to invade another person's privacy.

Any image or audio recording taken using a photographic or audio recording device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image, who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright on the material appearing in that image.

Use of Laser Pointers

A "laser pointer" means a hand-held device that emits a laser light beam and is designed to be used by the operator to indicate, mark or identify a specific position, place, item or object.

Connecticut state law prohibits anyone under the age of 18 from possessing a laser pointer on school grounds or in any public place unless the laser pointer is being used for an educational or other lawful purpose and the user is under the direct supervision of a parent, legal guardian, teacher, employer or other responsible adult.

Therefore, students shall not bring a laser pointer to school and may only use one provided by the school when under the direct supervision of a staff member. Further, no person in possession of a laser pointer shall shine, point or focus the device, directly or indirectly, upon or at another person in a manner that can reasonably be expected to cause harassment, annoyance or fear or injury to such other person.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of personal electronic devices to access or utilize the Board's technology resources in an inappropriate manner or manner inconsistent with this policy will not be tolerated and will result in disciplinary action up to and including expulsion from school and/or referral to the police. In the event that a student violates this Policy or its attendant regulations, a staff member shall confiscate the personal electronic device and turn it in to the office, where it may be retrieved by the student's parent or guardian. Repeat violations of this Policy may result in the student's loss of privileges. Based on the nature of the violation, the student may be subject to disciplinary action, up to and including expulsion, and referral to the police.

Implementation and Notification

Each building Principal shall develop rules to implement and enforce this policy at the building level. Students and their parents or guardians shall be notified of this policy and any building specific regulations annually and whenever a student enrolls for the first time during the school year.

EMERGENCIES AND DISASTER PREPAREDNESS

(Policy 6114)

The Superintendent shall develop District-wide emergency procedures, known as the District Crisis Intervention School Safety Plan, and building Principals shall maintain specific building regulations and procedures for fire, bomb threats, civil defense, and other emergencies. These plans shall include specific procedures for the safe evacuation of all disabled students and staff members.

These emergency procedures shall include the requirement to train students and staff on their required actions in the event of such emergencies. Staff training shall be conducted at the beginning of each school year prior to the first day of class for students. Student training shall be completed on the first day of class in the new school year.

Each school shall hold a fire drill at least once every month during the school year in which all students, teachers and other employees shall be required to leave the school building, except that once every three (3) months a crisis response drill shall be substituted for a fire drill.

The first fire drill of the school year shall be conducted within the first week after the students start the new school year. The Superintendent, in consultation with the Ledyard Police Department and building Principals, shall develop the format of crisis response drills.

EMERGENCY RESPONSE PLAN, MILLSTONE POWER STATION

The Town of Ledyard has a comprehensive Millstone Power Station emergency response plan. Ledyard Public Schools has been given the following Millstone emergency information, which will take effect only when schools are in session.

All Ledyard schools are located outside of the Millstone Emergency Planning Zone (EPZ); however, many students reside in the EPZ. Our emergency plan calls for students who reside in the Millstone EPZ to remain at school until their parents or guardians are able to pick them up. Students who ride the bus to school and reside in neighborhoods outside of the Millstone EPZ will be bussed home. Students who walk to school and reside in neighborhoods outside the Millstone EPZ will be released to walk home. If you live outside the EPZ but believe for any reason you would not be able to return home in a timely manner to be with your child, we ask that you have a plan in place to ensure your child's safety at home until you arrive. This plan may be similar to one you have in place for early dismissal due to inclement weather.

Upon direction from the Director of Emergency Management and after other students have been bussed home, all Millstone EPZ students remaining at the elementary school buildings and at the middle school will be transported to the Ledyard High School where they will remain under our supervision. Notice will be left on the doors of the elementary schools and middle school notifying any late arriving parents or guardians of the location of the shelter to which students were transported.

Using information available at the time, the Director of Emergency Management will make any further decision about evacuation from these shelters to the State established shelter for the Town of Ledyard at the University of Connecticut in Storrs. This information will be provided through the Emergency Alerting System. You can find specific information on pages two and three of the phone book yellow pages.

If you would like additional information regarding the town's emergency response procedures, you may visit its website, www.ledyardct.org.

EQUAL OPPORTUNITY PLAN

(Policy 0521)

The Ledyard Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, intellectual disability, gender identity or expression, pregnancy, or physical disability, in District educational programs and activities including, but not limited to, course offerings, athletic programs, guidance and counseling, and tests and procedures. To the maximum extent possible, an intensive affirmative action program shall be an integral part of educational policies and programs.

The Board also reaffirms its policy of equal employment opportunity for all persons and prohibits discrimination in employment because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, intellectual disability, gender identity or expression, pregnancy, physical disability, genetic information, or status as a veteran (as defined by CGS 27-103), except in the case of a bona fide occupational qualification or need. Employment decisions shall not be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. This policy shall be relevant to every aspect of employment including, but not limited to, upgrading, demotion or transfer, recruitment and/or recruitment advertising, layoff or termination, rates of pay, other forms of compensation

including fringe benefits, employment selection, or selection for training and apprenticeships, promotion or tenure.

These statements, as applicable, shall be made available to all present and future District employees and students and shall be included in District policy handbooks.

Notification

The following statement shall be used to provide the notification of non-discrimination as required by the regulations enforced by the Office of Civil Rights of the U.S. Department of Education:

“The Ledyard Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Superintendent of Schools, 4 Blonders Boulevard, Ledyard Connecticut 06339, Telephone (860) 464-9255.

FAMILY LIFE EDUCATION

CGS, Section 10-16e

Ledyard has a comprehensive Health Education curriculum in all grades. There are nine sections, one is entitled “Family Life Education”. The purpose of this section is to develop an understanding of the family structure, the reproduction process and responsibilities of parenthood, and to develop an awareness of interpersonal relationships among family members, peers, and others.

Title 10 of the Connecticut General Statutes, Section 10-1e, specifies that students are not required to participate in family life programs within the public schools. Pursuant to 10-16e you have a right to exclude your child(ren) from those lessons. Requests for exclusion must be submitted to the school principal in writing and must specify those portions of the Family Life Education program from which you wish your child excluded. We will reassign any student who is excluded from Family Life lessons to the library/media center to work on independent study of health topics other than those specified in your exclusion request. Parents requesting reassignment will receive a calendar of these topics.

Please contact your school principal if you would like additional information.

GREEN CLEANING PROGRAM

(Policy 3524.2)

As part of the on-going commitment to provide a safe, healthy learning environment for students and staff members, the Ledyard Board of Education has implemented a “Green Cleaning Program” for all District schools and facilities, including vehicles used for student transportation.

Only environmentally preferable cleaning products that carry either the Green Seal or EcoLogo certification can be used in Ledyard Public Schools. To ensure that only appropriately certified cleaning products are used no parent, guardian, teacher or staff member may bring into any school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

HOMELESS STUDENTS

(Policy 5118.1)

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

IMMUNIZATIONS, HEALTH ASSESSMENTS, AND HEALTH SCREENING

(Policy 5141.3)

Immunizations

Proof of adequate immunization against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hemophilus influenzae type B (HiB), Hepatitis B, Varicella, and any other vaccine required by the childhood immunization schedule adopted pursuant to state law shall be required prior to enrollment in the Ledyard Public School System. All students enrolled in the Ledyard Public School System shall provide proof of adequate immunization as required by the childhood immunization schedule adopted pursuant to state law.

Health Assessment

Prior to entry into school for the first time, students shall have a complete health assessment by a legally qualified physician, advanced practice registered nurse, physician's assistant, or registered nurse who is dually qualified to perform pediatric assessments working in collaboration with a licensed physician or the school medical advisor. Each such professional performing health assessments and screenings shall sign each form, and any recommendations concerning the pupil shall be in writing.

Complete health assessments are also required for students enrolled in either grade 6 or 7, in either grade 10 or 11, and for those Ledyard students who are placed out of the school district during the year by the school district. Parents shall be notified, in writing, of the requirements of a health assessment. A health assessment done within one year prior to entry into school will be accepted if it meets Connecticut state law requirements. Students entering from out of state who have proof of a health assessment meeting Connecticut's state law requirements will be accepted.

Parents or guardians of currently enrolled students, or pupils if they are emancipated minors or 18 years of age or older, who fail to meet health assessment requirements, or who fail to submit an exemption, shall be given a thirty (30) calendar day notice, in writing, prior to the effective date of school exclusion. Failure to complete required health assessment components within this thirty (30) day grace period shall result in school exclusion. This exclusion shall be verified, in writing, by the building principal. Parents of excluded students may request, in writing, an administrative hearing of a health assessment-related exclusion with five (5) days of final exclusion notice. An administrative hearing shall be conducted and decision rendered, in writing, within fifteen (15) calendar days after receipt of the request.

Health assessments and screenings shall be reviewed by the school nurse. If a student is in need of further testing or treatment, the Superintendent of Schools will give written notice to the parent or guardian and will make reasonable efforts to assure that such further testing or treatment is

provided. Such reasonable efforts shall include a determination of whether the parent or guardian has obtained the necessary testing or treatment, and, if not, advising the parent or guardian on how such testing or treatment may be obtained.

Additional health information or an updated physical may be required if a student's health status has significantly changed or if there are known health concerns.

Health Screenings

Health screenings shall be required for all students according to the following schedule:

Vision Screening	Grades K-6, 9
Audiometric Screening	Grades K-3, 5, 8
Postural Screening	Grades 5-9

The Ledyard Public School System shall provide these screenings to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings conducted by their private physician shall be required to report screening results to the school nurse.

No student shall be required to undergo health screenings if the parent or legal guardian of such student, or the student if an emancipated minor or at least 18 years of age, notifies the teacher or administrator in charge in writing that such parent, guardian or student objects, on religious grounds, to such health screenings.

IMPLEMENTATION OF IDEA (Individuals with Disabilities Education Act)

20 USC 1400, et seq

IDEA provides that all children are entitled to a free and appropriate education in the least restrictive environment. This law has been referred to as the Bill of Rights for the Handicapped and it explains, in detail, the responsibility of all parties who are involved in the education of disabled children. A separate handbook concerning the programs and procedures for such children may be obtained by contacting the Director of Special Services, at 464-9255 x1201. All questions relating to special education may be directed to the Director of Special Services.

INTERNET, USE OF

(Policy 6141.321)

Electronic Information Resources (Internet) The Ledyard school district strongly believes in the educational value of electronic services and recognizes its potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. The district will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experiences with the Internet and its information services.

The Board of Education believes this educational opportunity also demands personal Responsibility and an understanding of the acceptable use policy for the Internet by students, parents, and staff. Violations of this policy by a student may result in disciplinary action, up to and including suspension and/or expulsion. In the case of any breach of this policy by an employee, such disciplinary action may include discharge.

It must be recognized that while the district has established acceptable use policies, there may be unacceptable material or communications that students can access due to the inability to control materials available through the Internet. The Ledyard school system does not condone access or use of such materials.

The Superintendent shall develop and promulgate an acceptable use regulation pertaining to the Internet.

INTERNET ACCEPTABLE USE: FILTERING

(Policy 6141.323)

The Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment, which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is required of all students and staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member. In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software electronic access privileges and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
3. Implementation of a system developed to filter Internet sites with content considered unacceptable for student viewing.

Filtering is only one technique used to manage student access to the Internet and encourage acceptable usage. It is not a foolproof approach to preventing access to inappropriate material.

Filtering should be used in conjunction with:

- Educating students
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on District computers/computer systems is an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters are utilized with District schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, (4) through a pre-selected list of approved sites and (5) other areas as deemed necessary.

The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.

Federal E-Rate program:

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

MIGRANT STUDENTS

(Policy 5118.2)

The Superintendent shall develop and implement a program to address the needs of migrant children in the District. This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians of migrant students an opportunity for meaningful participation in the their children's education.
6. Provide parent(s)/guardian(s) of migrant students with instruction regarding their role in improving the academic achievement of their children.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal Every Student Succeeds Act (ESSA) requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions, and assessment instruments.

NATIONAL FOOD SERVICE PROGRAM

(Policy 3542)

The Ledyard Board of Education participates in the National School Lunch Program and School Breakfast Program. Informational letters and applications for free or reduced price meals are distributed to all students after the start of each school year and whenever a student subsequently enrolls in the District during the school year. The information will include the eligibility standards,

procedures for applying for free or reduced price meals, and how appeals may be filed for a review of decisions made regarding such applications. Please call the school for further information.

NON-DISCRIMINATION

(Policy 4118.111/4218.111)

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the Ledyard Public Schools provides a Civil Rights coordinator to deal with discrimination regarding race, sex equity, and handicap. The Assistant Superintendent is the designated Civil Rights Compliance Officer or 504 Coordinator.

NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as Section 504) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Ledyard School District's education programs without discrimination based on his/her disability;
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations, modifications, and related services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;

8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense;
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child;
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office	U.S. Department of Education	Connecticut State Department of Education
Office for Civil Rights	Office for Civil Rights	Bureau of Special Education & Pupil Services
U.S. Department of Education	550 12 th Street SW	PO Box 2219
33 Arch Street, Suite 900	Washington, DC 20202-1100	Hartford, CT 06145
Boston, MA 02110-1491	Telephone: 800-421-3481	Telephone: 860-807-2030
Telephone: 617-289-0111		

PARENT INVOLVEMENT/COMMUNICATIONS

(Policy 1110.1)

Considerable evidence indicates that meaningful involvement of parents, guardians, and other caregivers in a child's education is a major factor in improving school effectiveness, the quality of education, and a child's academic success. The Ledyard Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism. Therefore, Ledyard Public Schools will promote an environment where parents, teachers, and administrators work together to ensure the success of all students. The Board is committed to the establishment of effective two-way communication between all parents/families and schools, respecting the diversity and differing needs of families.

PARENT INVOLVEMENT, TITLE I

(Policy 6172.4)

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the District will develop jointly with, agree on with and distribute to parents of children eligible to participate in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children eligible to participate in the Title I program. These meetings shall be used to provide parents with:

- Information about programs provided under Title I;
- A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified as eligible to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and

- Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

PEST MANAGEMENT

(Policy 3524.1)

The Director of Maintenance shall develop and implement an Integrated Pest Management (IPM) plan to manage structural and landscape pests, and the toxic chemicals for their control, in order to alleviate pest problems with the least possible hazard to people, property and the environment. The IPM plan shall be consistent with the model plan provided by the Commissioner of Environmental Protection under section 22a-66l of the Connecticut General Statutes (CGS).

The IPM plan procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the District shall use pesticides only after consideration of the full range of alternatives, including taking no action, based upon an analysis of environmental effects, safety, effectiveness and costs.

The staff of each school are provided with written guidelines on how the IPM plan is to be implemented, and at the beginning of each school year, and when any child transfers to a school during the school year, parents/guardians are provided with a statement that shall include a summary of the District's IPM plan for the school.

PSYCHOTROPIC DRUGS

(Policy 4118.234)

School personnel are prohibited from recommending the use of psychotropic drugs for any student. School health or mental health personnel, including school nurses or nurse practitioners as well as school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. These school health and mental health personnel may consult with such practitioner only after having obtained the prior written consent of the student's parent or guardian. Communications between and among school health, mental health, and other school personnel pertaining to a child in possible need of a recommendation for a medical evaluation shall be handled through the Planning and Placement Team (PPT) process in conformity with both state and federal special education applicable laws.

RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

(Policy 6141.2)

It is the policy of the Ledyard Board of Education that Ledyard Public Schools shall, at all times and in all ways, be neutral in the matters of religion. This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. Students enrolled in Ledyard Public Schools are not prevented by policy or rule from participating in constitutionally protected prayer.

Student absences for religious observances shall be excused. Such absences shall not prohibit

receipt of attendance-related awards nor impact student grades or participation in school events.

REPORTING TO PARENTS/GUARDIANS

(Policy 5124)

Written reports on student progress (Report Cards) will be issued in accordance with a schedule approved by the Superintendent after consultation with building Principals. Reporting dates will be determined annually and placed on the school calendar. Parents will be advised of a student's potential failure in a course or a grade and the possibility of the student repeating the grade or course no later than mid-way through a course for Ledyard High School students and mid-way through the year for students in grades K-8.

Progress Reports. Progress reports will be sent at the mid-point of a marking period for students failing or in danger of failure. In addition, progress reports should be sent to parents/guardians as needed during marking periods not only to indicate student failure but also to note deficiencies needing attention or to recognize special student achievement.

RESIDENCY

CGS 10-186

Proof of residency shall be required for all students enrolling in Ledyard Public Schools. Additionally, the Superintendent of Schools may require a student's parent or guardian to provide proof of residency whenever such status is in question. State Statute requires that the child must actually be present in the district where he/she is to be educated.

The statute also authorizes the school district to insist on a "preponderance of evidence" which proves residency. Parents and guardians who do not have a valid lease or mortgage in their name must complete a notarized affidavit which can be obtained from the Ledyard Board of Education Central Office. The owner of the property where the student lives will also be required to submit a notarized affidavit attesting there is a bona fide residence in Ledyard and the residence is not for the sole purpose of obtaining school accommodations. Parents and guardians are also required to complete a residency information form. A perjured or fraudulent statement may lead to prosecution and false statements made in order to receive educational benefits may constitute the crime of defrauding a public community, a felony under Connecticut law. Ledyard Public Schools has the right, and will seek payment of tuition if a child is ultimately found ineligible for school privileges per Connecticut General Statute 10-186(b)(2) and (4).

SCHOOL DAY (OBSERVANCES)

(Policy 6112)

Each day during morning opening exercises, an opportunity will be provided for students to recite the Pledge of Allegiance. If, for some personal philosophy or belief, a student has made the personal decision not to salute the flag, he/she may choose to remain seated and silent. All students must be courteous and respectful of the beliefs of others.

Building Principals will also provide the opportunity for students and teachers to observe a brief period of silent meditation at the beginning of each school day.

SEARCH AND SEIZURE

(Policy 5145.12)

The right to inspect desks, school lockers and other storage spaces assigned to students may be exercised by school officials to safeguard students and their property, school employees, and school property with reasonable care for the Fourth Amendment rights of students. The exercise of this right to inspect desks, school lockers and other storage spaces also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator or teacher may search a student's desk, locker or assigned storage space under three conditions:

1. There is reason to believe that the student's desk, locker or other assigned storage space contains contraband material.
2. The reasonable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that Board policy allows desks, lockers or other assigned storage spaces 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 Dogs for Searches on School Property

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

SEXUAL AND OTHER FORMS OF HARASSMENT

(Policy 5145.5)

Sexual harassment or any other form of harassment based on protected class status (including, but not limited to race, sex, color, national origin, religion, or disability) will not be tolerated in the Ledyard School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. Students who engage in harassment will be subject to discipline, up to and including expulsion.

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

SMOKING, TOBACCO USAGE AND POSSESSION OF MARIJUANA PROHIBITED

(Policy 1331)

In accordance with Connecticut General Statute (CGS) 19a-342, the Ledyard Board of Education prohibits any student, District employee or other person from smoking or using tobacco in school buildings or other facilities controlled by the Board, on school property, in

school vehicles, or at any school-related event at any time, regardless of whether or not students are present.

For the purpose of this policy, “use of tobacco” shall mean all uses of tobacco, including but not limited to, cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products.

Although possession and use of marijuana for certain medical conditions, consistent with Connecticut’s Public Act 12-55, “An Act Concerning the Palliative Use of Marijuana,” is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Safe and Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited in school buildings, on school property, in school vehicles, or at any school-related event at any time, regardless of whether or not students are present.

STUDENT RECORDS; CONFIDENTIALITY

(Policy 5125)

The Ledyard Board of Education recognizes the legal requirement to maintain the confidentiality of educational records in accordance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Safeguards shall be established by the school administration to protect the student and the student’s family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Schools will provide release of records without parent consent to the next school a student intends to enroll.

STUDENT SURVEYS

(Policy 5145.13)

The Superintendent’s approval is required for all surveys generated within the District that deal with the Restricted Sensitive Subject Areas or the collection of personal information as defined in this policy. The Board’s approval is required for all survey requests submitted by parties outside the District.

When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey. Survey responses will not be used in any identifying manner. Respondents will not be required to list personally identifiable data in their responses.

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning the following restricted sensitive subject areas without the prior written consent of either the student (if the student is an adult or legally emancipated minor) or the student’s parents/guardians:

- Political affiliations or beliefs of the student or the student's parent/guardian;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally recognized privileged relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

A student's parent/guardian has the right to inspect, upon their written request, any survey created by a third party before the survey is administered or distributed by a school to a student. Such requests must be submitted in writing to the building administrator at least two weeks prior to the planned administration date for the survey.

A student's parent/guardian has the right to inspect, upon their written request, any instrument used in the collection of personal information from students, for which the collection, disclosure, or use of such personal information is for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to a student. Such requests must be submitted in writing to the building administrator at least two weeks prior to the planned date for collecting the student's personal information.

Written requests for inspection of materials which are received less than two weeks prior to the planned administration date of a survey or collection of personal information shall be honored. However, in such cases, the distribution of the survey and/or the collection of personal information shall not be delayed pending the inspection by the parent/guardian.

SUSPENSION, EXPULSION AND DUE PROCESS

(Policy 5114)

It is the goal of the Ledyard Board of Education to ensure the safety and welfare of all students and to maintain an atmosphere conducive to learning. Students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct occurring on school grounds, in vehicles used for student transportation, or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

Students also may be disciplined for conduct that occurs off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. Please refer to the full policy (5114) posted on the district website at Ledyard.net.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Elementary and Secondary Education Act

In accordance with federal law, any parent may request information regarding the professional qualifications of their children's classroom teachers and paraprofessionals. Please contact the Principal's office for this information.

TITLE IX

In compliance with State regulations, Ledyard Public Schools provides a coordinator for Title VII, Title IX and Section 504 to deal with discrimination of race, gender equity and handicap. The Assistant Superintendent is the coordinator and can be reached at 860-464-9255.

TRANSPORTATION SAFETY COMPLAINTS AND REPORTING

(Policy 3541.5)

All complaints concerning school transportation safety shall be reported to the Business Manager. The Business Manager shall maintain a written record of all complaints received regarding transportation safety and shall investigate the issues in a timely manner. The Business Manager shall inform the Superintendent of transportation safety issues and the manner in which they are resolved.

VIDEO SURVEILLANCE

(Policy 5131.11)

Ledyard Public Schools employs the use of electronic monitoring for safety/security purposes including, but not limited to, the use of video cameras in its transportation vehicles, on school grounds and on District property.

Video recordings may only be accessed or viewed by district administration or with permission of the Superintendent.