

2023-2024

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 Material contained in this handbook may be superseded by Board policy, administrative regulations or negotiated agreement.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 of this handbook 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  
Kate DiPalma-Herb, Vice Chair  
Michael Brawner  
Brandon Graber  
Mary Harris  
Joanne Kelley  
Steve Munger  
Alex Rode  
Laurel Wiers

## **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"*

**LEDYARD PUBLIC SCHOOLS**  
4 Blonders Boulevard, Ledyard, CT 06339  
[www.ledyard.net](http://www.ledyard.net)

**Central Office Staff**

Superintendent of Schools

Jason Hartling  
860-464-9255

Assistant Superintendent of Schools

Anne Hogsten  
860-464-9255

Director of Finance and Human Capital

860-464-9255

Director of Facilities

Wayne Donaldson  
860-464-9255

Director of Student Services

Jodi Davis  
860-464-9255

Director of Operations

Michael Fusaro  
860-464-9255

**Ledyard Schools and Administration**

Ledyard High School (9-12)

24 Gallup Hill Road, Ledyard  
860-464-9600

*Amanda Fagan, Principal*  
*William Turner, Assistant Principal*  
*James Buonocore, Assistant Principal*  
*Cheryl Biekert, Student Services Coordinator*

Ledyard Middle School (6-8)

1860 Route 12, Gales Ferry  
860-464-0200

*Ryan Earley, Principal*  
*Kelly Jones, Assistant Principal*  
*Erin Arcangel, Student Services Department Head*

Gales Ferry School (K-2)

1858 Route 12, Gales Ferry  
860-464-7664

*Mark Westkott, Principal*  
*Andrea Flynn, Assistant Principal*  
*Laura Luna, Student Services Administrator*

Juliet W. Long School (3-5)

1854 Route 12, Gales Ferry  
860-464-2780

*Mark Westkott, Principal*  
*Andrea Flynn, Assistant Principal*  
*Laura Luna, Student Services Administrator*

Gallup Hill School (PreK-5)

169 Gallup Hill Road, Ledyard  
860-536-9477

*Lisa Hunter, Principal*  
*Rebecca Swanson, Assistant Principal*  
*Shari Ternowchek, Student Services Administrator*

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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 HAZARD EMERGENCY RESPONSE ACT (AHERA)**

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. 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 that regular attendance at school is critical to students being able to master the necessary skills for academic success in Ledyard Public Schools. 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 goal of this policy is to identify those students at risk based on their absenteeism and implement appropriate levels of intervention.

Connecticut State Board of Education policy states that, “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. Studies have shown that students who are truant are in danger of having significant difficulty in making the same academic progress as their peers who regularly attend school.

## **AUTOMATIC NOTIFICATIONS**

Ledyard Public Schools uses the SchoolMessenger 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. “**Bullying**” means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or
- C. infringes on the rights and opportunities of an individual at 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. The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.

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

- o 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
- o 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.

**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 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 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. The parents will receive the results of the investigation both verbally and by electronic mail, and parents/guardians shall be referred to the “plain language” explanation of the rights and remedies posted on the district’s website.
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 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.

### **CANCELLATIONS, DELAYED OPENINGS AND EARLY DISMISSALS**

Ledyard Public Schools uses the School Messenger System for delays, closings, or emergency situations. This communication system utilizes voice, email messaging and opt-in text 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>.

All decisions will be based on the most current weather forecasts available and observations of road conditions.

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, posted on [www.ledyard.net](http://www.ledyard.net)).

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-5 – 1:00 p.m.
- Ledyard Middle School – 12:00 p.m.

- Ledyard High School – 12:00 p.m.
- All after-school activities will be canceled
- 

### **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. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

### **COMPARABILITY OF SERVICES - TITLE 1 (Policy 6161.3)**

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are equitable. Teachers, administrators and other staff shall be assigned to schools in a manner that ensures equity among the District's Schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures appropriate programming in the District's schools. It shall be the policy of the Board of Education to ensure comparability of services funded by state and local sources in both Title I project schools and non-project schools.

### **DISCRIMINATION COMPLAINT PROCEDURE (Regulation 0521.1)**

The Ledyard Board of Education does not knowingly condone unlawful discrimination in the admission or access to its programs or activities, and/or in the employment of staff. Inquiries regarding compliance may be directed to the District's Civil Rights Compliance Officer.

The Assistant Superintendent, Anne Hogsten [Ahogsten@ledyard.net](mailto:Ahogsten@ledyard.net), is designated as the District's Civil Rights Compliance Officer, and the 504 Coordinator is the Director of Student Services.

The objective of the process is to resolve, at the lowest possible administrative level, equitable solutions to allegations of unlawful discrimination. Proceedings conducted pursuant to this policy and associated regulations shall be kept as informal as may be appropriate, and confidential insofar as possible under the law while still conducting a thorough investigation.

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.

Any person may file a complaint of unlawful discrimination by the Board, its employees or its agents in their performance of duties for the Board, with the Office for Civil Rights.

## **DUTIES OF PARENTS (CGS, Section 10-184)**

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 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.

- 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.

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.

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.

**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, intruders, civil defense, natural disasters, 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 emergency response plan. Ledyard Public Schools has been provided Millstone emergency information, which will take effect only when schools are in session and will be communicated via SchoolMessenger. Please keep your contact information updated with your student/s school/s at all times.

All Ledyard schools are located outside of the Millstone Emergency Planning Zone (EPZ); however, many students reside inside 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 bused home. Students who walk to school and reside 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 other unplanned school closures such as early dismissal due to inclement weather.

In coordination with the Director of Emergency Management and after other students have been bused home, all Millstone EPZ students remaining at the elementary school buildings and at the middle school will be transported to Ledyard High School where they will remain under our supervision. In addition to SchoolMessenger notifications, information will be left on the doors of the elementary schools and middle school notifying any late arriving parents or guardians of the location to which students were transported.

Using information available at the time, the Director of Emergency Management will make any further decisions about evacuation from these shelters to the State established shelter for the Town of Ledyard at the University of Connecticut in Storrs. This information and additional Ledyard Emergency Alerting System information can be found [here](#).

If you would like additional information regarding the town's emergency response procedures, you may visit its website, <https://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, 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.

### **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.

### **GRADUATION REQUIREMENTS (Policy 6146)**

Only those students who have earned the appropriate number and distribution of credits and have successfully participated in the required Statewide mastery examinations shall receive a diploma from Ledyard High School.

At the beginning of the school year, requirements to graduate from Ledyard High School shall be published in the Parent/Student Handbook and/or online. Notification shall be given whenever there is a significant change to this policy or to any of the graduation requirements.

### **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.

## **HARASSMENT, SEXUAL AND OTHER FORMS OF (Policy 4118.112)**

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. Employees or students who engage in harassment will be subject to discipline, up to and including expulsion for students and termination for employees.

Anyone who believes that they have been subjected to harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken. In the absence of a victim's complaint, administration, upon learning of, or having reason to suspect, the occurrence of misconduct, will ensure that an investigation is promptly commenced.

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 an employee's employment.

Any person who believes that they have been subjected to sexual or other forms of harassment should submit a written complaint to the building-level Title IX Coordinator. If the building-level Title IX Coordinator is the alleged harasser, the complaint should be forwarded directly to the District Title IX Coordinator. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the building-level Title IX Coordinator, guidance office, online and from the District Title IX Coordinator. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Those who make an oral complaint of harassment to personnel will meet with the building-level Title IX Coordinator who will explain the complaint process, share the availability of supportive measures, and offer the option for an informal resolution process if applicable. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. All complaints are to be forwarded immediately to the building-level Title IX Coordinator unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the District Title IX Coordinator.

## **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, English as a Second Language (ESL), health services and food and nutrition programs.



## **IMMUNIZATIONS, HEALTH ASSESSMENTS, AND HEALTH SCREENING (Policy 5141.3)**

### **Immunizations**

Proof of adequate immunization against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Haemophilus Influenzae type B (Hib), Hepatitis B, Varicella (Chicken pox), Hepatitis A, Pneumococcal disease, Meningococcal disease (Meningitis), and any other vaccine required by the childhood and adolescent immunization schedules promulgated by the Commissioner of Public Health shall be required prior to a school-aged child enrolling in the Ledyard Public School System.

### **Health Assessment**

A complete health assessment is required: (1) when initially enrolling in Ledyard Public Schools; and (2) for enrolled students when entering grade six and grade nine. Additionally, an updated health assessment, either full or partial as appropriate, may be required if a student's health status has significantly changed or if there are known health concerns.

The health assessment shall include:

1. A physical examination which shall include hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include, but not be limited to, asthma;
2. An updating of immunizations as required by the immunization schedules promulgated by the Commissioner of Public Health;
3. Vision, hearing, speech and gross dental screenings when initially enrolling in Ledyard Public Schools;
4. Vision, hearing, postural and gross dental screenings in grade six and grade nine; and
5. Such other information, including health and developmental history, as the medical professional completing the health assessment feels is necessary and appropriate. Under specific circumstances, the health assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia, and blood lead levels.

The District shall provide the opportunity for all students whose parents or guardian meet the eligibility requirements for free and reduced-price meals under the National School Lunch Program or for free milk under the Special Milk Program to receive at no charge the health assessments required by this policy.

CGS section 10-206 allows the Board to exclude from school any child who fails to obtain the health assessments required by this policy. Parents or guardians of currently enrolled students, or the students if they are emancipated minors or are eighteen (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 the required health assessment components within this thirty (30) day grace period shall result in school exclusion.

### **IMPLEMENTATION OF IDEA (Individuals with Disabilities Education Act)**

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 Student Services, at 860-464-9255 x1201. All questions relating to special education may be directed to the Director of Student Services.

### **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.

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.

#### **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.

### **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. Applications are also available online at ledyard.net under the food service section. The information includes 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 our Central Office at 860-464-9255 for further information.

## **(NON-DISCRIMINATION) COMPLAINTS OF DISCRIMINATION OR HARASSMENT (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 Officer/Title IX Officer to deal with discrimination regarding race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law. The Assistant Superintendent is the designated Civil Rights Compliance Officer/Title IX 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 are not required to receive services under Section 504.

## **ON-CAMPUS RECRUITMENT (Policy 5145.14)**

Subject to the provisions of Connecticut General Statutes 1-210(b)(11), the Ledyard High School administration shall provide the same directory information and on-campus recruiting opportunities to representatives of the Armed Forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

## **PARENT INVOLVEMENT/COMMUNICATIONS (Policy 1110.1)**

The Ledyard Board of Education believes that closer connections of parents and others responsible for the home care of the children within our schools can result in enhanced academic performance, improved behavior, and regular attendance. Therefore, Ledyard Public Schools will promote an environment in which parents are valued as primary influences in their children's lives and are essential partners in the education of their children.

Teachers, parents and administrators must work together to ensure the success of all students and communication is the key component in this collaboration. The Board commits to fostering ongoing

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.

### **PEST MANAGEMENT (Policy 3524.1)**

The Director of Facilities 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)**

All Ledyard Public School personnel are prohibited from recommending or suggesting the use of psychotropic drugs for any student enrolled in the district. 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 practitioners 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.

### **REPORTING TO PARENTS/GUARDIANS (Policy 5124)**

Written reports on student progress 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 individual 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 in accordance with Policy 5123 and the associated Regulation.

Progress Reports will be provided at the midpoint of a marking period for students failing or in danger of failure. Additional progress reports should be provided to parents/guardians as needed, 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. 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.

### **SMOKING, TOBACCO USAGE AND POSSESSION OF MARIJUANA (Policy 1331)**

In accordance with Connecticut General Statute (CGS) 19a-342 and for health concerns, the Ledyard Board of Education prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, and all school property, both inside and outside and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery devices (e-cigarettes) or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. All electronic or vapor style products are prohibited regardless of contents.

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 or vapor products containing a controlled substance 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.

### **SPECIAL EDUCATION PROGRAM (Policy 6159)**

The Board shall provide a free, appropriate education for each resident-eligible student between the ages of 3 and 21 requiring special education and related services. The Board shall provide special education and related services in accordance with the requirements of state and federal statutes and regulations.

### **STATEWIDE MASTERY EXAMINATIONS (Policy 6146.2)**

Each student enrolled in grades three to eight, inclusive, and grade eleven shall annually take a state-wide mastery examination in reading, writing and mathematics.

Each student enrolled in grade five, eight, and eleven shall annually take a state-wide mastery examination in science.

The mastery examinations shall be provided by and administered under the supervision of the State Board of Education.

Special education students shall participate in the mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education. English learners shall be tested in all content areas which are assessed with the statewide assessments in reading, math, and science, regardless of the amount of time they have spent in a U.S. school.

### **STUDENT NUTRITION AND PHYSICAL ACTIVITY (School Wellness) (Policy 6142.101)**

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010.

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

### **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 6162.51)**

The Ledyard Board of Education recognizes that student surveys can be a valuable resource for schools and communities in determining student needs for educational services. Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes.

Such purposes may include, but are not limited to: the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. Administrative approval is required for surveys.

Parents shall have the right to inspect all instructional materials that will be used for a survey, analysis, or evaluation as part of a federal program. Overall survey results must be shared with all parties who request such information.

## **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](http://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.

## **TECHNOLOGY AND INSTRUCTION (Policy 6141.321)**

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. 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.

## **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 Director of Operations. The Director of Operations shall maintain a written record of all complaints received regarding transportation safety and shall investigate the issues in a timely manner. The Director 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.