

**LEDYARD PUBLIC SCHOOLS**  
**POLICIES – REGULATIONS – STATUTES**  
**HANDBOOK**

**2011 - 2012**

Gales Ferry School

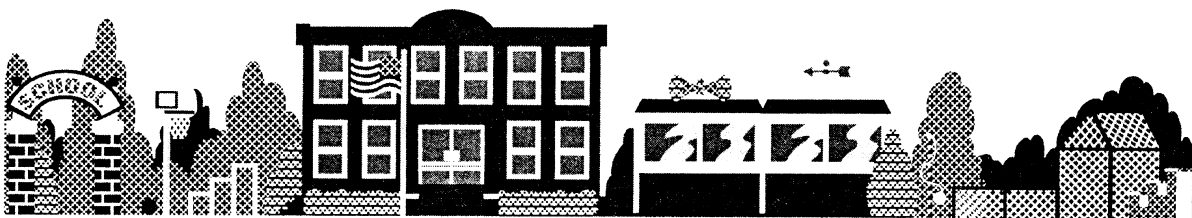
Gallup Hill School

Juliet W. Long School

Ledyard Center School

Ledyard Middle School

Ledyard High School



**LEDYARD PUBLIC SCHOOLS**  
4 Blonder Boulevard, Ledyard, CT 06339  
860 464-9255      www.ledyard.net

**Mission Statement**

*The mission of the Ledyard Public Schools is to ensure a culture of excellence that maximizes student achievement, develops skills for life-long learning, and prepares students to be productive and responsible citizens in a global society*

**Central Office Administration**

**Michael H. Graner, Superintendent of Schools**  
**Cathy L. Patterson, Assistant Superintendent**  
**William E. Merrill, Business Manager**

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Dear Parent/Guardian,

Welcome to our schools as we begin the new year! Please review this handbook on policies, regulations, and statutes, which will help explain your rights and responsibilities as a member of the Ledyard education community. This handbook provides a great deal of useful information, and I suggest that you also review it with your child.

The schools operate in accordance with various federal and state laws, as well as Board of Education policies. All of the documents are designed to ensure that students get the best possible education in a safe and orderly learning environment. Also, all Ledyard Board of Education policies and regulations are available on our website, [www.ledyard.net](http://www.ledyard.net). Select "Board of Education" and "Policy Manual".

Working hand-in-hand with parents and students, the staff of Ledyard Public Schools is committed to assisting each child achieve his/her maximum potential. I am looking forward to the year with genuine anticipation.

**Please sign the Signature Form on page 50 of this handbook and have your child return the form by WEDNESDAY, SEPTEMBER 7, to his/her classroom/homeroom/ morning meeting teacher indicating that you have received and read a copy of the handbook.**

Sincerely,



Michael H. Graner, Ph.D.  
Superintendent of Schools

***If your child enrolls after the beginning of the school year, please return this page within two weeks of registration.***

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## **0521—Equal Opportunity Plan Policy**

The President and the Congress of the United States, and the State of Connecticut, have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also the federal government and the State of Connecticut have enacted and enforced laws on equal employment and equal educational opportunities.

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, gender, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, 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, gender, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, 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 shall be made available to all present and future employees and students and shall be included in District policy handbooks.

**Policy adopted: July 6, 2005**

### **0521.1-Discrimination Complaint Regulation**

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. They may be contacted at:

Ledyard Public Schools

4 Blonder Avenue

Ledyard, CT 06339

Telephone #: (860) 464-9255

Fax #: (860) 464-8589

#### **Definitions**

A "complaint" is a claim by an individual or group of individuals of unlawful discrimination by the Board, its employees or its agents in their performance of duties for the Board.

A complaint should include the complainant's name, the date of the complaint, the date of the alleged discrimination, the names of the individuals allegedly guilty of the discrimination, and a statement of the circumstances constituting the discrimination.

"Complainant or complainants" means the person or persons making the claim.

The term "days" shall, except when otherwise indicated, mean days on which the Board's offices are open for business.

#### **Purpose**

The purpose of this procedure is to resolve, at the lowest possible administrative level, equitable solutions to allegations of unlawful discrimination.

Proceedings conducted pursuant to this policy shall be kept as informal as may be appropriate, and confidential insofar as possible under the law and while still conducting an effective and thorough investigation.

Nothing herein contained shall be construed as limiting the right of an individual with a concern relating to discrimination from discussing the matter informally with any appropriate member of the administration in an attempt to resolve the issue.

## **Time Limits**

Since it is important that complaints of discrimination be resolved as efficiently as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended, if appropriate by the administration based upon the circumstances.

## **Informal Procedure**

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, unless the compliance officer is the alleged perpetrator, in which case the Superintendent of Schools shall be notified.

The supervisor or staff member shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the allegations.
4. Dates of the alleged discrimination.

A supervisor or staff member notified of a claim of discrimination shall review and explain the complaint procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case more than ten (10) days from the time the notice of the claim of discrimination was received. The nature and scope of the investigation will depend upon the allegation. Every reasonable attempt shall be made to seek a solution and to resolve the alleged discrimination at this level.

## **Formal Procedure**

### Level One – School Principal

If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal complaint in writing to the school principal or his/her designee.

The principal or his/her designee shall investigate the complaint and render a decision and the reasons therefore in writing to the complainant within ten (10) days. A copy of the decision shall be provided to the District's Civil Rights Compliance Officer or 504 Coordinator. If the principal is the alleged perpetrator, level one may be skipped.

### Level Two – Civil Rights Compliance Officer or 504 Coordinator

If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) days after presentation of the complaint in writing to the principal, the complainant may file a written appeal with the District's Civil Rights Compliance Officer or 504 Coordinator within five (5) days of the earlier of the principal's decision or ten (10) days after filing the complaint with the principal.

Within ten (10) days after receipt of the complaint, the District's Civil Rights Compliance Officer, or 504 Coordinator, or his/her designee shall meet with the complainant for the purpose of resolving the grievance. The Civil Rights Compliance Officer or 504 Coordinator shall within ten (10) days of the meeting render a decision and the reasons therefore in writing to the complainant.

If the Civil Rights Compliance Officer or 504 Coordinator is the alleged perpetrator, the level two appeal shall be made to the Superintendent of Schools.

### Level Three – Board of Education

If the complainant is not satisfied with the disposition of the complaint at Level Two, or if no decision has been rendered within ten (10) days after the meeting with the Civil Rights Compliance Officer or 504 Coordinator, the person may appeal to the Board of Education within five (5) days of the earlier of the Civil Rights Compliance Officer's or 504 Coordinator's decision or ten (10) days after filing the complaint with the Civil Rights Compliance Officer or 504 Coordinator. The appeal shall include a copy of the complaint filed at each level, a copy of each decision rendered, and a proposed resolution. It is within the Board's discretion to determine whether to hold a meeting to hear the appeal.

## **General Provisions**

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, Washington, D.C.

## **Regulation revised: 11/2/09 (change of address only)**

*U.S. Department of Education, Office for Civil Rights is 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921; telephone # 617 289-0111; ocr.boston@ed.gov*

## 1112.5—News Media Access Policy

The Ledyard Board of Education recognizes the important role the news media serves in reporting information about the District's program, services and activities. Therefore, the District will make every reasonable effort to provide news media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. News media personnel may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and District goals.

News media representatives shall be required to report to the school administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Parental Permission--Parents who do not want their student interviewed, photographed or videotaped by the news media shall inform the building administrator in writing regarding such decision. Permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published. Information obtained by news media representatives directly from students does not require parental approval prior to publication by the news media. Parents who do not want their student interviewed or photographed by the news media should direct their student accordingly.

Protection of Student Privacy Rights--District employees may release student information to the news media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Notification--Parents will be advised of the District's policy on news media access to students at the time of the student's registration and each Fall in the student/parent handbook. Building administrators shall inform the Superintendent any time news media personnel are present at the schools; such notification shall include the stated purpose of the news media visit.

**Policy adopted: August 2005**

## 1331—Tobacco Free Environment Policy

Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States. Public schools have a responsibility to help prevent tobacco use for the sake of students' and staff members' health and the wellbeing of their families. Research conclusively proves that:

- Regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes, and premature death;
- Second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
- Nicotine is a powerfully addictive substance;
- Tobacco use most often begins during childhood or adolescence;
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult; and
- Many young tobacco users will die an early, preventable death because of their decision to use tobacco.

Additional reasons why schools need to strongly discourage tobacco use are that:

- The purchase and possession of tobacco products is illegal for persons under age 18;
- Use of tobacco interferes with students' attendance and learning;
- Smoking is a fire safety issue for schools; and
- Use of spit tobacco is a health and sanitation issue.

For the purposes of this policy, "**tobacco**" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi or clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

**Tobacco Use Prohibited**--It is the policy of the Ledyard Board of Education that no student, staff member, or member of the public is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the Ledyard Public Schools;
- On school grounds, athletic grounds, or parking lots; or
- At any school-sponsored event off campus.

In addition, no student is permitted to possess a tobacco product under any of the situations delineated above.

No student may leave the school campus during breaks in the school day to use a tobacco product. Signs to this effect will be posted at appropriate locations.

Tobacco Promotion--Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

Notice--The Superintendent shall notify students, families, education personnel, and school visitors of the tobacco-free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means. "No Smoking" signs, meeting the requirements of Connecticut General Statute Section 19a-342, shall be posted at the entrances to all facilities under the control of the Board.

Assistance to Overcome Tobacco Addiction--An ongoing program of student and staff support and counseling will be offered to provide support for students and staff members who wish to overcome tobacco addiction. The program shall include referrals to appropriate community resources and programs. Attendance or completion of a tobacco-use cessation program shall not be mandatory for anyone or used as a penalty. However, attendance or completion of a tobacco-use cessation program may be allowed as a voluntary substitute for other disciplinary action as delineated by Board policy for possession or use of tobacco.

Enforcement--It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition. Any tobacco product found in the possession of a minor student shall be confiscated by staff and discarded. Students and employees also may be subject to germane sanctions as determined by school policy, including disciplinary action. All school staff shall participate in training on the correct and fair enforcement of tobacco-free policies.

At the Superintendent's discretion, exceptions may be made to this policy regarding tobacco use outside school facilities when students or other children are not present.

**Policy Revised: August 2005**

## **3518--Pest Management/Pesticide Application Procedure**

The Ledyard Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms, which interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using District buildings and grounds.

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-661 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.

### **Definitions**

- "**Integrated pest management**" means the use of all available pest control techniques, including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the overall use of pesticides.
- "**Pesticide**" means a fungicide used on plants, an insecticide, a herbicide or rodenticide but does not mean a sanitizer, disinfectant, anti-microbial agent or a pesticide bait.
- A "**certified pesticide applicator**" is a person who has obtained either (1) supervisory certification under CGS section 22a-54 or (2) operational certification under CGS section 22a-54 and is working under the direct supervision of a supervisory pesticide applicator.
- "**Lawn care pesticide**" means a pesticide registered by the United States Environmental Protection Agency (EPA) and labeled pursuant to the federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden and ornamental sites or areas.
- "**Restricted use pesticides**," as classified by the EPA or the Connecticut Department of Environmental Protection (DEP), are those pesticides which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment. Restricted use pesticides shall only be applied by a certified pesticide applicator.

### **Notification of IPM Plan**

The Superintendent shall ensure that:

- At the beginning of each school year, 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.

The staff and parent/guardian notifications shall (1) indicate that they may register for prior notice of pesticide applications to be made at the school and (2) describe the procedures for notification in the event an emergency application of a pesticide is required.

A notice of any modifications to the IPM plan shall be sent to any person who has registered for prior notice of pesticide application.

### **Notification of Pesticide Application**

- Notices of planned pesticide applications shall be posted in designated areas at the affected school at least forty-eight (48) hours prior to the application.
- The building Principal, or his/her designee, shall ensure that all notifications regarding pesticide application are provided, by any means practicable, to those persons who have registered for prior notice of pesticide application on or before the day that any application of pesticide is to take place at a school.
- Notifications of pesticide applications shall include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on the school property, (3) the date of the application, and (4) the name of the school administrator, or a designee, who may be contacted for further information.

### **Records of Pesticide Application**

A copy of the record of each pesticide application at a school shall be maintained at the school for a period of five years. Such records shall include the information required under CGS section 22a-66a (i.e., a copy of that portion of the pesticide label which states the product name and registration number, the manufacturer, the active ingredients, the signal word, an emergency phone number, if listed, and any precautionary statements, including statements on environmental hazards, human and animal hazards, emergency treatment and re-entry).

### **Limitations on Pesticide Use**

- All pesticide use on school grounds or in school building shall be in accordance with the District's IPM plan.
- Pesticides shall normally only be applied on school grounds or within any school building by a certified pesticide applicator.
- Staff and students may use pesticides, with the exception of restricted use pesticides, at Ledyard High School as part of the approved Agri-Science program. However, such use shall be limited to the minimum necessary to accomplish curricular objectives. Agri-Science staff members shall ensure that students are informed of and observe all safety precautions regarding the handling, use and storage of pesticides.
- Appropriately trained staff members may apply pesticides in an emergency situation to eliminate an immediate threat to human health, as determined by the Superintendent or his/her designee, and where it is impractical to obtain the services of a certified pesticide applicator, provided such situation does not involve a restricted use pesticide.
- Starting July 1, 2009, lawn care pesticides shall only be used on the playing fields and playgrounds of District elementary schools and Ledyard Middle School in an emergency situation to eliminate an immediate threat to human health, as determined by the Superintendent or his/her designee.
- No application of pesticide may be made in any building or on the grounds of any school during regular school hours or during planned activities at any school except that an emergency application may be made to eliminate an immediate threat to human health if (1) it is necessary to make the application during such a period and (2) such emergency application does not involve a restricted use pesticide. In such cases, staff and students shall be prohibited from entering an area of such application until it is safe to do so according to the provisions on the pesticide label.

### **Responsibilities**

Each building Principal shall:

- Ensure that a registry is maintained of all staff members and parents/guardians who have requested prior notice of pesticide applications at the school.
- Ensure that all notifications regarding pesticide applications at the school are provided as required.
- Ensure that sanitary measures are enforced and that the school building is regularly cleaned and maintained in good repair in order to prevent pest infestations and minimize the need for the use of pesticides.

The Director of Maintenance shall:

- Develop and implement an IPM plan that is consistent with the model plan provided by the Commissioner of Environmental Protection under section 22a-661 of the CGS.
- Ensure that all District employees who use chemicals to control a pest problem, including Agri-Science staff, are trained on the requirements of this policy and the IPM plan and are instructed on the necessity to observe and follow all precautions and application procedures listed on the pesticide label.
- Ensure that pesticides are stored in a secure site not accessible to students or unauthorized staff and that such storage, and any pesticide disposal, is in accordance with the directions on the pesticide container's label.
- Notify the Superintendent and building Principal of planned pesticide applications.
- Direct and supervise all IPM procedures to be carried out by District employees and/or pest control contractors.
- Maintain a copy of the record of each pesticide application made at all District schools.

**Policy Revised: October 3, 2007**

## **3541.5–Transportation Complaints**

All complaints concerning school transportation safety shall be made to the Business Manager. The Business Manager shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. The Business Manager shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

**Policy adopted: November 1, 1989**

### **Memorandum**

TO: Parents/Guardians  
FROM: Director of Maintenance  
DATE: August 2011  
RE: Notification of Ledyard Public Schools Asbestos Activities

Pursuant to the regulations of the Environmental Protection Agency Asbestos Hazardous Emergency Response Act (AHERA), the Ledyard Board of Education is notifying you of the asbestos activities at all of the schools in the Ledyard Public School System.

The activities involve monitoring the asbestos containing materials with a visual inspection every six months, providing the custodian and maintenance people in each facility with a two hour awareness program, alerting them as to any precautions where necessary. In addition, every three years Ledyard Public Schools will reinspect for asbestos in the building and update its management plans.

The asbestos management plan is available for public inspection at the following location:

Ledyard Board of Education  
4 Blonder Boulevard  
Ledyard, Connecticut 06339

## **4118.234--Psychotropic Drugs**

School personnel are prohibited from recommending the use of psychotropic drugs for any student. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs.

A “psychotropic drug” means prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression, and thought disorders, and includes, but is not limited to stimulant medication and antidepressants.

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. Individuals who violate this policy will be subject to discipline, up to and including termination of employment.

**Policy Revised: November 3, 2004**

## **5113–Attendance and Excuses**

Connecticut state law requires parents/guardians to cause their children to attend school regularly during the hours and terms the public school is in session, unless their children are high school graduates or the parents/guardians are able to show they are elsewhere receiving equivalent instruction. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. The Board of Education requires that accurate records be kept of the attendance of each child. A student should not be absent from school without the parents’ or guardian’s knowledge and consent. Verification of absence should be written by parent or guardian.

An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances. Written excuse for such absences should be submitted to school officials

by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

All students attending school within the Ledyard Public School System, regardless of whether such attendance is required by law, are required to comply with all of the District's policies, rules, and regulations.

The Superintendent shall ensure that administrative procedures and disciplinary actions for student attendance will be contained in each school's parent-student handbook.

### **Request for Early Dismissal**

Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents/guardians or designee requesting dismissal before the normal end of the school day for students in grades kindergarten through 12 must make a written request, unless exigent circumstances make such a request impracticable. The designated adult of students in grades K-8 must come into the school office to pick the student up and sign the student out.

Early dismissal should be requested only in emergency or unusual situations.

**Policy revised: October 3, 2001**

## **5113.2–Truancy**

The Board of Education recognizes the importance of early intervention for students exhibiting truancy. A “truant” means a child aged five to eighteen who has four unexcused absences in one month, or ten unexcused absences in one school year. A “habitual truant” means any such child who has 20 unexcused absences within a school year.

School personnel, wherever possible and as much as possible, will seek cooperation from parents/guardians and assist parent/guardians in remedying and preventing truancy.

**Policy revised: October 17, 2001**

## **5114—Suspension, Expulsion, and Due Process Policy**

It is the goal of the Ledyard Board of Education to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct 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. This policy provides notice of student actions that can lead to suspension and/or expulsion and the procedures to be followed when awarding such punishment to ensure the student's right to due process. However, nothing in this policy shall be construed to inhibit the administration from taking appropriate and timely action in an emergency situation. All students of Ledyard Public Schools and their parents/guardians shall be informed annually of this policy through its inclusion in student handbooks.

### **A. Definitions**

“**Days**” are defined as days when school is in session.

“**Exclusion**” shall be defined as any denial of public school privileges to a student for disciplinary purposes.

“**In-School Suspension**” shall be defined as an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. All suspensions must be in-school suspensions, unless during either the informal or formal hearing, the administration determines that: (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student must be excluded from school during the period of suspension; or (2) an out-of-school suspension is appropriate for the student based on evidence of (a) previous disciplinary problems that have led to the student's suspension or expulsion and (b) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies. An in-school suspension will normally be served in the school that the suspended student attends; however, if the Superintendent determines otherwise, the student may be required to serve the in-school suspension in another school within the Ledyard Public Schools District.

“**Out-of-School Suspension**” shall be defined as an exclusion from school privileges, or from transportation services only, for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.

“**Expulsion**” shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to

include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken. The period of exclusion may extend into the school year following the school year in which the exclusion was imposed but shall not extend beyond a period of one calendar year.

“**Emergency**” shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

“**School-sponsored activity**” is defined as any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.

“**Controlled Drugs**”, as defined by Section 21a-240 of the Connecticut General Statutes (CGS), are those drugs: which contain any quantity of a substance that has been designated as subject to the federal Controlled Substances Act; which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws; or which has been designated by the Commissioner of Consumer Protection pursuant to CGS Section 21a-243 as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Alcohol, nicotine and caffeine are specifically excluded from characterization as “controlled drugs”.

“**Controlled Substance**”, as defined by CGS Section 21a-240, means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to CGS Section 21a-243.

“**Dangerous instrument**”, as defined by CGS Section 53a-3, means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a vehicle and a dog that has been commanded to attack.

“**Deadly weapon**”, as defined by CGS Section 53a-3, means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

“**Electronic defense weapon**”, as defined by CGS Section 53a-3, means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily but is not designed to inflict death or serious physical injury (i.e., an electro-shock weapon such as a Taser).

“**Martial arts weapon**”, as defined by CGS Section 53a-3, means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

“**Possess**”, as defined by CGS Section 53a-3, means to have physical possession or otherwise to exercise dominion or control over tangible property (i.e., to have on one’s person, in a locker, purse, backpack or car, etc.).

“**Vehicle**”, as defined by CGS Section 53a-3, means a “motor vehicle” as defined in CGS Section 14-1, a snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

“**Firearm**” means: (1), as defined by CGS Section 53a-3, any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged; and (2), as defined by Title 18, Section 921 of the United States Code (18 USC 921), (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. The term “firearm” used herein does not include any antique firearm (as defined in 18 USC 921). The term “destructive device” used herein means: (1) any bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the weapons described herein that is explosive or incendiary or contains poison gas; (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device previously described herein and from which a destructive device may be readily assembled.

“**Weapon**”, as defined by CGS Section 29-38, means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle and having a blade of over one and one-half (1-1/2) inches in length, any stiletto, any knife for which the edged portion of the blade is four (4) inches or over in length, any martial arts weapon or electronic defense weapon (as defined in CGS Section 53a-3), or any other dangerous or deadly weapon or instrument.

## **B. Actions Leading to Suspension and/or Expulsion**

A student may be suspended or expelled 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 suspended or expelled 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. Such punishable student conduct includes, but is not limited to, the following:

1. Causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
2. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
3. Intentionally causing or attempting to cause damage to school property or material belonging to another person (private property);
4. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
5. The use, either spoken or written, of obscene or profane language or gestures;
6. Deliberate refusal to obey the directions or orders of a member of the school staff;
7. Harassment and/or hazing/bullying on the basis of a person’s race, religion, ethnic background, gender or sexual orientation;
8. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;

9. Threatening, intimidating or blackmailing in any manner, including orally, in writing or via electronic communication, a member of the school community, including an employee of Ledyard Public Schools or a fellow student;
10. Possession of a firearm, deadly weapon, dangerous instrument, electronic defense weapon, or martial arts weapon;
11. Possession of any weapon (able to function or not) or weapon facsimile, including but not limited to a knife (regardless of the length of blade), pistol, pellet guns and/or air soft pistols;
12. Possession, transmission, distribution, selling, use or consumption of any alcoholic beverages, controlled substances or intoxicants of any kind or any facsimile of a controlled substance or intoxicant of any kind;
13. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any alcoholic beverages, controlled substances or intoxicants of any kind;
14. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
15. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
16. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
17. Intentional and successful incitement of truancy by other students;
18. Intentionally providing other students with test questions and/or answers or otherwise knowingly providing support to other students for the purpose of allowing them to cheat on their schoolwork (e.g., writing a research paper for another student with the intention of them passing it off as their own work);
19. Unauthorized leaving of school grounds or school-sponsored activities;
20. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct in vehicles used for student transportation and the use of school district equipment;
21. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
22. Lying, misleading or being deceitful to a school employee or person having authority over the student;
23. Possession or use of tobacco products on school property, in school transportation vehicles or at school-sponsored activities;
24. Intentionally inhaling, ingesting, applying or using an inhalant, which includes, but is not limited to, abusable glues, aerosol paints or substances containing a volatile chemical, in a manner contrary to directions for use, cautions or warnings appearing on a label of a container of the inhalant and for the purpose of (1) creating or inducing a condition of intoxication, hallucination or elation or (2) changing, distorting or disturbing a person's eyesight, thinking process, balance or coordination;
25. Possession, distribution, selling, use or consumption of any performance-enhancing drugs, including, but not limited to, anabolic steroids and food supplements, by students involved in any schooled-related or school-sponsored athletic activity unless the student has been specifically and properly authorized for such usage for a valid medical purpose in accordance with Board policy;
26. Unauthorized entry into school facilities or school transportation vehicles or aiding and abetting another person in such unauthorized entry;
27. Trespassing on school grounds while under an out-of-school suspension or expulsion;
28. Possession or ignition of any fireworks or other explosive materials or unauthorized ignition of any combustible materials on school property, in school transportation vehicles or at school-sponsored activities; or
29. Making a "bomb threat", whether real or not, in any manner.

### **C. Mandatory Expulsion**

It shall be the policy of the Board to expel a student for one full calendar year if the Board, or an impartial hearing board, finds that the student:

1. On school grounds, in vehicles used for student transportation, or at any school-sponsored activity, was in possession of a firearm (as defined in 18 USC 921) or deadly weapon, dangerous instrument or martial arts weapon (as defined in CGS Section 53a-3);
2. Off school grounds, did possess such a firearm in violation of CGS Section 29-35 or did possess and use such a firearm, deadly weapon or dangerous instrument in the commission of a crime under CGS Chapter 952 (Penal Code); or
3. On or off school grounds, offered for sale or distribution a controlled substance (as defined in CGS Section 21a-240) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under CGS Sections 21a-277 and/or 21a-278.

The Board, or an impartial hearing board, may modify the period of a mandatory expulsion for a student on a case-by-case basis.

### **D. Suspension/Expulsion in an Emergency Situation**

The administration shall have the authority to immediately suspend or expel from school any student when an emergency situation exists, as defined in paragraph A, above. If such an emergency situation exists, the applicable hearing(s), as delineated in this policy, shall be held as soon after the student has been excluded as possible.

### **E. Suspension Procedure**

1. The administration of each school shall have the authority to:

- a. Invoke in-school suspension for a period of up to ten (10) days of any student for one or more of the reasons stated in paragraph B, above, in accordance with the procedure outlined in this policy, unless, during a hearing held pursuant to this section, the administration determines that (1) the student poses such a danger to persons or property or causes such a disruption of the educational process that the student must be excluded from school during the period of suspension for a period of up to ten (10) days; or (2) an out-of-school suspension is appropriate for the student based on evidence of (a) previous disciplinary problems that have led to the student's suspension or expulsion and (b) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies. An in-school suspension will normally be served in the school that the suspended student attends; however, if the Superintendent determines otherwise, the student may be required to serve the in-school suspension in another school within the Ledyard Public Schools District.
  - b. Suspend the school transportation services for any student whose conduct while awaiting or receiving transportation to and from school violates any of the standards set forth in paragraph B, above.
2. Except in an "emergency" situation, the handicapping conditions of a student receiving special education services or accommodations under a "504 Plan" shall be considered prior to making a decision to suspend. Further guidance regarding disciplining students who receive special education services or accommodations under a "504 Plan" is provided in subsequent sections of this policy.
  3. In making a determination as to whether conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:
    - a. Whether the incident occurred within close proximity of a school;
    - b. Whether other students from the school were involved;
    - c. Whether there was any gang involvement;
    - d. Whether the conduct involved violence, threats of violence or the unlawful use of a weapon (as defined in CGS Section 29-38), and whether any injuries occurred; and
    - e. Whether the conduct involved the use of alcohol.
  4. Unless an emergency situation exists, no student shall be suspended from school or placed in in-school suspension without an informal hearing by the administration, at which such student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. The administration shall then determine whether or not out-of-school suspension or in-school suspension is warranted.
  5. A formal hearing pursuant to CGS Sections 4-176e to 4-180a, inclusive, and CGS Section 4-181a may be held if the administration determines that the circumstances surrounding the incident so require. The formal hearing shall be conducted in accordance with the guidance subsequently provided in this policy.
  6. No student shall be suspended from school for more than ten (10) times, or be placed in in-school suspension for more than fifteen (15) times, or be suspended for a total of fifty (50) days in one school year (combination of both in-school and out-of-school suspensions), whichever results in fewer days of exclusion, unless such student is granted a formal hearing as outlined above.
  7. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension (both in and out of school) or expulsion of such student.
  8. Whenever a student is suspended, the administration shall notify the Superintendent, or his/her designee, not later than twenty-four (24) hours after the suspension as to the name of the student who has been suspended and the reason for the suspension. Additionally, if such student is a minor, the administration shall also inform the student's parents/guardians as to the period of suspension and the reason for the suspension within twenty-four (24) hours of the time that the student has been excluded.
  9. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which the student missed during the period of his/her suspension. However, students under suspension (either in or out of school) shall not participate in extracurricular activities during the period of their suspension.
  10. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student or his/her parents/guardians to pay for participation in the program.
  11. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In the case of a suspension of a student for which the length of the suspension period is shortened or the suspension period is waived pursuant to paragraph E.10, above, such notice may be expunged earlier, at the administration's choosing, when the student completes the administration-specified program and meets any other conditions required by the administration pursuant to paragraph E.10, above.

#### **F. Expulsion Procedure**

1. The Board, at a meeting at which three or more Board members are present, may, upon the Superintendent's recommendation, expel any student for one or more of the reasons stated in this policy in accordance with the procedure outlined herein and provided that a majority of the Board members sitting in the expulsion hearing vote to expel and that at least three affirmative votes for expulsion are cast.
2. The Board may establish an impartial hearing board, consisting of one or more persons, for the purpose of conducting expulsion hearings pursuant to this policy. No Board member shall be a member of the hearing board. The hearing board, when established by the Board, shall have the authority to conduct the expulsion hearing and render a final decision in accordance with the provisions of CGS Sections 4-176e to 4-180a, inclusive, and CGS Section 4-181a.

3. Unless an emergency situation exists, no student shall be expelled without a formal hearing held pursuant to CGS Sections 4-176e to 4-180a, inclusive, and CGS Section 4-181a. In the case of an emergency situation, such hearing shall be held as soon after the expulsion as possible.
4. Except in an “emergency” situation, the handicapping conditions of a student receiving special education services or accommodations under a “504 Plan” shall be considered prior to making a decision to expel. Further guidance regarding disciplining such students is provided in subsequent sections of this policy.
5. **Expulsion Hearing Notice.** Upon receiving a recommendation for expulsion from the Superintendent, the Board shall give the student, and the student’s parents/guardians if the student is a minor, written notice of the formal expulsion hearing to be held pursuant to CGS Sections 4-176e to 4-180a, inclusive, and CGS Section 4-181a. The written notice shall include the following information:
  - a. A statement of the time, place and nature of the hearing;
  - b. A statement of the legal authority and jurisdiction under which the hearing is to be held;
  - c. A reference to the particular sections of statutes, regulations and/or Board policy involved;
  - d. A short and plain statement of the matters asserted;
  - e. Information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services; and
  - f. A statement that the Board is not required to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been previously expelled or who is found to have engaged in conduct which endangers persons if it is determined at the expulsion hearing that the conduct for which the student is expelled involved (1) possession of a firearm (as defined in 18 USC 921) or deadly weapon, dangerous instrument or martial arts weapon (as defined in CGS Section 53a-3) on school grounds, in vehicles used for student transportation, or at any school-sponsored activity, or (2) offered for sale or distribution on school grounds, in vehicles used for student transportation, or at any school-sponsored activity a controlled substance (as defined in CGS Section 21a-240) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administering is subject to criminal penalties under CGS Sections 21a-277 and/or 21a-278, if applicable.
6. **Rules of Evidence.** The Board shall not be bound by formal rules of evidence but shall assure fairness to all parties involved in the expulsion proceedings regarding the presentation of evidence, including the following:
  - a. Any oral or documentary evidence may be received, but the Board shall, as a matter of policy, provide for the exclusion of irrelevant, immaterial or unduly repetitious evidence;
  - b. The Board shall give effect to the rules of privilege recognized by law;
  - c. When an expulsion hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form;
  - d. A party may conduct cross-examination required for a full and true disclosure of the facts;
  - e. Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available, and upon request, parties to the expulsion proceedings shall be given an opportunity to compare the copy with the original;
  - f. Notice may be taken of judicially recognized facts and of generally recognized technical or scientific facts within the Board’s specialized knowledge;
  - g. Parties shall be notified in a timely manner of any material noticed, including any memoranda or data from Ledyard Public Schools, and the parties shall be afforded an opportunity to contest the material so noticed: and
  - h. The Board’s experience, technical competence, and specialized knowledge may be used in the evaluation of the evidence.
7. Prior to the expulsion hearing, each party to the expulsion proceedings shall be afforded the opportunity to inspect and copy relevant and material records, papers and documents not in the possession of the party, except as otherwise provided by federal law or any other provision of the CGS.
8. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered pursuant to this policy, (a) notice of the pending expulsion hearing shall be included on the student’s cumulative educational record, and (b) the Board, or impartial hearing board, shall complete the expulsion hearing and render a decision.
9. **Expulsion Hearing.** During the expulsion hearing, the student and/or the student’s parents/guardians may be represented by counsel at the student’s and/or the student’s parents’/guardians’ own expense. Additionally:
  - a. Each party shall be afforded the opportunity to (1) respond, (2) cross-examine other parties, intervenors and witnesses, and (3) present evidence and argument on all issues involved.
  - b. Persons not named as parties or intervenors may, in the discretion of the Board, be given an opportunity to present oral or written statements. The Board may require any such statements to be given under oath or affirmation.
  - c. the Board, at its expense, shall provide a translator or interpreter whenever the student or his/her parents/guardians do not speak English sufficiently or have a disability that would otherwise preclude them from effectively participating in the hearing.
10. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board may consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved; (3) whether there was any gang involvement; (4) whether the conduct involved violence, threats of violence or the unlawful use of a weapon (as defined in CGS Section 29-38), and whether any injuries occurred; and (5) whether the conduct involved the use of alcohol.

11. If the Board, or impartial hearing board, determines that a student's conduct warrants expulsion based on the evidence presented at the expulsion hearing, then:
  - a. In determining the length of an expulsion and the nature of any alternative educational opportunity to be offered to the student, the Board may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension (both in and out of school) or expulsion of the student.
  - b. For any student expelled for the first time and who has never been suspended from school, the Board, or the impartial hearing board, may shorten the length of or waive the expulsion period if the student successfully completes a specified program and meets any other conditions required by the Board, or impartial hearing board. Such specified program shall not require the student or the student's parents/guardians to pay for participation in the program.
  - c. Within twenty-four (24) hours of the time that the Board, or impartial hearing board, has decided to expel the student, the Superintendent, or his/her designee, shall orally inform such student, and the student's parents/guardians if such student is a minor, of the decision to expel, the effective date of the expulsion and the period of expulsion.
12. **Final Decision in an Expulsion Case.** The final decision of the Board, or that of an impartial hearing board, in an expulsion case shall be reduced to writing and promptly delivered as delineated below:
  - a. The final decision shall state the name of each party and the most recent mailing address provided to the Board for each party or their authorized representative.
  - b. In the case of a decision to expel the student, the written final decision shall include (1) the findings of fact and conclusions of law upon which the decision was based, (2) the period of expulsion, (3), if applicable, any conditions for shortening or waiving the expulsion period pursuant to paragraph F.11.b, above, and (4) a description of any alternative educational opportunity offered pursuant to this policy or a statement that one will not be provided and why. Findings of fact shall be exclusively based on the evidence in the record of the expulsion hearing and on matters noticed.
  - c. The final decision shall be promptly delivered to each party, or their authorized representative, personally or by United States mail, certified or registered, postage prepaid, return receipt requested.
  - d. The final decision shall be effective when personally delivered or mailed, or on a later date as specified by the Board.
13. **Record of the Expulsion Hearing.** The record of an expulsion hearing shall include: (1) written notices related to the expulsion; (2) all petitions, pleadings, motions and intermediate rulings; (3) evidence received or considered; (4) questions and offers of proof, objections and rulings thereon; (5) the official transcript of proceedings relating to the expulsion, or, if not transcribed, any recordings or stenographic record of the proceedings; (6) proposed final decisions and exceptions thereto; and (7) the final decision. Any recording or stenographic record of expulsion hearing proceedings shall be transcribed on request of any party to the expulsion hearing. The requesting party shall pay the cost of such transcript.
14. **Actions Subsequent to Student Expulsion.** Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based on possession of a firearm (as defined by 18 USC 921) or deadly weapon (as defined in CGS Section 53a-3), shall be expunged from the student's cumulative educational record by the administration when the student graduates from high school.

Additionally:

- a. If a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the Ledyard police department.
  - b. If a student is expelled for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform such agency of the referral.
  - c. The Superintendent shall ensure that information on student expulsions for the possession of weapons is submitted to the Commissioner of Education as required.
15. **Request for Reconsideration or Early Readmission.** An expelled student, or his/her parents/guardians in the case of a minor, has the right to request that the Board reconsider the expulsion decision or allow the student early readmission to school subject to the following:
    - a. An expelled student may apply for early readmission to school at any time. However, any such readmission shall be at the discretion of the Board. The Board may condition such readmission on specified criteria.
    - b. Within fifteen (15) days after the personal delivery or mailing of the final decision, any party to the expulsion case may file a petition with the Board, pursuant to CGS Section 4-181a, for reconsideration of the expulsion decision on the ground that: (1) an error of fact or law should be corrected; (2) new evidence has been discovered which materially affects the merits of the case and which for good reasons was not presented in the expulsion hearing; or (3) other good cause for reconsideration has been shown.

**G. Ledyard Students Expelled by Another Board of Education**

1. The Board may adopt the decision of a student expulsion hearing conducted by another school district pursuant to CGS Section 10-233d provided that the Board, or an impartial hearing board, shall hold a formal hearing, as previously delineated in this policy, which shall be limited to a determination of whether the conduct for which the student was expelled by the other school district would also warrant expulsion under the Board's policies. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity as required by this policy.
2. If a student enrolls in Ledyard Public Schools while an expulsion hearing is pending in another school district, the student shall not

be excluded from school pending completion of the expulsion hearing in the other district unless an “emergency” situation exists. However, based on the student’s alleged conduct in the other school district for which the expulsion hearing is pending, the administration may suspend the student and recommend an expulsion hearing pursuant to this policy.

**H. Alternative Educational Opportunity for Expelled Students**

1. The Board shall offer an alternative educational opportunity to any student less than sixteen (16) years of age who is expelled; however, the student’s parents/guardians may choose to not have the student enroll in such program and shall not be subject to truancy laws during the period of expulsion.
2. The Board shall offer an alternative educational opportunity to any student expelled for the first time who is between the ages of sixteen (16) and eighteen (18), and who wishes to continue his or her education provided that the student complies with any conditions established by the Board, or impartial hearing board. For the purposes of determining whether an alternative educational opportunity is required to be offered to an expelled student who is between the ages of sixteen (16) and eighteen (18), the Board, or impartial hearing board, shall count any expulsion of the student when the student was less than sixteen (16) years of age.
3. However, the Board is not required to offer an alternative educational opportunity to a student who is between the ages of sixteen (16) and eighteen (18) and who either has been previously expelled or is found to have engaged in conduct which endangers persons if it is determined at the expulsion hearing that the conduct for which the student is expelled either (1) involved possession of a firearm (as defined in 18 USC 921) or deadly weapon, dangerous instrument or martial arts weapon (as defined in CGS Section 53a-3) on school grounds, in vehicles used for student transportation, or at any school-sponsored activity, or (2) that the student offered for sale or distribution on school grounds, in vehicles used for student transportation, or at any school-sponsored activity a controlled substance (as defined in CGS Section 21a-240) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administering is subject to criminal penalties under CGS Sections 21a-277 and/or 21a-278, if applicable.
4. The Board is not required to offer any alternative educational opportunity for an expelled student who is age nineteen (19) years or older.
5. An alternative educational opportunity may include, but shall not be limited to, the placement of a student who is at least sixteen (16) years of age in an adult education program that was established pursuant to CGS Section 10-69.
6. The Board may, in its discretion, offer an alternative educational opportunity to a student for whom such alternative educational opportunity is not required pursuant to CGS Section 10-233d.
7. Whenever a student requiring special education and related services is expelled, regardless of the student’s age, the Board shall provide an alternative educational opportunity that is consistent with the student’s educational needs during the period of the expulsion in accordance with the guidance provided elsewhere in this policy.

**I. Guidance on Suspensions/Expulsions Involving Students with Disabilities**

1. Except in an “emergency” situation, the handicapping conditions of a student receiving special education services or accommodations under a “504 Plan” shall be considered prior to making a decision to suspend and/or a recommendation for expulsion.
2. **Authority of School Personnel.** The administration of each school may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with the other requirements of this policy and state/federal law, is appropriate for a child with a disability who violates a code of student conduct established pursuant to Board policy.
  - a. School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten (10) consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
  - b. After a child with a disability has been removed from his or her current placement for a total of ten (10) school days in the same school year, during any subsequent days of removal the District must provide services to the extent required under paragraph I.3.
  - c. For disciplinary changes in placement that would exceed ten (10) consecutive school days (i.e., expulsion), and if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability pursuant to paragraph I.5, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities but also must provide the appropriate services as required in paragraph I.3.
  - d. **Special Circumstances.** School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) consecutive school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child:
    - (1). Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school-sponsored activity (in this instance, federal law defines a “weapon” as having the meaning of the term “dangerous weapon” (18 USC 930), which means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two-and-a-half (2-½) inches in length);
    - (2). Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school-sponsored activity; or

- (3). Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school-sponsored activity (federal law (18 USC 1365) defines the term “serious bodily injury” as meaning bodily injury that involves (a) a substantial risk of death, (b) extreme physical pain, (c) protracted and obvious disfigurement, or (d) protracted loss or impairment of the function of a bodily member, organ, or mental faculty).
3. **Special Education Services.** The services as required below may be provided in an interim alternative educational setting, at the District’s expense. In the case of either an expulsion or a suspension that constitutes a change of placement, the child’s pupil placement team (PPT) shall determine the interim alternative educational setting.
- For a child with a disability who has been removed from his or her current placement for a total of ten (10) school days or less in the current school year, the District is only required during periods of removal to provide those services that would be provided to a child without disabilities who is similarly removed.
  - After a child with a disability has been removed from his or her current placement for a total of ten (10) school days in the same school year, and if the current removal is for not more than ten (10) consecutive school days (i.e., suspension) and does not constitute a change of placement, school personnel shall, in consultation with at least one of the child’s teachers, determine the extent to which services are needed so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s individualized education program (IEP).
  - For a child with a disability whose removal constitutes a change of placement pursuant to paragraph I.4 or who is to be removed for more than ten (10) consecutive school days from his or her current placement (i.e., expulsion), the child’s PPT shall determine the appropriate services required so that the child will:
    - Continue to receive educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP; and
    - Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not recur.
4. **Removals Constituting a Change of Placement.** Regarding the removal of a child with a disability from the child’s current educational placement for disciplinary purposes, a change of placement occurs if:
- The removal is for more than ten (10) consecutive school days (i.e., expulsion); or
  - The child has been subjected to a series of removals that constitute a pattern, as determined by the school administration on a case-by-case basis, because (1) the series of removals total more than ten (10) school days in a school year, and (2) the child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals. The school administration shall also consider such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.
5. **Manifestation Determination and Required Actions.** Within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school administration, the parent, and relevant members of the child’s PPT (as determined by the parent and the school administration) must review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine if the conduct in question: (1) was caused by, or had a direct and substantial relationship to, the child’s disability; or (2) was the direct result of the school’s failure to implement the child’s IEP.
- The child’s conduct must be determined to be a manifestation of the child’s disability if it is determined that either of the above conditions was met.
  - In such instances where it was determined that deficiencies exist in the school’s implementation of the child’s IEP, school administration shall take immediate steps to remedy those deficiencies.
  - When the child’s behavior has been determined to be a manifestation of his or her disability, the child’s PPT shall:
    - Either (a) conduct a functional behavioral assessment, unless the school had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or (b) if a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior; and
    - Except as provided for in the special circumstances of paragraph I.2.d, return the child to the placement from which the child was removed, unless the parent/guardian and the school administration agree to a change of placement as part of the modification of the behavioral intervention plan.
6. **Parental Notification.** On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the school administration must notify the child’s parents/guardians of that decision, and provide the child’s parents/guardians with the District’s procedural safeguards notice (which meets the requirements of the Code of Federal Regulations, Section 300.504).
7. **Appeal of Decision Regarding Placement or Manifestation Determination.** The parent of a child with a disability, who disagrees with any decision regarding placement or the manifestation determination conducted pursuant to this policy, or school administration, who believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a due process complaint.
8. **Placement during Appeals.** When an appeal has been made by either the parent or the school administration, the child must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the expulsion time period determined pursuant to this policy, whichever occurs first, unless the parent and the school administration agree otherwise.

9. **Referral to Law Enforcement Authorities.** When a child with a disability commits a crime that is reportable to the Ledyard police department pursuant to this policy, the school administration shall ensure that copies of the child's special education and disciplinary records are transmitted to the Ledyard police department, or any other law enforcement agency so contacted, for consideration. The school administration shall ensure that any such record transmittal is in accordance with the limitations of the Family Educational Rights and Privacy Act (FERPA).

**Policy Revised: August 19, 2010**

## **PRO BONO SCHOOL EXPULSION PROJECT**

### **Is Your Child Facing An Expulsion Hearing?**

- If you are low income and your child is in need of legal assistance at an expulsion hearing, call Statewide Legal Services (SLS) at 1-800 453-3320.
- Because expulsion hearings are often scheduled very quickly, please call SLS immediately once you know that your child is being recommended for expulsion.
- SLS is open during the following hours:
  - Mondays and Wednesdays from 9 a.m. to 3 p.m.
  - Tuesdays, Thursdays, and Fridays from 9 a.m. to 4 p.m.
- The Pro Bono School Expulsion Project has trained approximately 40 private attorneys around the state to handle school expulsion cases. Assuming your case is deemed eligible for the project, it will be assigned to one of the trained attorneys in your area.

New London Office: 153 Williams Street, New London, CT 06320  
Phone: 447-0323 Fax: 443-0109

## **5123—Promotion/Acceleration/Retention**

Students shall be placed by the certified staff at the grade level best suited to them academically, socially and emotionally. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents or guardian, but the final decision will rest with the school authorities.

**Policy adopted: November 2, 1994**

## **5124—Communication with Parents Policy**

The Ledyard Board of Education acknowledges the importance of regular and effective two-way communication between teachers and a student's parents/guardians. Frequent and varied communication methods, including e-mail messages, telephone calls, letters and informal notes, parent-teacher conferences, and school visitations, should be used regularly to inform parents/guardians regarding student performance. In addition, regular communications to a student's teacher informing them of the parents'/guardians' concerns is strongly recommended. Parents/guardians are encouraged to share suggestions and perceptions of their child, which may help the teacher in his/her work with the student.

1. **Regular Communication.** Recognizing the importance of regular two-way parent-teacher communication, teachers are expected to respond to e-mails and written notes from parents/guardians within 48 hours of the delivery of the message. Response may include telephone or e-mail feedback. Phone calls from parents should typically be answered within 24 hours. These timelines are provided as general guidance; teachers are expected to exercise professional judgment regarding the timeliness of responding to any particular message.
2. **Report Cards.** 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 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.
3. **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.

Teachers shall also report on student progress at regularly scheduled parent conferences. If a student's parents are separated or divorced, both have equal rights to be informed of their child's school progress, unless there is a court order to the contrary. Non-custodial parents must inform the building Principal in writing if they wish to receive written reports of student progress and notifications of scheduled conferences. Student registration forms will specify who receives written reports and conference notifications. Any changes will be forwarded to the Principal by the parent.

**Policy revised: October 3, 2007**

## 5125/5125.1–Student Records; Confidentiality

Educational records will be kept for each student. 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.

For the purposes of this policy:

“Parent” means a parent of a student and includes a natural, surrogate or adopted parent, a legal guardian, or an individual acting as a parent in the absence of a parent, guardian or surrogate. The District shall give equal rights of access to either parent, including a non-custodial divorced parent, unless the District is provided with evidence of a court order or other official document, e.g., relating to divorce, separation or custody, that specifically revokes such rights.

“Student,” except as otherwise specifically provided, means an individual who is, or who has been, in attendance at school within the District.

“Eligible Student” means a student who has reached eighteen (18) years of age or a student who is an emancipated minor. When a student becomes an eligible student, the rights accorded to, and any consent required of, parents under this policy transfer from the parents to the eligible student. However, the District may continue to disclose educational records to the parents of an eligible student without the eligible student’s consent if the eligible student remains a dependent for tax purposes.

“Educational record” means any record that is directly related to a student and that is maintained by the District. This includes such information recorded by handwriting, print, computer media, video or audio tape, film, microfilm or microfiche. “Educational record” shall not include any of the following:

1. Notes compiled by instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons which remain in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker.
2. Records created and maintained by the District’s law enforcement unit for law enforcement purposes.
3. Records concerning District employees which are made and maintained in the normal course of the District’s business and which relate exclusively to an employee in his or her capacity as an employee and are not available for use for any other purpose.
4. Medical and health treatment records of a student who is eighteen (18) year of age or older which are disclosed only to individuals providing the treatment.
5. Records that contain information about an individual after he or she is no longer a student.

“Directory information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous public or private school attended by the student.

“Substitute” means a person who performs the duties of an individual on a temporary basis, and does not include a person who permanently succeeds that individual.

“School official” means all instructional, supervisory, administrative and ancillary personnel employed by, under contract with, or providing in-kind services for, the District, including, but not limited to, youth and/or DARE officers and other law enforcement personnel, health or medical staff such as nurses, counselors, medical consultants and therapists, as well as attorneys and auditors. Ledyard Board of Education members are also school officials.

“Legitimate educational interest” means an interest in the student or in the management and/or administration of education in the District. A legitimate educational interest includes, but is not limited to, an individual’s need to know information in order to:

1. perform any task required by the individual’s position with the District;
2. perform an instructional, administrative, or supervisory task directly related to a student’s education;
3. perform a service or benefit for a student or a student’s family; or
4. perform discipline related tasks.

The Superintendent shall develop procedures providing the following:

1. Annually informing parents of students currently in attendance and eligible students currently in attendance of their rights concerning educational records.
2. Permitting parents and eligible students to inspect and review educational records.
3. Not disclosing personally identifiable information from a student’s educational records without the prior written consent of the

- parent or eligible student, except to the extent disclosure without consent is authorized by law, including a specification of the personally identifiable information to be designated by the District as directory information.
4. Maintaining a record of disclosures of personally identifiable information from a student's educational records and permitting a parent or eligible student to inspect that record.
  5. Providing a parent or eligible student with an opportunity to seek an amendment of educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  6. Assuring security of student records.

**Policy revised: February 6, 2002**

## **Regulation 5125/5125.1–Student Records; Confidentiality**

### **Definitions**

As used in this regulation:

“Educational record” means any record that is directly related to a student and that is maintained by the District. This includes such information recorded by handwriting, print, computer media, video or audio tape, film, microfilm or microfiche.

“Educational record” shall not include any of the following:

1. Notes compiled by instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons which remain in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker.
2. Records created and maintained by the District's law enforcement unit for law enforcement purposes.
3. Records concerning District employees which are made and maintained in the normal course of the District's business and relate exclusively to an employee in his or her capacity as an employee and which are not available for use for any other purpose.
4. Medical and health treatment records of a student who is eighteen (18) years of age or older which are disclosed only to individuals providing the treatment.
5. Records that contain information about an individual after he or she is no longer a student.

“Substitute” means a person who performs the duties of an individual on a temporary basis, and does not include a person who permanently succeeds that individual.

“Directory information” means one or more of the following items: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous public or private school attended by the student.

“Parent” means a parent of a student and includes a natural, surrogate or adopted parent, a legal guardian, or an individual acting as a parent in the absence of a parent, guardian or surrogate. The District shall give equal rights of access to either parent, including a non-custodial divorced parent, unless the district is provided with evidence of a court order or other official document, e.g., relating to divorce, separation or custody, that specifically revokes such rights.

“Student,” except as otherwise specifically provided, means an individual who is, or who has been, in attendance at school within the District.

“Eligible student” means a student who has reached eighteen (18) years of age or a student who is an emancipated minor. When a student becomes an eligible student, the rights accorded to, and any consent required of, parents under this policy transfer from the parents to the eligible student. However, the District may continue to disclose educational records to the parents of an eligible student without the eligible student's consent, if the eligible student remains a dependent for tax purposes.

“School official” means all instructional, supervisory, administrative and ancillary personnel employed by, under contract with, or providing in-kind services for, the District, including, but not limited to, youth and/or DARE officers and other law enforcement personnel, health or medical staff such as nurses, counselors, medical consultants and therapists, as well as attorneys and auditors. Ledyard Board of Education members are also school officials.

“Legitimate educational interest” means an interest in the student or in the management and/or administration of education in the District. A legitimate educational interest includes, but is not limited to an individual's need to know information in order to:

1. perform any task required by the individual's position with the District;
2. perform an instructional, administrative, or supervisory task directly related to a student's education;
3. perform a service or benefit for a student or a student's family; or
4. perform discipline related tasks.

## Maintenance and Security of Student Records

1. Custodian of Records
  - A. The Assistant Superintendent is hereby designated as custodian of educational records. The address of the custodian is 4 Blonder Boulevard, Ledyard, Connecticut, 06339.
    - (1) The custodian is charged with district-wide responsibility for implementing Board of Education policies and administrative regulations relating to educational records.
    - (2) The custodian shall be responsible for the security of educational records and shall devise procedures for assuring that access to such records is limited to authorized persons.
    - (3) The custodian of records, or an appropriately designated employee, shall be responsible during the inspection for interpretation of the records where necessary and for prevention of their alteration, damage or loss.
  - B. In each school, the principal, and/or his/her designee is responsible for implementation of Board of Education policies and administrative regulations relating to student records maintained in that school.
2. Files
  - A. The educational records for each individual student shall be maintained in a central file at the school attended by the student.
  - B. Educational records shall be stored in locked containers or rooms.
3. Information
  - A. All anecdotal information and assessment reports maintained as educational records must be dated and signed by the individual who originated the record. Each school principal shall keep on file a record of enrollment and scholarship for each student currently enrolled in that school.

## Access to Student Records

1. Access by Parents or Eligible Students
  - A. A parent or eligible student shall have the right during regular business hours to access the student's educational records. If the educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.
  - B. When a parent's eligible student's dominant language is not English, the district shall make an effort to:
    - (1) provide interpretation of the educational record in the dominant language of the parent or eligible student; or
    - (2) assist the parent or eligible student in securing an interpreter.
2. Access to Third Parties with Parent or Eligible Student Consent
  - A. Upon request, third parties who are not otherwise authorized by law to access educational records may be permitted such access during regular school hours if the parent or eligible student has provided consent. The consent must be in writing and must:
    1. be signed and dated;
    2. specify the records that may be disclosed;
    3. state the purpose of the disclosure; and
    4. identify the parties to whom the disclosure may be made.
  - B. Except for disclosures made pursuant to a court order or subpoena, disclosures of directory information, or disclosures made to a parent, the recipient must be notified that the transmission of the information to others without the written consent of the parent or eligible student is prohibited. Notwithstanding the foregoing, the District may disclose information to a third party with consent, as described above, with the understanding that the recipient of the information may re-disclose the information if:
    1. the re-disclosure without consent is authorized by FERPA; and
    2. the District's record of the original disclosure includes the names of the additional parties to whom the information may be re-disclosed and such parties' authorization under FERPA for the re-disclosure.
  - C. The consent notices shall be kept with the educational record. In the event that a parent or eligible student believes that additional documents that may constitute educational records have not been included by the District in response to a request for educational records, the parent or eligible student may identify, with specificity, such additional documents. The District shall respond to such information within a reasonable amount of time. In making such a request of the District, it is the obligation of the parent or eligible student to identify specific documents so as to enable the District to properly identify any documents believed to be at issue.
  - D. Upon request, the District shall provide the parent or eligible student with a copy of the educational record which is disclosed. If the parent of a student who is not an eligible student so requests, the District shall provide the student with a copy of the record disclosed.
3. Access to Third Parties Without Parent or Eligible Student Consent
  - A. The District will not disclose personally identifiable information from students' educational records to third parties without written parent or eligible student consent unless the disclosure meets one or more of the following conditions.
    1. The disclosure is to another school official who has a legitimate educational interest.
    2. The disclosure is to officials and/or employees of another school where the student seeks or intends to enroll. Unless the disclosure is initiated by the parent or eligible student or the District has, in its annual notice, included a notice that the

District forwards educational records to other schools upon request where a student seeks or intends to enroll, the District shall make a reasonable attempt to notify the parent or eligible student. Upon request, the District will provide the parent or eligible student a copy of the record disclosed.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational officials, in connection with an audit or evaluation of a state or federally supported education program or the enforcement or compliance with federal legal requirements relating to such programs, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received if the information is necessary for such purposes as to determine eligibility, amount and conditions of aid or to enforce the conditions of such aid.
5. The disclosure is to other state and local officials to the extent that such information is specifically allowed to be reported pursuant to state law concerning the juvenile justice system.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
  - a. develop, validate, or administer predictive tests;
  - b. administer student aid programs; or
  - c. improve instruction.The study must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed.
7. The disclosure is to accrediting organizations to carry out their accrediting functions.
8. The disclosure is to the parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, as amended.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena and the District made a reasonable attempt to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the disclosure is in compliance with a Federal Grand Jury subpoena or other subpoena whereby the court or issuing agency ordered the existence or contents of the subpoena not to be disclosed. Any copy of an educational record provided in response to a judicial order or subpoena shall be submitted directly to the clerk of the court where the proceedings in connection with the subpoena is located, and shall be sealed in an envelope which shall indicate the name of the school or student, the name of the attorney subpoenaing the record and the title of the case referenced in the subpoena.
10. The disclosure is made to appropriate parties in connection with a health or safety emergency.
11. The disclosure is information the District has designated as “directory information” in accordance with FERPA.

### **Communications Concerning Drugs and Alcohol**

The disclosure of certain information concerning drugs and alcohol is specifically limited by state law. Professional employees shall not be required to disclose information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcoholic or drug problem of such student. “Professional employee” for this purpose means a school official or employee who is certified by the State Board of Education, who is a school administrator, or who is a registered nurse employed by, or assigned to, the District. A “professional communication” for this purpose means any communication made privately and in confidence by a student to a professional employee during the course of the professional employee’s employment.

Notwithstanding the above, any employee who obtains physical evidence from a student indicating that a crime has been or is being committed must turn such evidence over to school administrators or law enforcement officials within two (2) school days, provided a professional employee shall not be required to disclose the name of the student from whom such evidence was obtained. Any physical evidence provided to the administration under this provision shall be turned over to the appropriate law enforcement agency within three (3) days.

### **HIV-RELATED INFORMATION**

The disclosure of confidential HIV-related information is specifically limited by state law. The District will disclose any such information from its records only to the extent permitted by state law. “Confidential HIV-related information” means any information pertaining to a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness concerning whether the individual has been so counseled, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions.

### **Challenging Contents of Records**

A parent or eligible student may challenge the content of the student’s educational record in accordance with the following procedure.

The parent or eligible student may request the District to amend the student’s educational record on the grounds that it is:

- (1) Inaccurate;

- (2) Misleading; or
- (3) In violation of the student's privacy rights.

The District shall decide whether to amend the record as requested within a reasonable period of time after the request is received. If the District decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing.

If the parent or eligible student requests a hearing to challenge the content of the student's educational record on the grounds it is inaccurate, misleading or in violation of the student's privacy rights, the hearing shall be conducted as follows:

- (1) the hearing will be held within a reasonable period of time after the request for a hearing is received;
- (2) the District will give the parent or eligible student notice of the date, time, and place of the hearing, reasonably in advance of the hearing;
- (3) the hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing;
- (4) the District will give the parent or eligible student a full and fair opportunity to present relevant evidence at the hearing. The parent or eligible student, at his or her own choosing and expense, may be assisted or represented at the hearing by one or more individuals, including an attorney;
- (5) the District will make its decision in writing within a reasonable period of time after the hearing; and
- (6) the District's decision will be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

If as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights as asserted by the parent or eligible student, it will amend the record accordingly and inform the parent or eligible student of such amendment. If, on the other hand, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, it will inform the parent or eligible student of his or her right to place a statement in the record commenting on the contested information in the record. Such statement will be maintained with the contested portion of the record for as long as that record is maintained, and will be disclosed whenever the portion of the record to which the statement relates is disclosed.

#### **Directory Information**

1. The following student information is declared to be directory information:
  - A. Name
  - B. Address
  - C. Telephone number
  - D. Date and place of birth
  - E. Participation in officially recognized activities and sports
  - F. Weight and height of members of athletic teams
  - G. Dates of attendance
  - H. Degrees and awards received
  - I. Most recent previous public or private school attended by the student

The District shall disclose directory information to individuals not otherwise authorized to receive such information if it annually gives public notice to parents of students in attendance and eligible students in attendance of:

1. the types of personally identifiable information that the District has designated as directory information;
2. a parent's or eligible student's right to refuse to let the District designate any or all of those types of information about the student as directory information; and
3. the period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without meeting the above conditions.

#### **Access Log**

The District will maintain a record of each request for access to, and each disclosure of, personally identifiable information from the educational records of each student. The record shall be maintained with the educational records of the student as long as the educational records are maintained.

For each request or disclosure the record must include:

1. the parties who have requested or received personally identifiable information from the educational record; and
2. the legitimate interests the parties had in requesting or obtaining the information.

If the District discloses personally identifiable information from an educational record with the understanding that the information may be re-disclosed, the record will also include:

- i. the names of additional parties to which the receiving party may disclose the information; and
- ii. the legitimate interest which each of the additional parties has in requesting or obtaining the information.

The following parties may inspect the access log:

1. the parent or eligible student;
2. the school official or his or her designees who are responsible for the custody of the records;
3. a school official with a legitimate educational interest for the purpose of auditing the District's record keeping procedures; and
4. the Comptroller General of the U.S., the Secretary of Education, or state and local educational authorities, for the purpose of auditing the District's record keeping procedures.

The access log requirements do not apply in connection with requests from, and disclosures to, the following:

1. the parent or eligible student;
2. a school official with a legitimate educational interest;
3. a party with written consent from the parent or eligible student;
4. a party seeking information designated by the District as directory information; or
5. a party seeking or receiving the records as directed by a Federal Grand Jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

### **Fee for Reproducing Records**

1. A fee based upon the actual cost of reproduction and postage (if any) may be charged for furnishing copies of any educational record.
2. The fee for copies is stipulated in policy 3250. (cf. 3250 – Materials/Services Fees, Charges)
3. No fee shall:
  - A. effectively prevent the parents or eligible students from exercising their right to inspect and review educational records.
  - B. be charged for searching for or retrieving an educational record.
  - C. be made for furnishing
    - (1) up to two transcripts of former student's records;
    - (2) a copy of a student's individual education plan (IEP); and
    - (3) a copy of any evaluation report and other documentation regarding the determination of a student's eligibility for special education and related services.

### **Retention and Destruction of Student Records**

Educational records will be retained and disposed of in accordance with the Municipal Records Retention Schedule M8 - Education Records, published by the Connecticut State Library, Public Records, Administration, as amended.

The District will inform parents and eligible students when personally identifiable information contained in the educational records of students with disabilities is no longer needed to provide educational services to the student. Such information will be destroyed at the request of the parents or eligible students, in accordance with the Individuals with Disabilities Education Act (IDEA). Notwithstanding the foregoing, a permanent record of a special education student's name, address, phone number, classes attended grade level completed, and year completed may be maintained without time limitation.

### **Enforcement**

A parent or eligible student who believes the District has violated the Family Educational Rights and Privacy Act (FERPA) has the right to file a complaint with the Family Compliance Office (FPCO), U.S. Department of Education, Washington, DC, 20202-4605.

### **Notification of Parents and Eligible Students**

A copy of this regulation shall be provided annually and upon enrollment to parents of students currently in attendance and eligible students currently in attendance.

### **Regulation revised by Policy Committee: May 13, 2003**

### **5131.11/4120–Video Surveillance**

The Ledyard Board of Education desires to maintain safety, order, and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the District to the extent allowable by law and without prejudice to the Board's interest. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles. The students and staff of the District should recognize that their security and safety depends upon the capacity of the District to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board finds that it is appropriate to provide for the use of electronic monitoring including but not limited to the use of video surveillance cameras in its transportation vehicles and on school grounds under the following guidelines:

1. Video cameras may be used to monitor student behavior on school transportation vehicles used to transport students to and from school and off-campus activities.
2. The District shall comply with all applicable state and federal laws related to video recordings when, as determined by the District and in accordance with law, such recordings are considered for retention as part of the student's behavioral record. Such records will also be subject to established District student records procedures including access, review, and release of such records.
3. The District shall annually notify its students and staff that video surveillance may occur on any school property or on any school transportation vehicle. The District shall incorporate said notice in staff and student handbooks.
4. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building principal or other designated administrator.
5. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including those policies concerning the confidentiality of student and staff personnel records.

**Policy adopted: June 6, 2007**

### **5131.6—Alcohol, Drugs and Tobacco Policy**

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, and barbiturates. (cf. 6164.11 - Drugs, Tobacco, Alcohol)

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 - Search and Seizure)

Smoking is prohibited at all times in buildings under the jurisdiction of the Board and in the vicinity of the building while student activities are occurring.

**Policy adopted: November 2, 1994**

### **5131.7—Weapons and Dangerous Instruments**

Students shall not possess firearms, realistic replicas of firearms, weapons, or dangerous instruments of any kind on school grounds, in school buildings, on school transportation, or on any school-related or school-sponsored activity on or off school property. Firearms, weapons, and dangerous instruments shall include, but are not limited to, guns, pistols or rifles, whether loaded or unloaded, weapons as defined in Connecticut General Statutes Section 29-38, firearms as defined in 18 U.S.C. Section 921, deadly weapons, dangerous instruments or martial arts weapons, as defined in Connecticut General Statutes Section 53a-3, or any other instrument, article or substance which under the circumstances in which it is used, or attempted or threatened to be used, is capable of causing physical injury. This can include, but is not limited to, motor vehicles, firecrackers, fireworks of any kind or other items not commonly thought of as weapons.

Students shall not possess firearms off school grounds as defined in 18 U.S.C. Section 921, in violation of Connecticut General Statutes Section 29-35. Further, students shall not possess or use a firearm, instrument, or weapon in the commission of a crime under Connecticut General Statutes Chapter 952.

Any violation of this policy shall be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent(s) or guardian(s). Students who are believed to have violated this policy shall be denied school privileges. Such denial may include expulsion. In addition, students age sixteen (16) and over who are expelled because of conduct which endangers persons if the conduct involved possession of a firearm as defined in 18 U.S.C. Section 921, a deadly weapon, dangerous instrument or martial arts weapon, as defined in Connecticut General Statutes Section 53a-3, on school property or at a school-sponsored activity, may not be offered an alternative educational opportunity during the period of their expulsion.

Any dangerous instrument, weapon, firearm, or realistic replica of a firearm may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff, and the public.

Every employee seizing any weapon, dangerous instrument, firearm, or realistic replica of a firearm shall report the incident to the building principal immediately, and deliver the seized item to the principal, or his/her designee, together with the names of the persons involved, witnesses, location and circumstances of the seizure.

If an employee knows or has reason to suspect that a student has possession of such an item, but the item has not been seized, the employee shall report the matter to the principal immediately, and the principal or his/her designee shall take such action as is appropriate.

The principal or his/her designee shall report all violations of this policy to the Superintendent or his/her designee, the local law enforcement agency, and the student's parent(s) or legal guardian(s), if possible.

The Board of Education shall hold an expulsion hearing whenever there is reason to believe that a student: (1) on school grounds or at a school sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Connecticut General Statutes Section 53a-3, or (2) off school grounds, did possess such a firearm in violation of Connecticut General Statutes Section 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime under Connecticut General Statutes, Chapter 952.

If the Board of Education finds that the student did so possess, or so possess and use, as appropriate, such a firearm, instrument or weapon, the Board of Education shall expel the student for one calendar year, provided that the Board may modify the period of expulsion for a student on a case by case basis.

Prior to conducting an expulsion hearing for a child requiring special education and related services, a Planning and Placement Team shall convene to determine whether the misconduct was caused by the child's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be expelled. The Planning and Placement Team shall re-evaluate the child for the purpose of modifying the child's Individualized Education Program to address the misconduct and to ensure the safety of other children and staff in the school. If it is determined that the misconduct was not caused by the child's disability, the child may be expelled in accordance with the provisions of this policy, except that an alternative education opportunity, consistent with the child's educational needs, shall be provided during the period of expulsion regardless of the conduct upon which the expulsion is based.

Whenever a student is expelled for a violation of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based on possession of a firearm, as defined in 18 U.S.C. 921, or a deadly weapon, as defined in Connecticut General Statutes Section 53a-3, shall be expunged from the cumulative educational record if the student graduates from high school.

**Policy revised: January 5, 2000**

## **5131.81—Personal Electronic Devices**

The Ledyard Board of Education recognizes the need to provide student access to technological resources in support of their educational program. 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. 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.

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

1. Electronic equipment designed for two-way wireless communications, including, but not limited to, mobile cellular phones, "Walkie-Talkies," portable CB radios, portable short-wave radios, or any hand-held device capable of transmitting and/or receiving a wireless signal (e.g. a "Blackberry");
2. A "beeper" or other paging device that is remotely activated and emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor;
3. Portable electronic devices capable of storing, playing, transmitting and/or receiving still images, video and/or audio, including, but not limited to, cameras, video or audio tape recorders, radios, CD players, video or audio digital recorders, DVD players, and MP3 players; and
4. Portable electronic games.

During the instructional day, all personal electronic devices shall be turned off. The instructional day includes, but is not limited to, lunch breaks, recess periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the school day.

Students will be allowed to use personal electronic devices on school transportation (i.e., on buses to and from school, on field trips, athletic trips, etc.) as long as the usage does not present a distraction to the driver.

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 those items confiscated by the staff.

Personal electronic devices, including personal digital assistants (PDAs) and hand-held or laptop computers, shall not be used in any unethical or illegal manner.

In no case will any personal electronic device be allowed that provides for a wireless, unfiltered connection to the Internet.

### **Exceptions**

Students shall be allowed the use of personal electronic devices during the instructional day as specified in the student's Individualized Education Program (IEP) or 504 Plan.

Students may use PDAs or hand-held or laptop computers during the instructional day. However, these items may only be used for educational purposes and not entertainment (i.e., playing games, listening to music or watching videos is prohibited).

The building Principal, or his/her designee, may grant written permission for the possession and use of specific personal electronic devices by a student during the instructional day under specific conditions if the student, age 18 or older, or his/her parent or guardian establishes to the satisfaction of the Principal, or his/her designee, that a reasonable basis exists for the possession and use of the device.

The building Principal, or his/her designee, may specify, in writing, certain situations in which students may be allowed the privilege of using "music players" (e.g., radios, CD or tape players, MP3 players, etc.) during the instructional day.

### **Photographic Devices**

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

1. In a locker room or restroom;
2. In any classroom except under the direct supervision of a teacher;
3. To photograph 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);
4. In a way that would violate copyright law; or
5. To harass, intimidate or bully another person or to invade another person's privacy.

Any image taken using a photographic 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.

### **Audio Recording Devices**

Audio recording devices shall not be used in any unethical or illegal manner.

Audio recording devices shall only be used under the following conditions:

1. Students may be authorized by the Principal, or his/her designee, to use an audio recording device during class in support of their specific educational needs. In such cases, the teacher and the entire class shall be informed that the lesson is being recorded.
2. Under the direct supervision of a teacher.

### **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**

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 confiscation of the device until the end of the school year.

Additionally, 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.

Students in violation of the prohibitions regarding the use of a laser pointer shall also be subject to a monetary fine imposed by the State of Connecticut.

### **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 the requirements of this policy and any building-specific regulations at the beginning of the school year and whenever a student enrolls for the first time during the school year.

**Policy adopted: March 1, 2006**

## **5131.82—Restrictions on Publications & Written or Electronic Material**

### **School-Sponsored Publications and Websites**

School-sponsored publications, productions and websites are part of the curriculum and are not a public forum for general student use. School administrators and staff may edit or delete material that is inconsistent with the educational mission of Ledyard Public Schools.

All school-sponsored communications will comply with the ethics and rules of responsible journalism. Text, whether written or electronic, that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the District, is socially inappropriate, is inappropriate because of the maturity of the student audience, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### **Non-School-Sponsored Publications and Websites**

Students are prohibited from (1) distributing written or electronic materials, on school property or at school-related activities, or (2) accessing internet websites, while on school property, at school-related activities, or by using school equipment, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school-sponsored activities;
2. Violates the rights of others including, but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; or
3. Is socially inappropriate or inappropriate because of the maturity level of the students including, but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent or vulgar language.

The distribution of non-school-sponsored written or printed material will only occur at a time and place and in a manner designated by the building Principal that will not cause disruption, be coercive, or result in the perception that the distributed material is endorsed by the District.

### **Disciplinary Action**

Students in violation of this policy may be disciplined up to and including being suspended and/or expelled in accordance with Board policy. Additionally, students may be disciplined for creating and/or distributing written or electronic material outside the school setting if such action causes substantial disruption to the operation of the school or interferes with the rights of other students or staff members. Possible criminal acts will be reported to Ledyard Police.

**Policy adopted: December 15, 2010**

## **5131.91—Hazing**

Hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials. Any Board employee present at a school-sponsored activity who permits the above-mentioned behavior is subject to disciplinary action, up to and including termination of employment and/or referral to law enforcement officials.

### **Purpose**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **General Statement of Policy**

- A. No student, teacher, administrator, volunteer, contractor, or other employee or agent of the school district shall plan, direct, encourage, aid, condone, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee or agent of the school district shall permit, condone, or tolerate hazing.
- C. Implied or expressed consent by a victim of hazing does not lessen the prohibitions contained in this policy, and will not be considered as a defense to or mitigation of any alleged violation of this policy.
- D. Hazing activities are seriously disruptive of the educational process. This policy applies to behavior that occurs on or off school property and during, before, or after school hours.
- E. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline and/or referral to law enforcement officials.
- F. The school district will investigate complaints of hazing and will take appropriate action, including but not limited to discipline, against any student, teacher, administrator, volunteer, contractor, or other employee or agent of the school district who is found to have violated this policy.

### **Definitions**

- A. “Hazing” means committing an act that creates a risk of harm to a person or property for the purpose of initiation or admission into, affiliation with, or continued membership or affiliation with in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality, including but not limited to whipping, beating, striking, branding, electronic shocking, or requiring the ingestion or placing a substance in or on the body.
  - 2. Any type of physical activity such as sleep deprivation, extended isolation from social contact, confinement to unreasonably small, unventilated, unsanitary or unlighted areas, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to unreasonable stress, embarrassment, shame or humiliation including but not limited to requiring indecent exposure that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies, rules, or regulations.

### **Dissemination of Policy**

This policy shall appear in each school’s parent and/or student handbook and in each school’s staff handbook.

**Policy adopted: August 16, 2000**

## **5131.92/4118.113–Bullying Policy**

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 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.

“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 Prohibited**

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 annually notified 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.
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 a student who commits any verified act of bullying and 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 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 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.

11. 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.
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying.
13. 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.
14. 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.
15. 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.
16. 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.

### **Prevention and Intervention Strategy**

Each school shall implement a prevention and intervention strategy for school employees to deal with bullying that may include, but is not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, his/her parents/guardians and school employees, and interventions with the bullied child, his/her parents/guardians and school staff.
6. School-wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

### **District Safe School Climate Coordinator**

The Board appoints the Assistant Superintendent as the District Safe School Climate Coordinator who shall:

- Be responsible for implementing the District's Safe School Climate Plan;
- Collaborate with the Safe School Climate Specialists from each school, the Board and the Superintendent to prevent, identify and respond to bullying in Ledyard Public Schools;
- Provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying; and
- Meet with the Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the District and to make recommendations concerning amendments to the District's Safe School Climate Plan.

### **Safe School Climate Specialists**

The Principal of each school, or his/her designee as approved by the Superintendent, shall serve as the Safe School Climate Specialist and shall:

- Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
- Collect and maintain records of reports and investigations of bullying in the school; and
- Act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

### **School Climate Assessments**

Starting July 1, 2012, and biennially thereafter, each school shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The District Safe School Climate Coordinator shall collect the safe school climate assessments for each school, report the results to the Board, and submit them in the manner specified to the Department of Education,

### **Safe School Climate Committee**

Beginning with the school year commencing July 1, 2012, the Principal of each school shall establish a committee, or designate at least one existing committee, in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the schools. The Principal shall appoint at least one parent or guardian of a student enrolled in the school to serve on the committee.

Each school's Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;

4. Review and make recommendations to the District Safe School Climate Coordinator regarding the District's Safe School Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents/guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of school data regarding bullying; and
7. Perform any other duties as determined by the school Principal that are related to the prevention, identification and response to school bullying for the school.

Any parent or guardian serving as a member of a Safe School Climate Committee shall not participate in the activities listed in items 1 and 2, above, or in any other activity that may compromise the confidentiality of a student.

**Immunity when Acting in Good Faith**

No claim for damages shall be made against a school employee who reports, investigates, and responds to bullying in accordance with the provisions of the Safe School Climate Plan if the employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment.

No claim for damages shall be made against a student, parent or guardian of a student, or any other individual who reports an act of bullying to a school employee in accordance with the provisions of the Safe School Climate Plan if such individual was acting in good faith.

The immunity provided by the Connecticut General Statutes does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

**Policy Notification Requirements**

This policy, the applicable attendant rules and procedures, and the Board-approved Safe School Climate Plan shall be posted on the Internet websites for the District and each school and shall be included in any school or District publication of the rules, procedures and standards of conduct for schools and in all student and staff handbooks.

**Policy Revised: August 2011**

**5141.3–Immunizations, Health Assessments, and Health Screening**

**Immunizations**

Proof of adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B, hepatitis B, varicella, and or proof of 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.

**Any child who:**

1. Presents a certificate from a physician or a local health agency stating that initial immunizations have been administered to such child during the month prior to attendance and additional immunizations are in process under the guidelines and schedules specified by the Commissioner of Public Health; or
2. Presents a certificate from a physician licensed in the United States stating that, in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child. A medically contraindicated immunization is one that is not in the best health interest of the child in accordance with (1) the then current recommendation of the United States Public Health Service Advisory Committee on Immunization Practices, Center for Disease Control, or American Academy of Pediatrics Committee on Infectious Diseases; or (2) has written approval of the Commissioner of Health Services for any case not resolvable by reference to the recommendations specified in (1).
  - A. A student for whom a medical contraindication has been determined to be of a permanent nature requires no further review.
  - B. A student for whom a medical contraindication has been determined to be of a temporary nature shall be reviewed by a professional at least annually in order to determine that the contraindication continues to exist; or
3. Presents an exemption form signed by the parents or guardian of the student that such immunization would be contrary to the religious beliefs of that student; or
4. In the case of measles, mumps or rubella, presents a certificate from a physician or from the director of health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of hempphilus influenza type B has passed his/her fifth birthday; or
6. in the case of pertussis, has passed his /her sixth birthday shall be exempt from the appropriate provisions of this policy.

If the parents or guardian of any child are unable to pay for required immunizations, the expense of such immunizations shall, on the recommendation of the board of education, be paid by the town.

Students failing to meet the above requirements shall not be allowed to attend school.

## **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.

All health assessments shall include:

1. A complete physical examination which shall include hematocrit or hemoglobin tests, heights, weight, blood pressure.
2. Vision, hearing, speech, and gross dental screenings on health assessments prior to first time enrollment;
3. Vision, hearing, postural and gross dental screenings on health assessments for students enrolled in either grade 6 or grade 7, and in either grade 10 or grade 11;
4. Such other information including a health and developmental history as the professional feels is necessary and appropriate.

The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia and for initial assessments, tests for lead levels in the blood, where the board of education determines after consultation with the school medical advisor and the local health department that such tests are necessary.

No student shall be required to undergo physical or medical examination or treatment 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 examination or treatment.

Any student who is required to have a school health assessment and meets the financial requirements of the free and reduced price meals or for the free milk program may receive a health assessment from the school physician at no cost to the parents.

Continued attendance may be denied to any child who fails to obtain a required health assessment.

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.

The results of each health assessment shall be recorded on forms supplied by the State Board of Education. Such information shall be included in the cumulative health record of each pupil and shall be kept on file in the school such pupil attends. If a pupil permanently leaves the Ledyard Public School System, the pupil's original cumulative health record shall be sent to the chief administrative officer of the school district to which such student moves. The Ledyard Public School System shall retain a true copy.

## **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.

The Superintendent of Schools shall give written notice to the parent or guardian of each student found to have any defect of vision, disease

of the eyes, impairment or defect of hearing or postural problem and a brief statement describing such defect, disease, impairment and/or evidence of such postural problem.

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.

**Policy revised: May 1, 2002**

#### **5141.4—Reporting of Child Abuse and Neglect**

All staff members in the school system who have reasonable cause to suspect or believe child abuse and/or neglect or is at imminent risk of harm of a child under eighteen (18) years of age must report it by telephone or in person to the Department of Children and Families or a law enforcement agency as soon as possible but no later than within twelve hours (12) of such suspicion. A staff member who fails to report such abuse and/or neglect may be fined in accordance with state law. A staff member who knowingly makes a false report of child abuse and/or neglect may be fined and/or imprisoned in accordance with state law and the state attorney will notify the education commissioner. Such staff member shall indemnify and hold harmless the board of education from all types of suits, litigation and other claims arising from his/her failure to report abuse and/or neglect or his/her false report of abuse and/or neglect.

Within forty-eight (48) hours of making the report by telephone or in person, the staff member shall submit a written report (DCF 136) to the Department of Children and Families. A copy of the written report must be submitted to the superintendent or his/her designee, or in the case of suspected abuse and/or neglect by a staff member at another facility, to the person in charge of that facility.

Oral and written reports shall contain, if known:

1. names and addresses of the child and his/her parent(s), guardian(s) or other person(s) responsible for his/her care;
2. the child's age;
3. the child's gender;
4. the nature and extent of the child's injury or injuries, maltreatment or neglect;
5. the approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. information concerning any previous injury or injures to, or maltreatment or neglect of, the child or his/her siblings;
7. the circumstances in which the injury or injuries, maltreatment or neglect came to be known;
8. the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
9. whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

This policy is intended to safeguard children whose health and welfare may be adversely affected through injury and neglect, and to ensure a nurturing and safe environment. School personnel shall cooperate toward the prevention, identification, and investigation of child abuse and/or neglect. Reports should be made where there is reasonable cause to suspect or believe that any child under the age of 18:

1. Has had physical injury or injuries inflicted upon him/her (other than accidental means) by a person responsible for the child's health, welfare, or care, or by a person given access to the child by such responsible person.
2. Has injuries which are at variance with the explanations given of their occurrence.
3. Is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment.
4. Has been neglected in one or more of the following ways:
  - A. has been abandoned;
  - B. is being denied proper care and attention, physically, educationally, emotionally, or morally; or
  - C. is being permitted to live under conditions, circumstances, or associations injurious to the child's well being.

#### **Child Abuse and Neglect When a Staff Member is Involved**

A staff member who has reasonable cause to suspect that a child has been abused and/or neglected or is at imminent risk of harm by a school employee must report the abuse to the Superintendent or his/her designee in addition to the report to the Department of Children and Families or a law enforcement agency.

1. The Superintendent or his or her designee shall immediately notify the child's parent, guardian, or other person in charge of the child's care that a report has been made. A copy of the written report provided to the Department of Children and Families or law enforcement agency shall also be provided by the superintendent or his/her designee to the Department of Education.
2. If the Department of Children and Families, after an investigation, notifies the superintendent that it has reasonable cause to believe that a child has been abused by a certified public school employee in a position requiring a certificate, the superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits. Within seventy-two (72) hours after such suspension the superintendent shall notify the local board of education and the Department of Education of the reasons for and conditions of the suspension. The superintendent shall disclose the records provided to him/her by the Department of Children and Families to the Department of Education and the local board of education or their attorney for

- purposes of review of employment status or certification. Such suspension shall remain in effect until the board of education acts pursuant to the provision of Connecticut General Statutes, Section 10-151. If the contract of employment is terminated, the superintendent shall notify the Department of Education within seventy-two (72) hours after such termination. Upon receipt of such notice, the Department of Education may commence certification revocation proceedings pursuant to Connecticut General Statutes.
3. If the Department of Children and Families, after an investigation, notifies the superintendent that it has reasonable cause to believe that a child has been abused by a noncertified school employee, the superintendent may suspend such employee. Such suspension shall be with pay and shall not result in diminution or termination of benefits to such employee. Such suspension shall remain in effect until the incident of abuse has been satisfactorily resolved by the employer of the noncertified school employee.

### **Role of Department of Children and Families**

1. Determination of Need (In-School Interview)

Any person authorized to conduct an investigation of abuse or neglect shall coordinate the investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate. The Department of Children and Families shall obtain the consent of parents or guardians or other persons responsible for the care of the child to any interview with a child, except that such consent shall not be required when the department has reason to believe such parent or child's household is the perpetrator of the alleged abuse. If consent is not required to conduct the interview, such interview shall be conducted in the presence of a disinterested adult unless immediate access to the child is necessary to protect the child from imminent risk of physical harm and a disinterested adult is not available after reasonable search.

If the DCF determines that a school interview is appropriate, the DCF social worker will notify the building principal prior to the school visit. The DCF worker will provide the building principal or principal's designee with DCF identification upon request.

Should the DCF social worker not arrive as scheduled and school personnel decide that the retention of the child beyond the school day is necessary to protect the child's physical well being, the principal or his/her designee must attempt to notify the parents/guardians of the child. If reasonable attempts to notify the parents/guardians fail, the principal will notify the police of the child's retention.

2. Process (In-School Interview)

The school will provide a private place for the DCF worker to interview the child. School personnel will not be part of the interview unless specifically asked to do so. In either event, the investigation is to be conducted solely by the DCF worker, unless the alleged abuser is a school employee or student thereby necessitating application of a school investigation and possible disciplinary action.

3. Removal from the Home and/or School

If the DCF has probable cause to believe that the child is in imminent risk of physical harm from his/her surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the DCF may remove or authorize a law enforcement official to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. If removal of the child from the school is determined to be necessary, the DCF shall inform the building principal or his/her designee of the removal. It is the responsibility of the DCF to notify the parents/guardians of any activities or actions taken by the DCF following the interview.

### **Follow-up Procedures for the School Staff**

1. Notification of Parents/Guardians

If the alleged perpetrator of the abuse does not reside in the home with the child, the school social worker, the principal or the student crisis team designee will notify the parent/guardian that a referral has been made. If the alleged perpetrator of the abuse is in the home, and in the judgment of the principal and/or the student crisis team, the parent or guardian may punish the child for revealing the abuse, the notification of the parent or guardian of the child abuse referral will be done by the Department of Children and Families (DCF) worker. Communication will be established and maintained between the DCF worker and the school social worker who will confer with the school staff as necessary.

### **Procedures for Use with the Intellectually Disabled**

In case of suspected abuse or neglect of any person with an intellectual disability, an oral report of suspected abuse shall also be made to the Office of Protection and Advocacy for the Handicapped and Developmentally Disabled Persons within five calendar days. Such report shall be followed up by a written report within five additional calendar days. Such report shall contain the name and address of the allegedly abused or neglected person, a statement from the person making the report indicating hi/her belief that such person is intellectually disabled, information supporting the supposition that such person is substantially unable to protect him/herself from abuse or neglect, information regarding the nature and extent of the abuse or neglect and any other information which the person making such report believes might be helpful in an investigation of the case and the protection of such person with the intellectual disability.

**Policy revised: June 24, 2009**

## 5141.5–Suicide Prevention/Intervention

The Board recognizes that suicide is a complex issue and that, while the school may recognize potentially suicidal youth, it cannot make clinical assessment of risk and provide in-depth counseling but must refer the youth to an appropriate place for such assessment and counseling.

Any school employee who may have knowledge of a suicide threat must follow the procedures outlined in the administrative regulations for this policy. This information must be reported to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

A planned program of education for all students about the value of a positive self image in preventing suicide, about the warning signs of potential suicide situations, and about proper procedures for attaining help in preventing suicide shall be established.

These topics will be assigned to the district's comprehensive health education curriculum.

Each school within the district shall establish and maintain a crisis intervention team to mobilize school resources and act as a planning team during the crisis.

**Policy revised: November 3, 1999**

## 5141.21—Administering Medication Policy

The Ledyard Board of Education recognizes that allowing for the proper administration of authorized medications to individual students in the Ledyard Public Schools is an essential element of providing a healthy and safe learning environment.

Medications, including controlled drugs designated as such by the Commissioner of Agriculture and Consumer Protection, shall be administered only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon:

1. the written order of a licensed physician, a dentist, an optometrist, an advanced practice registered nurse (APRN), or a physician assistant licensed to prescribe medicine; and
2. the written authorization of a parent or guardian of such child.

Personnel Authorized to Administer Medications--Medications shall normally be administered by the School Medical Advisor (SMA), a school nurse or, in his/her absence, any other licensed nurse approved by the SMA.

In the absence of these medical personnel, the building Principal, a teacher designated in writing by the building Principal, or a licensed physical or occupational therapist or a licensed athletic trainer employed by the Ledyard Board of Education shall be permitted to administer authorized medications upon completion of training in the safe administration of medications and subsequent approval by the SMA.

In the absence of qualified medical personnel, a coach who has been properly trained and approved by the SMA may also administer authorized medications to students participating in intramural and interscholastic athletics but only while that person is actually working in the capacity as a coach.

The SMA and a school nurse may jointly approve a plan for and provide training and general supervision to an identified school paraprofessional to administer medication, including, but not limited to, medication administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death. A "cartridge injector" means an automatic pre-filled cartridge injector or similar automatic injection equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions. The approved medication administration plan also requires the written authorization of the student's parents or guardian and a written order from the student's physician, APRN, optometrist, or physician assistant licensed to prescribe medicine.

Parents or guardians shall be allowed to administer medications to their own children on school grounds or at school sponsored activities in a manner that is not disruptive to the other students and is in compliance with applicable state statutes and regulations.

No employee of the Board shall be required to administer medications unless such action is part of the employee's job description and the employee has received the necessary training and authorization.

No Board employee authorized and properly trained to administer medications under this policy and the attendant regulations shall be liable to the student or a parent or guardian of the student for civil damages for any personal injuries that result from acts or omissions, which may constitute ordinary negligence, while administering authorized medication to the student. This immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

Self-Administration of Emergency Medications by Students--Students diagnosed with asthma or an allergic condition may carry and self-administer medication, including medicine administered through the use of an asthmatic inhaler or an automatic prefilled cartridge injector or similar automatic injectable equipment, provided that:

1. a licensed physician, a dentist, an APRN, or a physician assistant licensed to prescribe medicine provides a written order for self-administration of the medication;
2. there is a written authorization for self-administration from the student's parent or guardian;
3. the school nurse has evaluated the situation and deemed it safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision of such self-medication;
4. the building administrator(s), appropriate teachers, and coaches of intramural or interscholastic athletics in which the student participates are informed that the student is self-administering prescribed medication; and
5. such medication is transported to school and maintained under the student's control in the original container.

Ledyard High School students on overnight school-sponsored trips may be allowed to self-administer medications, with the exception of controlled drugs designated as such by the Commissioner of the Department of Consumer Protection, with specific authorization by the school nurse.

Students are allowed to conduct self-testing of blood glucose levels provided the school nurse has received (1) the written authorization of the student's parents or guardian to allow self-testing and (2) the written order of the student's physician or APRN stating the need and the capability of the student to conduct such self-testing. The manner in which the student will conduct self-testing of blood glucose levels shall be jointly approved by the SMA, the school nurse, the student's physician or APRN, and the student's parent or guardian. Self-testing shall be conducted in such a way as to be neither disruptive nor pose a health risk to the other students. Students approved to self-administer medication using a cartridge injector shall be allowed to carry the authorized cartridge injector while traveling in a vehicle used for school transportation.

Storage of Medications--Each school shall maintain the same records for medications stored in the school as are required of hospitals under the provisions of subsections (f) and (h) of CGS section 21a-254 and shall store such medications in the manner required by the Commissioner of Consumer Protection.

Policy Review and Revision--The Superintendent, in consultation with the SMA and the Administrative Supervisor of Ledyard Regional Visiting Nurses Association (LRVNA), shall implement regulations in accordance with the guidance in this policy and applicable state statutes and regulations to provide for the safe administration of authorized medications to students within the Ledyard Public School system.

The Ledyard Board of Education, with the advice and assistance of the SMA and the Administrative Supervisor of LRVNA, shall review and revise this policy and attendant regulations as often as necessary but at least biennially.

The SMA shall document by letter the completion of his/her review and any recommended changes. The Superintendent shall retain the documentation of the SMA's completed review for a period of ten years. The SMA shall approve any revisions to this policy or the attendant regulations for administering medications.

**Policy Revised: August 2011**

### **5141.24—Life-Threatening Allergies**

Ledyard Public Schools serve students with complex medical needs, including children with life-threatening allergies. The District is committed to early identification of these students and the development of individualized health and emergency care plans for those students who have life-threatening allergies. The determination of whether or not a student's allergy is "life-threatening" shall be made jointly by the student's physician and the School Medical Advisor.

Using a collaborative process involving the student's parents/guardians, the student, the School Medical Advisor, the student's physician, the school nurse, and appropriate teachers and administrators, the District will develop an individualized plan to provide a safe educational environment for the student and will provide appropriate education and training for affected staff members. Ledyard Public Schools will follow Connecticut State Department of Education Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (2006).

**Policy revised: June 24, 2009**

### **5143—Academic Dishonesty Policy**

The Ledyard Board of Education believes that honesty and integrity are essential character traits that every student should develop and exhibit in becoming a responsible citizen. Therefore, the Board prohibits all forms of academic dishonesty within Ledyard Public Schools.

"Academic dishonesty" shall, in general, mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to:

- A. Cheating on an examination;
- B. Collaborating with others on an assignment to be presented as one's own work when such collaboration is contrary to the stated or written rules for that assignment;
- C. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own;
- D. Stealing or having unauthorized access to examination or course materials;
- E. Falsifying records of laboratory experiments or other data;
- F. Submitting, if contrary to the rules of the course or assignment, work previously presented in another course; and
- G. Knowingly and intentionally assisting another student in any of the previously listed prohibitions, including assisting in an arrangement whereby any work, classroom performance, examination or other academic activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**Disciplinary Actions**

At a minimum, a student will lose credit for an assignment/examination when it has been determined that the student intentionally violated this policy. Additional disciplinary actions may be taken up to and including suspension and expulsion based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy.

**Policy Implementation**

Each school Principal shall implement rules and procedures to carry out the requirements of this policy in a manner that is consistent and fair for all students.

The Board supports the use of automated processes, such as "Turnitin.com", to assist in dissuading students from intentionally committing plagiarism.

Teachers in all grade levels shall make their students aware of what constitutes academic dishonesty as delineated in this policy. Directions for class assignments shall be clear as to whether or not group collaboration is allowed.

**Notification**

This policy in conjunction with the school procedures and rules regarding academic dishonesty shall be published annually in each school's student handbooks.

**Policy revised: December 17, 2008**

**5145.5–Sexual Harassment Policy**

**Sexual and Other Forms of Harassment**

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.

**Definitions**

**Sexual Harassment**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile or offensive learning environment. Examples of sexual harassment include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcomed or inappropriate touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing

**Other Forms of Harassment Based on Protected Class Status**

For purposes of this policy, harassment of a student based on protected class status other than sexual harassment consists of verbal or physical conduct when the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or the harassing conduct otherwise adversely affects an individual's work or academic performance.

**Civil Rights Officer**

Questions, complaints, and other matters concerning harassment will normally be handled by the Assistant Superintendent, who is designated as the District's Civil Rights Officer. The Civil Rights Officer is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including but not limited to investigations may be referred directly to and handled by the Superintendent or his/her designee.

**Training**

Each year, or more frequently if the Board deems it appropriate, students will receive training regarding sexual harassment and related matters. Such training may include a review of this regulation and procedures, discussion, films, or other activities.

**Complaint Procedure**

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.

A student who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that he/she has been subjected to sexual or other forms of harassment should next submit a written complaint to the Civil Rights Officer. If the Civil Rights Officer is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Civil Rights Officer, guidance office, building principal, and the Superintendent. 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.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of harassment. All complaints are to be forwarded immediately to the Civil Rights Officer unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

**Investigation**

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Civil Rights Officer, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within five (5) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Civil Rights Officer and/or the Superintendent.

**Dissemination, Posting and Discussion of Policy**

This policy shall appear in the Student Handbook. This policy shall be discussed with students at least annually and more often as needed. This policy shall be posted in prominent and accessible locations in each school building.

### **Alternate Complaint Procedures**

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows:

U.S. Department of Education, Office for Civil Rights  
8th Floor, 5 Post Office Square, Suite 900,  
Boston, MA 02109-3921  
Telephone # 617 289-0111  
ocr.boston@ed.gov

**Policy revised: 11/2/09 (change of address only)**

**SEXUAL HARASSMENT IS ILLEGAL  
AND IS PROHIBITED  
BY  
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT  
PRACTICES ACT  
(Section 46-60(a)(8) of the Connecticut General Statutes)  
AND  
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964  
(42 United States Code Section 2000e et seq.)**

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Such conduct may further constitute illegal harassment if based upon other protected class status including: race, color, religious creed, age, sex, pregnancy, national origin, past or present history of mental disorder, mental retardation, physical disability, marital status, ancestry and sexual orientation. Any harassment based on protected class status will not be tolerated.

Contact the Civil Rights Officer if you have questions or concerns or believe that you or others are being harassed. Please refer to the policies of the Ledyard Board of Education concerning sexual and other forms of harassment and complaint procedures (Policy 4118 for Personnel and Policy 5145.5 for Students).

If you feel that you have been discriminated against, contact the **Connecticut Commission on Human Rights and Opportunities**, 21 Grant Street, Hartford, Connecticut 06106. (Telephone Number: 860-541-3400). Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

If you need additional information, contact the **Permanent Commission on the Status of Women**, 18-20 Trinity Street, Hartford, Connecticut 06106. (Telephone Number: 860-240-8300).

**LEDYARD PUBLIC SCHOOLS**  
**Ledyard, Connecticut**

**HARASSMENT REPORT FORM<sup>1</sup>**

The Ledyard Public Schools maintain a firm policy prohibiting all forms of harassment based on sex or other protected class status. Sexual advances or other forms of sexual harassment or any other form of harassment by any person, which creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Individuals who suspect that they may be victims of sexual or other forms of harassment shall complete this form and file it with the Civil Rights Officer, or if deemed more appropriate, with the Superintendent of Schools or his/her designee.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Name of person(s) you believe sexually harassed you \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including but not necessarily limited to descriptions of: what force, if any, was used; any specific verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature - Complainant

\_\_\_\_\_  
Date

Received by \_\_\_\_\_

Signature - Civil Rights Officer

\_\_\_\_\_  
Date

A copy of this form shall be provided to the complainant

<sup>1</sup> This reporting form should be used for all forms of alleged harassment.

## 5145.12—Search and Seizure

Students have the right to be free of unreasonable searches and seizures under the Fourth Amendment of the Constitution. Balanced against this right is the school officials' responsibility to create and maintain an environment consistent with the school's educational mission. School officials have a duty to protect the health, safety and welfare of all students under their authority. Students are prohibited from bringing to school contraband, defined below, or other items or substances that could disrupt the educational function of the school.

### Definitions

**“Contraband”** refers to those items that students are prohibited from possessing or using on school property by federal or state law, Board policy or school regulation.

**“Reasonable suspicion”** means sufficient knowledge is possessed by the District official at the time the official makes or authorizes the search that would lead a reasonable person to believe that a search of a particular student or place may turn up evidence of a violation of law, Board policy, administrative regulation or school rule. The official's knowledge may be based upon relevant past experience of the official, observation by the official, and/or credible information from another person.

**“Past experience”** may provide the District official with information relevant to the suspected violation as well as information that enables the official to evaluate the credibility of information from another person.

**“Credible information from another person”** may include information that the District official reasonably believes to be true that was provided by another District employee, a student, law enforcement personnel, a government official or other person.

**“Reasonable in scope”** means that the manner and extent of the search are reasonably related to the objectives of the search, limited to the particular student or students most likely to be involved in the suspected infraction, and not excessively intrusive in light of the student's age, sex, maturity or nature of the suspected infraction.

### Emergency Situations

Credible situations that potentially put the safety of students or school staff at risk or could result in substantial damage to school property constitute sufficient reasons for school officials or law enforcement personnel to conduct a thorough search of (1) all school property and/or (2) vehicles located on school grounds and/or (3) individuals and their personal property. A bomb threat is an example of such an emergency. In responding to such an emergency or potentially dangerous circumstance, the actions of school officials shall be reasonably effective and not more intrusive than necessary.

### Evidence of Criminal Misconduct

The Ledyard Police may be informed in the event that any search conducted pursuant to this policy uncovers evidence of potential criminal misconduct.

### Searching Desks, Lockers and Other Storage Spaces

Desks, school lockers and other storage spaces are provided to students for their convenience. These storage areas remain the property of Ledyard Public Schools and, as such, are subject to routine periodic inspections by school personnel to confirm that these storage areas are being used appropriately in a manner consistent with maintaining the health and safety of all students. Additionally, these storage areas may be searched for contraband under the conditions specified herein. The building Principal, or his/her designee, shall maintain an accurate list of all locker and other storage space assignments and either a master key or combination to all lockers.

At the time a student is assigned a locker or other storage space, he/she will be informed that school officials are empowered to conduct random periodic inspections of school lockers and other assigned storage spaces. Students will also be informed of the following requirements:

1. Students are responsible for the contents of their locker and any other storage space assigned to them.
2. Students are to keep their assigned lockers and other storage spaces locked when not in use.
3. Students are not to give other students access to their lockers or any other assigned storage spaces.

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.

The search of a student's locker or other assigned storage space will be conducted in the presence of another staff member. District officials

shall seize any item that is evidence of a violation of law, Board policy, administrative regulation or school rule, or for which the possession or use is prohibited by law, Board policy, administrative regulation or school rule.

### **Health and Safety Inspections**

Student lockers and storage spaces may be opened and inspected to ensure that they are being used for the purpose for which they were provided to the students and that the contents do not present a risk to the health and safety of other students and staff members without specific indication that a potential violation of law, Board policy, administrative regulation or school rule exists. During a health and safety inspection, the contents of the locker or storage space may not be searched through unless there is indication of a potential violation of law, Board policy, administrative regulation or school rule. In such instances, the previous guidance stated in this policy on conducting searches shall then be followed.

### **Student Search**

Students and their personal property may be searched by the building Principal, or his/her designee, in the presence of an adult witness if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating federal or state law, Board policy, administrative regulations or school rules. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Students and their personal property may be searched by law enforcement personnel on school property.

School officials are not authorized to conduct strip searches. Students may be required to remove a coat, jacket or similar outer garment and remove shoes and socks if such actions are reasonable in scope based on the suspected contraband that is the target of the search. If the building Principal is convinced that a more intrusive search is required to expose contraband, he/she should contact the Ledyard Police.

Searches may include, if school officials believe necessary, a frisk or pat down of a student's clothing. Frisk or pat down searches shall only be conducted by a staff member who is of the same sex as the student and in the presence of another staff member. Where the object of the search may be felt by a pat down of the student's clothing or personal property, the school official may first pat the student's clothing or personal property in an attempt to locate the item(s) of contraband or focus of the search before searching inside the student's clothing or personal property.

A search of a group of students and/or their personal property where no particular student is suspected may only be conducted if there is a reasonable suspicion of misconduct that is immediately harmful to students, staff or school property.

### **Use of Dogs for Searches on School Property**

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

1. The Superintendent shall authorize the search, and the building Principal, or his/her designee, shall be present while the search is taking place.
2. All school property, such as lockers, classrooms, parking areas and other storage areas, may be searched.
3. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
4. Individuals will not be subjected to a search by dogs.
5. Only the dog's official handler will determine what constitutes an alert by the dog. If a dog alerts on a locked vehicle, the student who brought the vehicle onto District property will be asked to unlock it for inspection following the guidance previously specified herein.
6. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible to illegal substance(s) on school property.

### **Vehicle Searches on School Grounds**

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver to allow the search of that motor vehicle when there is reasonable suspicion.

The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent or guardian, or owner of the vehicle for a search of that vehicle. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination, without further hearing, of the student's privilege of bringing a motor vehicle onto school premises. The building Principal, or his/her designee, may request that law enforcement personnel search a motor vehicle on school premises, subject to the provisions of this policy.

**Lost or Abandoned Items**--Lost or abandoned items will be inspected by school officials.

### **Documentation**

Administrators shall document all searches conducted in Ledyard Public Schools that result in disciplinary action. The documentation shall specify the following:

- Name, age and sex of the student involved;
- Time, date and location of the search;
- Justification for the search and nature of reasonable suspicion (suspected violation of law, Board policy, administrative regulation or school rule and supporting evidence);
- Type and scope of search (specifically what was searched);
- Results of the search, contraband material(s) found, disposition of the material(s) seized, and the discipline imposed;
- Name of the staff member witnessing the search; and
- Name of the school official conducting the search.

### **Notification**

The building Principal, or his/her designee, shall attempt to notify the parents/guardians of any student who is the subject of a search conducted on school property by either school officials or law enforcement personnel.

Students and their parents or guardians will be informed annually, at the start of the school year and when a student registers in the District for the first time, of the requirements of this policy and its attendant regulations through inclusion in student and parent handbooks.

This notification specifically informs students and their parents/guardians in advance that Board policy allows desks, lockers and other assigned storage spaces to be inspected if the school administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Furthermore, notice is also provided that trained contraband-detection dogs may be used for searched on school property during the school year.

**Policy Revised: December 15, 2010**

### **5145.13—Student Surveys**

The Ledyard Board of Education recognizes that student surveys can be a valuable resource for schools, the community and governmental agencies in determining student needs for educational services. 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. At the Board’s discretion, the overall results of any completed surveys shall be reported to the Board at a regularly scheduled Board meeting. The overall results of any survey conducted within the District shall be made available to all parties who submit a written request to the Superintendent for such information.

Restricted Sensitive Subject Areas--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).

Definitions--The term “personal information” means individually identifiable information including: a student or parent/guardian’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security number.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, including: printed or representational materials; audio-visual materials; and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Notification to Parents/Guardians**

1. Students and their parents/guardians shall be notified of this policy at least annually at the beginning of the school year, when enrolling students for the first time in any District school, and when there is any substantive change to this policy. This notification must explain

that parents/guardians or students (if the student is an adult or legally emancipated minor) have the right to “opt the student out of participation,” in writing, in the following activities:

- a. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). However, student personal information, with the exception of the student’s Social Security identification number, may be collected and disclosed for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
    - (1) College or other postsecondary education recruitment, or military recruitment.
    - (2) Book clubs, magazines, and programs providing access to low-cost literary products.
    - (3) Curriculum and instructional materials used by elementary and secondary schools.
    - (4) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
    - (5) The sale by students of products or services to raise funds for school-related or education-related activities.
    - (6) Student recognition programs.
  - b. The administration of any survey that delves into the restricted sensitive subject areas identified and listed previously.
2. Students and their parents/guardians shall be notified at the beginning of the school year of the specific or approximate dates during the school year when the collection/disclosure of student personal information and/or the conduct of surveys that delve into the restricted sensitive subject areas are scheduled to be conducted.
  3. Students and their parents/guardians shall be notified in writing at least four (4) weeks prior to the planned administration date of an approved survey that delves into the restricted sensitive subject areas or involves the collection of student personal information for disclosure to parties outside the District. The notification shall include the arrangements that have been made to protect student privacy and to safeguard and prevent inadvertent disclosure of personal information.

Inspection of Surveys and Related Materials by Parents or Guardians--All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation (other than those used in the special education identification process) as part of any applicable program shall be available for inspection by the parents or guardians of students.

A parent/guardian may request to inspect instructional materials at any time during the school year by submitting such request in writing to the building administrator. Upon receipt of such written request, the building administrator shall make the requested instructional materials available in a timely manner. 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.

Student and Parent/Guardian Rights--The rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or becomes a legally emancipated minor at any age. This policy and any related regulations shall not supercede any rights granted under 20 USC 1232g, Family Educational and Privacy Rights.

**Policy adopted: May 4, 2005**

## **Policy 5146—Police in the Schools**

The Ledyard Public Schools system enjoys an excellent working relationship with the Ledyard Police. The presence of the Youth Officer and the School Resource Officer in the schools enhances the educational program and supports a safe environment for students and staff. The Ledyard Board of Education expects District employees and students to cooperate fully with members of the Ledyard Police while in the performance of their law enforcement duties. However, as the schools are responsible for their enrolled students during regular school hours and while students are participating in school-sponsored events or activities, staff members shall work to ensure, as is practicable, that each student’s constitutional rights are upheld in regard to questioning and arrest and that students are protected from any form of illegal coercion.

## Questioning Students

When police are investigating possible criminal acts, which occurred, or may have occurred, on school property or while the alleged participants were under the jurisdiction of the District, the police may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. Reasonable attempts will be made to notify the student's parents or guardians so that they may be present during the questioning. The building Principal, or his/her designee, shall remain with the student, if the student so desires, until the student's parent or guardian arrives.
3. Prior to questioning, the student and his/her parents/guardians shall be informed, by the police, of the student's right to remain silent or to speak through an attorney and that any statements made by the student may be used in legal proceedings against the student.
4. In situations where the use or abuse of illegal or prohibited substances by the student or students being questioned is suspected, and where there is reason to suspect that the student has recently consumed such a substance, the school nurse or other appropriate medical personnel may be contacted and/or summoned to assure the well-being of the student(s).

When investigating a possible criminal violation that occurred off school grounds and during which the alleged participants were not under the care of the District, police will be encouraged to question students in their homes. However, the police may be permitted to question students in the schools when the procedures outlined above are observed.

## Implementation

The Superintendent shall develop regulations, in conjunction with the Ledyard Police, delineating the procedures to be followed for police response to both emergencies and non-emergencies in the schools, the conduct of patrol checks, interviewing students, student arrests, and the sharing of information, as allowed by law.

**Policy approved: March 1, 2006**

## 6112--School Day

### Pledge of Allegiance

Time shall be provided daily, preferably during the morning opening exercises, to provide the opportunity for students to recite the Pledge of Allegiance. Permissive language rather than mandatory language shall be used to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge" or "You are invited to participate in the recitation of the Pledge".

If, because of 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. In any event, all students must be courteous and respectful of the beliefs of others. *(The entire "School Day" policy is available on [www.ledyard.net](http://www.ledyard.net))*

**Policy Revised: July 6, 2005**

## 6114.3—Bomb Threats Policy

The Ledyard Board of Education recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Superintendent shall react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Conduct Prohibited--No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy. It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

### Definitions

1. A "**bomb**" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "**look-alike bomb**" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "**bomb threat**" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "**School premises**" means any school property, school buses and any location where any school activities may take place.

Development of Bomb Threat Procedures--The Superintendent or his/her designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Crisis Intervention School Safety Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent or his/her designee will be responsible for overseeing a periodic evaluation of the adequacy of the District's bomb threat procedures.

Reporting of Bomb Threats--A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building administrator, a teacher, the School Resource Officer or other employee in a position of authority. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's bomb threat procedure and inform the Superintendent of the threat. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

Student Discipline Consequences--Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action. The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

Aiding Other Students in Making Bomb Threats--A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the same disciplinary consequences described above.

Failure to Report a Bomb Threat--A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

Staff Discipline Consequences--A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies. A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

Civil Liability--The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

Lost Instructional Time--Instructional time lost as a result of a bomb threat may be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within parameters set by the Board.

Notification Through Student Handbook--All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

**Policy adopted: May 18, 2005**

## **6141.2—Recognition of Religious Beliefs and Customs Policy**

In accordance with the mandate of the Constitution of the United States of America prohibiting the establishment of religion, it is the policy of the Ledyard Board of Education that the Ledyard Public Schools shall, at all times and in all ways, be neutral in the matters of religion. However, 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. The District also recognizes that one of its educational responsibilities is to advance the

students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the District shall approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to their religious beliefs unless there are clear issues of compelling public interest that would prevent such excusal.

As required by the No Child Left Behind Act of 2001, the Superintendent shall, by October first of each year, certify in writing, or in any other manner as specified by the State Department of Education, to the state that students enrolled in Ledyard Public Schools are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent shall ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions.

Recognition of Religious Holidays--The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs, reflecting the diversity of global cultures. The following requirements shall govern the recognition of religious holidays and related events in any programs and activities conducted within the Ledyard Public Schools system under the Board's cognizance:

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Decorations that are part of custom and have no direct religious meaning (e.g., Christmas tree, menorah, etc.) may be displayed. Tree decoration should not promote religion nor require student participation.
4. School activities, such as concerts, enrichment programs, and parent-teacher organization sales, should focus on seasonal rather than religious themes.
5. Performances that recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. Food service staff shall consider religious dietary restrictions when planning school menus (e.g., non-meat meals, limiting pork to one menu choice, etc.).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if the celebration is in conflict with family beliefs. A written request for exclusion should be sent to the building administrator.

Absence for Religious Observation--Student absences for religious observances shall be excused. Furthermore, such absences shall not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

Religion in the Curriculum--Religious institutions and orientations are central to human experience, past and present. It is essential that the teaching about, not of, religion be conducted in a factual, objective and respectful manner. The Board supports the inclusion of religious literature, music, drama, and the arts in the curriculum, where appropriate, and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively, without bias for or against any particular religion.

The emphasis on religious themes in the arts, literature and history should only be as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets nor demean any religious beliefs.

In response to classroom questions or assignments, student-initiated expressions that reflect their personal beliefs or non-beliefs about a religious theme will be accommodated. The student's work shall be objectively evaluated against academic standards and without consideration of the religious content or point of view.

The use of religious symbols (such as a cross, crescent, Star of David, crèche, symbols of Native American religions, etc.) is permitted as a teaching aid or educational resource provided such symbols are directly related to curricular objectives, are displayed as an example of the cultural and religious heritage of a particular event, and are temporary in nature.

Student-Initiated Religious Activities--Students have the same rights to engage in religious activity and discussion as they have to engage in other comparable activity while at school. Generally, this means that students may pray in a non-disruptive manner during the school day when they are not engaged in school activity and instruction, subject to the same rules as apply to other speech.

Responsibilities--The Superintendent shall develop guidelines concerning religion in the schools and, after Board approval of such guidelines/regulations, distribute them to the schools.

The building administrators are responsible for monitoring compliance with this policy and related regulations. Pertinent information regarding this policy and related regulations shall be included in student, parent and staff handbooks.

**Policy revised: July 6, 2005**

## 6141.321–Use of Internet Policy

### 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.

**Policy revised: August 16, 2000**

## 6146--Graduation Requirements Policy

Only those students who have earned the appropriate number and distribution of credits and have satisfactorily met the District's Performance Graduation Requirements shall receive a diploma from Ledyard High School.

At the beginning of the school year, students and their parents/guardians shall be notified of the requirements to graduate from Ledyard High School. Notification shall also be given whenever there is a significant change to this policy or to any of the graduation requirements.

### Credit Distribution Requirement

Students must earn a total of twenty-six (26) credits as specified in the following subject areas:

<b>Subject</b>	<b>Required Credits and Courses</b>
English	4 credits
Mathematics	3 credits
Social Studies*	3.5 credits, including: -World History (1 credit)** - U.S. History I and II (2 credits) - Government (0.5 credit)
Science	3 credits, including: - Biology (1 credit) - Chemistry (1 credit) - Environmental Science (0.5 credit)
Math or Science	1 additional credit
Physical Education	1 credit
Vocational and/or Fine Arts	2 credits
Health	0.5 credit
Electives	8 credits

**\* 3 Credits in Social Studies required for the Classes of 2009-2011**

**\*\* Required starting with Class of 2012.**

Under the Block Schedule, one credit is the equivalent of a class period that lasts at least eighty (80) minutes and meets every school day for one semester.

The Ledyard High School administration shall delineate the classification of courses by subject area, establish the minimum number of course credits a student must carry each year, and make other such requirements as deemed necessary to administer this policy.

### Exemption from Physical Education Credit Requirement

Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated because of the physical condition of such student shall be excused from the physical education requirement. In such a case, the physical education credit requirement shall be fulfilled by an elective as determined by the Ledyard High School administration. However, students shall not be excused from the physical education requirement based on a medical condition that the School Medical Advisor determines is temporary in nature. In such cases, the student shall be expected to satisfy the physical education credit requirement after he or she is no longer medically restricted.

### **Credit for Courses Completed at Other Educational Institutions**

Credit toward satisfying the graduation requirements at Ledyard High School shall be granted in the following circumstances:

1. Credits earned from a public high school prior to enrollment at Ledyard High School.
2. Credits earned from a private school, which has been approved by the Connecticut State Department of Education, prior to enrollment at Ledyard High School.
3. Credits earned for courses taken at other secondary schools or accredited institutions of higher learning, provided that approval was obtained from the Ledyard High School administration prior to enrolling in the course.
4. One three-credit semester course, or its equivalent, completed at an institution of higher learning shall equal one-half (0.5) credit toward the graduation requirements.
5. Credits earned for courses passed during participation in an approved foreign exchange program.

In cases where there is any disagreement between the student's parent/guardian and the Ledyard High School administration regarding the granting of credit toward the graduation requirements, the Superintendent shall make the final determination.

### **Performance Graduation Requirements (PGRs)**

1. **Reading/Writing PGR** – Students shall either (1) score at Level 3 (proficiency) or higher on the Writing Across the Disciplines section or the Reading Across the Disciplines section of the Connecticut Academic Performance Test (CAPT) or (2), prior to the completion of their senior year and within the context of appropriate courses, satisfactorily demonstrate equivalent proficiency through their accumulated work.
2. **Problem-Solving PGR** – Students shall either (1) score at Level 3 (proficiency) or higher on the Mathematics or Science sections of the CAPT or (2), prior to the completion of their senior year and within the context of appropriate courses, satisfactorily demonstrate equivalent proficiency through their accumulated work.

As part of the regulations developed to implement this policy, the Ledyard High School administration shall specify the required course work for those students who do not successfully meet one or both of the PGRs and the assessment procedures to be used in determining whether or not those students have subsequently met the standard for the District PGRs. These regulations shall also delineate the rubrics to be used in assessing the student's accumulated work.

### **Exemptions from the PGRs**

1. Transfer students who enroll at Ledyard High School after completing at least three years in an out-of-state high school or an equivalent out-of-state secondary educational institution, including students who have been home-schooled, shall be exempted from having to meet the District's PGRs as a condition of graduation.
2. Special education students, whose performance is assessed using the CMT/CAPT skills checklist, may be exempted from the Reading/Writing and/or Problem-Solving PGRs by the Pupil Placement Team (PPT). Special education students not using the CMT/CAPT skills checklist may have modifications made to the PGRs or be required to meet alternative performance graduation assessments as determined by the PPT. The decision to exempt a student from the PGRs or require alternative/modified performance graduation assessments shall be based on performance data as documented in the individual student's evaluations, educational records, and Individualized Education Plan (IEP).

Other requests for exemption/modification to the PGRs shall be handled on a case-by-case basis, with the final determination to be approved by the Superintendent.

### **Student Transcripts**

For each component of the CAPT in which the student scores at Level 4 (Goal) or higher, the student's score for that component shall be recorded on his or her transcript indicating that the student has met or exceeded the state-wide mastery goal. For each PGR, the student's transcript will indicate the date it was successfully met.

For students who have successfully completed the course work and passed the final exam for a course taught at Ledyard Middle School using the same curriculum as at Ledyard High School, the completion of such course shall be recorded on the student's transcript. However, the course shall not count toward satisfying any of the graduation requirements.

### **Awarding of Diplomas**

Students who meet all the graduation requirements of this policy shall receive a diploma at the June commencement ceremony.

A Ledyard High School diploma shall be awarded upon request to any honorably discharged veteran who left high school prior to graduation in order to serve in the United States Army, Navy, Marine Corps, Coast Guard or Air Force during World War II and did not receive a diploma as a consequence of such service.

A student who is under expulsion from Ledyard High School but has satisfactorily completed all of the graduation requirements shall receive a diploma. However, that student shall not attend the commencement ceremony.

### **Students Attending Out-of-District Programs**

Students who are Ledyard residents but are attending regional technical and vocational schools, magnet schools, charter schools, or other out-of-district programs shall receive a diploma from those institutions and must comply with the graduation requirements as specified for those schools. In the absence of specific graduation requirements at the out-of-district locations, the graduation requirements of Ledyard High School must be fulfilled.

### **Early Graduation**

Ledyard High School students are encouraged to take as many courses as possible in order to broaden their experience and/or deepen their knowledge level in a particular area of interest. However, the Board recognizes that completion of the high school program in less than four years may be in the best interests of some students. Students requesting early graduation must still meet all of the graduation requirements delineated in this policy.

Reasons to request early graduation include, but are not limited to, entering a college or university for continued academic studies, directly entering the workforce, or entering a vocational training program.

All requests for early graduation should normally be submitted in writing to the student's guidance counselor by the end of the student's Junior year to facilitate scheduling. Requests submitted at a later date will be considered on a case-by-case basis. The Principal shall make the final decision regarding approval of each early graduation request and notify the student of the decision within ten (10) working days of the receipt of the request.

In all cases for which early graduation is approved, the diplomas for those students will be issued when the student's class graduates at the end of the school year.

**Revised: June 25, 2008**

### **6164.12–Acquired Immune Deficiency Syndrome (AIDS)**

Acquired Immune Deficiency Syndrome (AIDS) is a serious health problem in the United States. Currently there is no cure for AIDS. The Ledyard Board of Education advocates that education about AIDS should be provided to students and that it be presented in a societal context. Specifically, students should be encouraged and instructed in how to make decisions to protect their own health as well as their responsibility to minimize the transmission of the disease. Further, the Board supports the public health community's position that sexual abstinence is the best way to prevent the spread of AIDS. In addition, the Board believes that sexual abstinence protects the student psychologically from the stress of adult decision making during adolescence.

The Board hopes that parents will join in partnership with the schools in conveying health information and sound decision making to the children of Ledyard. For those parents who wish to handle these topics without the involvement of the schools, the administration will inform parent(s), guardian(s) of their right to have their child(ren) excluded from AIDS instruction. The request must be presented to the principal in writing.

**Policy adopted: November 2, 1994**

## **Memorandum**

TO: Parents/Guardians  
FROM: Michael H. Graner, Superintendent of Schools  
DATE: August 2011  
RE: Family Life Education

Ledyard has a comprehensive Health Education curriculum in all grades. There are nine sections in all: 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, this letter is to inform you that you have a right to exclude your child(ren) from those lessons which are part of the Family Life portion of Ledyard's health curriculum. Requests for exclusion must be submitted to the building 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.

We want to assure you that we are aware of the sensitive nature of this curriculum. We take care to provide the material in an age-appropriate manner with current ideas of how to appropriately approach these topics in a classroom setting. We encourage you to review the curriculum and will keep you informed as we revise it.

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

### **Duties of Parents**

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.

### **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 Special Services, at 464-8776. All questions relating to special education may be directed to the Director of Special Services.

### **Elementary and Secondary Education Act– Teacher and Paraprofessional Qualifications**

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.

## HANDBOOK SIGNATURE FORM

**Please review, check applicable boxes, sign, and return by September 7.**

I understand the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand that my child shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

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### DIRECTORY INFORMATION

Regarding student records, Ledyard Public Schools will release certain information about children that is considered directory information. Directory information includes: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school (such as Honor Roll), and most recent previous school attended. If you **DO NOT WANT** Ledyard Public Schools to disclose directory information from your child's education records, please check the box below.

***I DO NOT authorize Ledyard Public Schools to release directory information from my child's educational records.***

As part of the 2002 Defense Authorization Act, high schools are required to provide to military recruiters access to high school student names, addresses, and telephone numbers if they request them. The law, however, allows parents or guardians to ask that such information not be released for this purpose. If you **DO NOT WANT** Ledyard Public Schools to disclose directory information from your child's education records to military recruiters, please check the box below.

***I DO NOT authorize Ledyard Public Schools to release directory information from my child's educational records to military recruiters.***

### PHOTOGRAPHY/VIDEO/NEWS RELEASE/WEB PAGE/CABLE TV

Ledyard Public Schools will release photographs, video, or news releases of children taken at school to the media for promotional or informational purposes. Photographs, video, news releases of children during field trips, class activities, special events etc. may be released. In addition, Ledyard Public Schools will display student/group photographs and/or work on the Ledyard Public Schools web page, and on cable TV. If you **DO NOT WANT** Ledyard Public Schools to release photographs, video, or news releases of your child, please check the box below.

***I DO NOT authorize Ledyard Public Schools to release photographs, videos, and news releases of my child or display student/group photographs and/or work on the Ledyard Public Schools web page and on cable TV.***

### NOTIFICATION OF PESTICIDE APPLICATION

Public Act 99-165 allows for the notification of staff, parents, and guardians of students prior to application of pesticide. **See Policy 3518, page 4 in this handbook, for further details.** **No pesticide applications were done in the 2010-2011 school year.** If you **DO WANT** to be notified prior to any application of pesticides, please check the box below.

***I DO want to be notified prior to any application of pesticides.***

**By signing below, you are indicating that you have reviewed this Policies-Regulations-Statutes Handbook Signature Form.**

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE (Grades 7-12)

\_\_\_\_\_  
DATE



Ledyard Public Schools  
4 Blender Boulevard, Ledyard, CT 06339

**2011-2012 SCHOOL CALENDAR**  
http://www.ledyard.net (860) 464 - 9255

BoE Approved 3/30/11  
183 Student Days

AUG./SEPT.-011 (22)		OCTOBER-011 (20)		NOVEMBER-011 (17)		DECEMBER-011 (16)		JANUARY-012 (20)						
M	I	W	T	F	S	S	S	M	T	W	T	F	S	S
29	30	31						2	3	4	5	6	7	8
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
19	20	21	22	23	24	25	26	27	28	29	30	31		
26	27	28	29	30	31									

FEB-012 (19)		MARCH-012 (21)		APRIL-012 (15)		MAY-012 (22)		JUNE-012 (11)						
M	I	W	T	F	S	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
20	21	22	23	24	25	26	27	28	29	30	31			
27	28	29												

<p><b>August 2011</b> 29 First Day Teachers Only 30 Teacher Prof. Dev. (No School K-12) 31 First Day Students</p> <p><b>September 2011</b> 5 Labor Day 21 Prof. Dev. (Short Session K-12)</p> <p><b>October 2011</b> 10 Columbus Day 26 Prof. Dev. (Short Session K-12)</p> <p><b>November 2011</b> 8 Reg. Prof. Dev. (No School K-12) 11 Veteran's Day 23,24,25 Thanksgiving Break 30 Short Session K-8 ONLY-Parent Conf.</p> <p><b>December 2011</b> 1,2 Short Session K-8 ONLY (Parent Conf.) 12/23-1/02 Winter Break</p> <p><b>January 2012</b> 3 Classes Resume 16 Martin Luther King Day 18 Short Session K-8 (Prof. Dev.) 18,19,20 Short Session 9-12 (LHS Exams)</p> <p><b>February 2012</b> 20-21 February Break</p> <p><b>March 2012</b> 5-30 CMT/CAPT Testing 23 Teacher Prof. Dev. (No School K-12) 28,29,30 Short Session K-8 ONLY (2<sup>nd</sup> Parent Conf.)</p> <p><b>April 2012</b> 6-13 Spring Break</p> <p><b>May 2012</b> 28 Memorial Day</p> <p><b>June 2012</b> 13/14 Short Session (9-12 ONLY LHS Exams) 15 Last Day School (Short Session K-12) 23 Anticipated Graduation Date Emergency Closing Days will be added to the end of the school year.</p>	<p><b>August - First Day Teachers</b> Aug. 30, Nov. 8, March 23 (No School Teacher Prof Dev. K-12)</p> <p><b>1st Day Students</b> <input type="checkbox"/></p> <p><b>No School</b> <input type="checkbox"/></p> <p><b>Short Session</b> <input type="checkbox"/></p> <p><b>Short Session 9-12 ONLY</b> LHS Prof. Dev. 12/7, 1/4, 2/8, 4/25</p> <p><b>Graduation</b> Sat, June 23</p>
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