

**Regional School District 4  
Chester – Deep River – Essex – Region 4**

**Supplement to Parent/Student Handbooks**

**REQUIRED ANNUAL NOTIFICATIONS TO PARENTS AND STUDENTS**

Connecticut public school districts are required to notify parents and students annually of the enclosed policies and statements.



The policies of the Chester, Deep River, Essex, and Region 4 schools may be found in their entirety on the district website.

[www.region4schools.com](http://www.region4schools.com)

(as of October 2008)

Effective August 2008

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## **Section A**

### **Required Annual Notices to Parents and Students**

CHESTER, DEEP RIVER, ESSEX, AND REGION 4

#### **Non-discrimination Statement**

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

#### **Parent-Teacher Communication**

A child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners. The schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families. To this end, the Board supports the development and implementation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles.

#### **Reporting to Parents**

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

#### **Student Attendance**

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "[e]ach parent or other person having control of a child five years of age and over and under eighteen 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, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. The school district shall provide such parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system." In order to assist parents and other persons in meeting this responsibility, the school monitors student absences and makes reasonable efforts

to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

### **Homework**

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the subject area and how to study in school before he/she is given work to do at home. There is, therefore, a steady increase in the amount of homework expected of students from the elementary grades through the senior high school.

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

Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions, which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies curricula among others shall include information on AIDS - both its cause and prevention. Students will be exempt from instruction on acquired immune deficiency syndrome upon written request of the parent or guardian to the principal.

### **School Ceremonies and Observances**

Silent Meditation - The Board directs that the administration shall provide for students and teachers the opportunity to observe a moment of silent meditation at the beginning of each school day. Pledge of Allegiance - Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If a student or teacher has made the personal decision not to recite the "Pledge," he/she may choose to remain silent. All students must be courteous and respectful of the beliefs of others.

### **Student Discipline**

The Boards of Education of Chester, Deep River, Essex, and Region 4 affirm the commitment to the right of each child to obtain an education in an atmosphere conducive to learning. The maintenance of safe and orderly schools is essential to promote and maximize teaching and learning. Consistent with this right, there lies the responsibility on the part of each student to abide by Board policies and school rules, which were established to ensure an orderly educational process. Students may be disciplined up to and including suspension from school privileges or from transportation services when the student's conduct on school grounds or at a school sponsored activity endangers persons or property or is seriously disruptive of the educational process, or whose conduct violates a publicized policy of the Board of Education. Certain conduct of students may be the subject of discipline even if it occurs off school grounds and at non-school related activities when the student's conduct is violates Board policy and is seriously disruptive of the educational process. The most serious instances of student conduct may require expulsion based upon school policy, student handbook regulations, and/or Connecticut General Statutes. The public schools of Chester, Deep River, Essex, and Region 4 will publish and make available its discipline code in the form of a student handbook. It becomes the students' and parent/guardians' responsibility to familiarize themselves with these expectations.

## **Bullying**

Bullying is defined as overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, school buses, or at a school sponsored activity, which acts are repeated against the same student over time. Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials. The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

## **Alcohol, Drugs, and Tobacco**

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 alcohol and controlled substances as defined by the Penal Code of the State of Connecticut. In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be suspended from school, referred to the appropriate treatment agency, possibly considered for expulsion and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, he/she will be referred to the police department. 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. Smoking is prohibited on school property.

## **Weapons and Dangerous Instruments**

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity are prohibited. The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If any of the aforementioned weapons are in a student's possession off school grounds without a permit to carry them or if they are used in committing a crime, the Board shall consider this as grounds for expulsion.

## **Promotion/Acceleration/Retention**

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the District will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty shall establish a system of grading and reporting academic achievement to students and their guardians. The system shall also determine when promotion and/or graduation requirements are met. In all cases of promotion or retention, the parent or guardian is to be fully involved and informed throughout the promotion or retention decision-making process. Parents will be notified as early as possible that retention or acceleration is being considered and except in very unusual circumstances, no later than April 1. The Principal shall be responsible for making the final decision as to retention and assignment.

## **Graduation Requirements**

A student must earn a minimum of 28.5 credits to graduate from Valley Regional High School and must have met the credit distribution requirements. Students graduating from Valley Regional High School must also meet four performance standards in reading, writing, critical thinking and speaking/communication. The following credits must be earned by a Valley Regional High School student in order to graduate:

English:	4 credits
Mathematics:	3 credits
Science:	3 credits (Biology, Physical Science Survey, elective)
Social Studies:	3.5 credits (America in 20 <sup>th</sup> Century/Global Studies, Contemporary Issues or Western Civilization, .5 The Constitution and Civic Responsibility)
Physical Education:	2 credits
Health:	.5 credit
Arts/Vocational Ed/Tech Ed:	1 credit
Electives:	<u>11.5 credits</u>
	28.5 credits

The secondary school curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty. A grade weighting system shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook. Parents and students shall be advised annually, via the school's parent/student handbook, of this position and the specifics of the weighted grading system.

## **Transportation**

The Board of Education will provide transportation under provisions of state law and regulation, under contract, for all pupils who qualify for such service, except in those instances wherein the services may be provided more economically by other means. It is the aim of the Board of Education to establish for the Public Schools the safest possible transportation system. Complaints concerning transportation shall be made to the Principal or designee. Please refer to the "Transportation Handbook" for more information.

## **Free/Reduced Lunch Eligibility**

The National School Lunch Program regulations require that school lunch be provided for needy students when the family income is insufficient to provide the necessities, including food of the proper quality and amount for good nutrition. A letter and application form will be distributed by the principal or designee to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled.

### **Asbestos Notification**

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers, and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received. This provides annual written notice of the availability of asbestos management plans to parent, teacher and employee organizations.

### **Pesticide Application**

Structural and landscape pests can pose hazards to people, property, and the environment. 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. Pesticides can also pose hazards to people, property, and the environment. The school district shall use pesticides only after consideration of the full range of alternatives based upon an analysis of environmental effects, safety, effectiveness, and costs. Pesticide application procedures shall be used in a manner that protects the health and safety of students, teachers, staff, and all others using district buildings and grounds.

The Maintenance Supervisor/Head Custodian shall be designated as the pest management supervisor and shall direct and supervise all procedures to be carried out by assigned maintenance and/or custodial staff.

### **Access by Military Recruiters**

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education. Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. Parents are hereby notified of this option to make such request to the principal.

### **School Records and Notices** (Noncustodial parents)

Public schools are required to mail to noncustodial parents or legal guardians the same notices that are provided to the parent or legal guardian with whom the student primarily resides. These notices must be provided when the noncustodial parent or legal guardian requests them, and such requests remain effective for as long as the child remains in the school s/he was attending at the time the request is made. As a result, schools that receive a request from a noncustodial parent to receive notices should ensure that the above annual notices are likewise provided to the requesting parent.

## Section B

### Family Educational Rights and Privacy Act (FERPA) Notice Student Records

#### CHESTER, DEEP RIVER, ESSEX, AND REGION 4

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

#### Directory Information

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

This provides annual notice of parental FERPA rights, including the right to object to disclosure of certain information to military recruiters.

## Section C

### **Title IX: Grievance Procedure and Coordinator** Sex Discrimination and Sexual Harassment (Students)

#### CHESTER, DEEP RIVER, ESSEX, AND REGION 4 PUBLIC SCHOOLS

Any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees, or third parties subject to the control of the board. Students, Board employees, and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance. While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

- 1) Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
- 2) Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
- 3) Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets, or gestures.

#### Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

- 1) As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
- 2) The complaint should state the:
  - a) Name of the complainant,
  - b) Date of the complaint,
  - c) Date(s) of the alleged harassment/discrimination,
  - d) Name(s) of the harasser(s) or discriminator(s),
  - e) Location where such harassment/discrimination occurred,
  - f) Names of any witness(es) to the harassment/discrimination, and
  - g) Detailed statement of the circumstances constituting the alleged harassment/discrimination.

- 3) Any student who makes an oral complaint of harassment or sex discrimination to any of the above mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
- 4) If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
- 5) All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
- 6) Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
- 7) The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
- 8) If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur. Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Copies of this regulation will be distributed to all students through this handbook.

The Title IX Coordinator for this district is:

Dr. Ruth Levy  
Assistant Superintendent of Schools  
Central Administrative Offices  
PO Box 187 1 Winthrop Road  
Deep River, CT 06417-0187

Telephone: (860) 526-2417

## **Section D**

### **Section 504: Notification of Rights, Grievance Procedure, and Coordinator**

CHESTER, DEEP RIVER, ESSEX, AND REGION 4 PUBLIC SCHOOLS

#### NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

- 1) To be informed of your rights under Section 504;
- 2) To have your child take part in and receive benefits from the school district’s education programs without discrimination based on his/her disability.
- 3) For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
- 4) To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
- 5) To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
- 6) If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations, modifications, and related services to allow your child an equal opportunity to participate in school and school-related activities;
- 7) For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
- 8) To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
- 9) To review all relevant records relating to decisions regarding your child’s Section 504 identification, evaluation, and educational placement;
- 10) To obtain copies of your child’s educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- 11) To request changes in the educational program of your child;

- 12) To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation, or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
- 13) To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
- 14) To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
- 15) To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Mrs. Patricia Varholy  
Interim Director of Pupil Services  
Central Administrative Offices  
PO Box 187  
1 Winthrop Road  
Deep River, CT 06417-0187

Telephone: (860) 526-2417

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

Boston Regional Office  
Office for Civil Rights  
U.S. Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

Telephone: (617) 289-0111

U.S. Department of Education  
Office for Civil Rights  
550 12<sup>th</sup> Street, SW  
Washington, DC 20202-1100

Telephone: 1-800-421-3481

Connecticut State Department of Education  
Bureau of Special Education and Pupil Services  
P.O. Box 2219  
Hartford, CT 06145

Telephone: (860) 807-2030

## **Section E**

### **Student Health Services**

#### **CHESTER, DEEP RIVER, ESSEX, AND REGION 4 SCHOOLS**

##### **School District Medical Advisor**

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

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

1. Appraising the health status of pupil and school personnel;
2. Counseling pupils, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;
6. Maintaining school health records.

##### **Health Records**

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

##### **Regular Health Assessments**

Prior to initial enrollment into any one of the elementary schools of Chester, Deep River and Essex, with the exception of transfers between such schools, each child shall have a physical examination by one of the following medical personnel of the parents or guardians choosing to ascertain whether the pupil has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the pupil or to secure for the pupil a suitable program of education:

1. a legally qualified physician;
2. an advanced practice registered nurse;
3. a physician's assistant.

Such health assessment shall include:

1. Physical examination, which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screening;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

Health assessments shall also be required in grades 2, 5, 7 and 10 by a legally qualified physician of each

student's parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination, which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screening;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

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

Health assessments will be provided by the school medical advisor or the advisor's designee without charge to all pupils whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program.

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

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

#### Vision Screening

All students in grades K—6, and grade 9 will be screened using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall cause a written notice to be given to the parent or guardian of each pupil found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease. As necessary, special educational provisions shall be made for students with handicapping conditions.

#### Hearing Screening

All students will be screened for possible hearing impairments in grades K—3, grade 5, and grade 8. Additional audiometric screening will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall

cause a written notice to be given to the parent or guardian of each pupil found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease. As necessary, special educational provisions shall be made for students with handicapping conditions.

#### Postural Screening

School nurses will screen all students in grades 5 through 9 inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall cause a written notice to be given to the parent or guardian of each pupil found to have any postural defect of problem, with a brief statement describing such defect or disease. As necessary, special educational provisions shall be made for students with handicapping conditions.

#### Tuberculin Testing

In addition to tuberculin testing required by the school district medical advisor as part of regular student health assessments, all new students, including preschool students, will be required to have at least one test for tuberculosis prior to entry in district schools.

#### Immunizations/Vaccinations

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

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Any other vaccine required by section 19a-7f of Connecticut General Statutes.

Before entering the seventh grade, each child shall receive a second immunization against measles.

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

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or
4. in the case of measles, mumps or rubella, present 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 hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of pertussis, has passed his or her sixth birthday.

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

#### Health Assessments/Interscholastic Sports Programs

Any student participating in an interscholastic sports program must have an annual health assessment, within one year prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every year. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor, or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.

#### Student Medical Care at School

School personnel are responsible for the immediate care necessary for a pupil whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. Depending upon specific circumstances, Category V issues may also be considered emergencies by attending school personnel.

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

#### Administering Medications

Medicinal preparations shall be administered in the schools only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian.

Personnel authorized to administer medicinal preparations shall be limited to the school district medical advisor (M.D.), a school nurse (RN), or a licensed practical nurse (L.P.N.) if approved to do so by the school district medical advisor or school nurse. In the absence of these medical personnel, the principal or a teacher designated in writing by the principal shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto. School health aides are not allowed to administer medicinal preparations. In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.

Students in grades 7 through 12 may carry and self-administer medicinal preparations provided that:

1. A physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant provides written orders for self-administration of medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian;
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan of general supervision of such self-medication;
4. The student and school nurse have developed a plan for reporting and supervising self-administration of medications by students and teacher notification;
5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication;
6. Medication is transported and maintained under student control within guidelines. Authorized medicinal preparations may be administered during school activities as well as during school hours.

The Board of Education with the advice and assistance of the school district medical advisor and the school nurse supervisor, shall review and revise this policy, and its attendant regulation, as necessary and at least biennially and submit it to the Connecticut Department of Health Services as required by Connecticut Regulations of State Agencies.

Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and (h) of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.

#### Administering Medications to Students

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised by the school medical advisor, the school nurse and the board of education and then submitted to the Connecticut Department of Health Services biennially as stipulated in C.G.S. 10-212a-1 to 10-212-7.

A student who is required to receive medication or wants to take aspirin, ibuprofen, or an aspirin substitute containing acetaminophen during school hours must provide:

1. The licensed physician's or dentist's orders for medication or aspirin on a school district form which specifies the student's name, condition for which the drug is being administered, name of drug and method of administration and dosage of drug. For students receiving medicine the time of administration and duration of the order, side effects to be observed (if any) and management of such effects, and student allergies to food and/or medicine is also required on the form. This medical order must be renewed yearly if a student is to be administered medication by school personnel.
2. Written authorization from his or her parent or guardian allowing school personnel to administer said medication. This authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities.
3. The medication must have its original correct label from the pharmacy or manufacturer.

Students who are able to self-administer medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or

- guardian.
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record, and has developed a plan for general supervision.
  4. The student and school nurse have developed a plan for reporting and supervision of self-administration and notification of teachers.
  5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.
  6. Such medication is transported to the school and maintained under the student's control within these guidelines.

Medication may be administered by a licensed nurse under the general supervision of a registered nurse, or in absence of such licensed personnel, principals, and teachers. They shall not be held liable for any personal injuries, which may result from acts or omissions constituting ordinary negligence.

A licensed practical nurse may administer medications to students if she can demonstrate evidence of one of the following:

1. Training in administration of medications as part of their basic nursing program;
2. Successful completion of a pharmacology course and subsequent supervised experience;
3. Supervised experience in medication administration while employed in a health care facility.

Medication will be administered according to the following procedures:

1. The school nurse will develop a medication administration plan for each student before medication may be administered by any staff member. The school nurse will also review monthly all documentation pertaining to the administration of medication for students.
2. The principals and teachers approved by the school medical advisor and school nurse will be formally trained by the school nurse prior to administering medication. The school nurse, acting as designee and under the direction of the chief medical officer, will annually instruct such staff members in the administration of medication. The training will include:
  - A. Review of state statute and school regulations regarding administration of medication by school personnel.
  - B. Procedure for administering the medication, safe handling, and storage of medication, and recording.
  - C. Medication needs of specific students, medication idiosyncrasies, desired effects, potential side effects, untoward reactions, and other observations.
3. A list of principals and teachers successfully trained and approved to administer medication along with documentation of the annual update of trainees shall be submitted to the superintendent by the nursing supervisor on October 31 of each year.
4. A current list of those authorized to give medication shall be maintained in the school.

Handling and Storage of Medications. All medication, except those approved for keeping by students for self-medication, must be delivered by the parent or other responsible adult, and shall be received by the nurse assigned to the school. The school nurse must:

- A. Examine any new medication to insure that it shall be properly labeled with dates, name of student, medication name, dosage and physician's name, and that the medication order and permission form are complete and appropriate.
- B. Develop a medication administration plan for the student before any medication is given by school personnel.

- C. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- D. Store medication requiring refrigeration at 36 F - 46 F.
- E. Store prescribed medicinal preparations in securely locked storage compartment. Controlled substances shall be contained in separate compartments, secured and double-locked at all times.

All medication, except those approved for keeping by students for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, double- locked metal or wood cabinet.

The school principal or designee (who has been trained to administer medication) shall be responsible for the key/s to the locked cabinet/s.

No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school. All medications, prescriptions and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.

Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.

Destruction/Disposal of Medication. At the end of the school year or whenever a student's medication is discontinued by the prescribing physician, the parent or guardian is to be contacted and requested to repossess the unused medication within a seven (7) school day period. If the parent does not comply with this request, all medication is to be destroyed by the school nurse in the presence of witness (school physician, principal, teacher) according to the following procedures:

1. Medication will be destroyed in a nonrecoverable fashion.
  - A. Liquid medication should be poured into a sink or water closet.
  - B. Any medication in pill or tablet form should be crushed and poured into a sink or water closet.
2. The following information is to be charted on the student's health folder and signed by the school nurse and witness:
  - A. Date of destruction.
  - B. Time of destruction.
  - C. Name, strength, form and quantity of medication destroyed.
  - D. Manner of destruction of medication.
3. Controlled substances shall not be destroyed by the school nurse. In the event that any controlled substance remains unclaimed, the supervisor of nursing shall contact the Connecticut Commissioner of Consumer Protection to arrange for proper disposition.

Documentation and Record Keeping. Record keeping of medication administration shall be in ink on the individual student's medication record form, which, along with the parental authorization form and the physician's order, becomes part of the student's permanent record. Records shall be made available to the Connecticut Department of Health Services upon request.

A medication administration record shall include the:

- A. Name of the student;
- B. Name of medication;

- C. Dosage of medication;
- D. Route of administration;
- E. Frequency of administration;
- F. Name of prescribing physician, or in the case of aspirin, ibuprofen, or an aspirin substitute containing acetaminophen being given to a student, the name of the parent or guardian requesting the medication to be given;
- G. Date medication was ordered;
- H. Quantity received;
- I. Date medication is to be reordered;
- J. Student allergies to food and/or medicine;
- K. Date and time of administration or omission including reason for omission;
- L. Does of amount of administered;
- M. Full legal signature of the nurse (RN), principal, or teacher administering the medication.

Record of the medication administered shall be entered in ink on an individual student medication record form and filed in the student's cumulative health folder. If the student is absent, it shall be so recorded. If an error is made in recording, a single line shall be run through the error and initialed.

A physician's verbal order, including a telephone order, for a change in any medication may be received only by a school nurse. Such verbal order must be followed by a written order within three (3) school days.

1. An error in the administration of medication shall be reported to the school nurse who will initiate appropriate action and documentation in a student incident report and on his/her cumulative record.
2. Untoward reactions to medication shall be reported to the school nurse, the parent, and the student's physician.
3. Records of controlled substances shall be entered in the same manner as other medications with the following additions:
  - A. The amount of controlled drug shall be counted and recorded on the individual student medication record form after each dose given.
  - B. A true copy (carbon or NCR) of the forms shall be retained by the school for 3 years and the original filed in the student's permanent health record.
  - C. Loss, theft or destruction of controlled substances shall be immediately, upon discovery, reported to the supervisor of nursing services who will contact the Connecticut Commissioner of Consumer Protection.

In the absence of a licensed nurse, only principals and teachers who have been properly trained may administer medication to student. Principals and teachers may administer oral, topical, or inhalant medications. Injectable medications may be administered by a principal or teacher only to a student with a medically diagnosed allergic condition, which may require prompt treatment to protect the student against serious harm or death.

Investigational drugs may not be administered by principals or teachers.

Medication Errors. An error in the administration of medication shall be reported immediately to the school nurse, the parent, and the prescribing physician.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or any other person trained in CPR and First Aid, may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the chief medical advisor or the student's private physician.

Administration of Emergency Medication under CGS 10-221a. In the absence of a school nurse, the administrator or teacher may give emergency medication orally or by injection to students with a medically diagnosed allergic condition, which would require such prompt treatment to protect the child from serious harm or death so long as the administrator or teacher has completed training in administration or such medication.

In the event of a medication emergency, the following will be readily available:

- A. The local poison information center;
- B. The physician, clinic, or emergency room to be contacted in such an emergency;
- C. The name of the person responsible for the decision-making in the absence of the school nurse.

### Communicable/Infectious Diseases

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

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

A child with an infectious disease may be considered handicapped, if the disease presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will conduct an Individual Placement Program (IPP) to determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

### Exclusion Procedures

If it is determined that the interests of the student and the school are better served when a student with a communicable or infectious disease is excluded, procedural safeguards will establish such by extensive medical evidence which shall include, but not be limited to:

- A. The nature of the disease.
- B. Whether transmission may be controlled.
- C. Whether the personal characteristics of the student involved are such that exclusion of the affected student from the regular classroom is clearly necessary to protect the health of other students.
- D. As medical knowledge and circumstances may change rapidly, the school board administrator will monitor current medical information and assess the student's medical condition and the school's ability to accommodate that student in light of the most current medical information. New facts may warrant a different result from the one previously reached.

- E. Where a student or student's parents object to the board's decision to exclude that student, the board of education will provide a hearing to adjudicate pertinent facts concerning the exclusion.

#### Medical Intervention

The school nurse or medical advisor will establish guidelines, which will provide simple, effective precautions against transmission of communicable disease for all students and staff. Universal precautions will be used to clean up after a student has an accident or injury at school. Blood or bodily fluids emanating from any student should be treated cautiously. Such guidelines will be reviewed regularly in light of medical advances. Necessary reports will be made to health authorities consistent with state law.

If emergency exclusion of a student is warranted, regulation will provide procedures to take care of the emergency situation.

Consideration will be given to temporary removal of a student from school, if in the school population, a disease, flu, cold or childhood disease might negatively impact the infected student's health. Students with infectious diseases may be temporarily removed from school when that student is acutely ill.

Classroom and educational programs will be established so that students, staff, and the public are better informed of the risk and prevention of transmission of communicable diseases. The school nurse or other medical staff will be available to assist in any problem resolution, answer questions, and coordinate services provided by other staff.

#### Confidentiality

The privacy rights of students with a communicable disease shall be strictly observed by school staff. No person who obtains confidential related medical information may disclose or be compelled to disclose such information except to the following:

1. The protected student or parent.
2. Any person who secures a release of the confidential related information.
3. A federal, state, or local officer when such disclosure is mandated or authorized by federal state law.
4. A health care provider or health facility when knowledge of the related information is necessary to provide appropriate care treatment to the protected student and when confidential related information is already recorded in the medical chart or record or a health provider has access to such records for the purpose of providing medical care to that student.

When confidential information relating to communicable disease is disclosed, it should be accompanied by a statement in writing which shall include the following similar language;

"This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure without the specific written consent of the student or legal guardian to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose."

A notation of all such disclosure shall be placed in the medical record or with any record related to a communicable disease test results of a protected student. Any person who willfully violates the provisions of this law will be liable in a private cause of action for injuries suffered as result of such violation. Damages may be assessed in the amount sufficient to compensate said student for such injury.

## Psychotropic Drug Use

In conformity with state statute, the Chester, Deep River, Essex, and Regional No. 4 Boards of Education prohibit all school personnel from recommending the use of psychotropic drugs for any student enrolled in the school system. For the purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

The Boards recognize that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

## **Suicide Prevention and Intervention**

Suicide prevention and intervention is of vital importance to the schools and the communities they serve. The Chester, Deep River, Essex, and Region 4 schools actively respond in any situation where a student verbally or behaviorally indicates intent to attempt suicide or do physical harm to himself/herself. Therefore, any school employee who may have knowledge of a suicide threat or intent shall immediately report this information to the administration, guidance or pupil services personnel, or the school nurse. In turn, administration, guidance, pupil services, or school nurse personnel shall carry out the procedures for suicide prevention and intervention. The schools also recognize the necessity for youth suicide prevention programs.

## Section F

### Reporting of Child Abuse and Neglect

#### CHESTER, DEEP RIVER, ESSEX, AND REGION 4 SCHOOLS

The Board of Education recognizes that student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance and legal responsibility of mandated reporters in identifying students who may be suffering from abuse.

Connecticut General Statutes 17a-101 has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused (CGS 17a-101) or may be abuse (CGS 17a-102). The reporting procedures will vary for mandated reporters depending upon whether the suspected abuse has been inflicted by a person responsible for the child or by a school employee.

#### Reporting of Alleged Child Abuse Inflicted by Person Responsible for Child

1. Suspected abuse believed to be caused by a person responsible for a child under the age of eighteen, in accordance with CGS 17a-101, requires a mandated reporter to immediately report it orally by telephone or otherwise to the Department of Children and Families or to the local or state police.
2. This is to be followed within 72 hours with a written report to the Commissioner of the Department of Children and Families and the local or state police. The Board directs mandated reporters to inform the building principal immediately after an oral report has been made and the principal in turn will notify the Superintendent of Schools.
3. The report shall contain the names and addresses of the child and his/her parents, if known, age of child, the nature and extent of his/her injuries, together with any evidence of previous injury or maltreatment to the child or his/her siblings, and the name of the person suspected to have caused injury or maltreatment and any other information which the reporter believes might be helpful in establishing the cause of the injury or injuries and protecting the child; the approximate date and time the injury or injuries, maltreatment or neglect occurred; information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings; the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and whatever action, if any was taken, to treat, provide shelter or otherwise assist the child.

#### Reporting of Alleged Child Abuse Inflicted by School Employee

As the result of increased awareness of child abuse in our society, CGS 17a-101 requires mandated reporters to report child abuse by school employees.

1. In cases where the mandated reporter suspects or believes such injury has been inflicted by a school employee, he/she shall report that suspicion orally or in person to the Department of Children and Families followed within 48 hours with a written report.
2. The Superintendent of Schools or supervising agent shall be notified immediately after the oral report has been made and shall also receive a copy of the written report.
3. The Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.
4. The written report to the Commissioner of the Department of Children and Families or his/her representative, concerning a certified school employee, shall also be sent by the Superintendent to the

- Commissioner of Education or his/her representative.
5. The report shall contain the names and addresses of the child and his/her parents, or other persons responsible for his/her care, if known; age of child; gender of the child; the nature and extent of his/her injuries; maltreatment or neglect, together with any evidence of previous injury or maltreatment to the child or his/her siblings; the name of the person suspected to have caused injury or maltreatment or neglect and any other information which the reporter believes might be helpful in establishing the cause of the injury or injuries and protecting the child; the approximate date and time the injury or injuries, maltreatment or neglect occurred; information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings; the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and whatever action, if any was taken, to treat, provide shelter or otherwise assist the child.
  6. The Superintendent is obligated to immediately begin the investigation of the report with the Department of Children and Families. The Superintendent may request assistance from the local police or state police in the investigation.
  7. If the Superintendent finds evidence of child abuse by a school employee, he/she must immediately notify the child's parent guardian, the local or state police, the Commissioner of Children and Families or his/her representative, and, in the case of an investigation of a certified school employee, the Commissioner of Education or his/her representative.
  8. When an investigation produces such evidence, and the employee in question is in a position requiring a certificate, the Superintendent may suspend the certified employee with pay and without termination of benefits, provided he/she notifies the Board of Education of the reasons for the suspension within 72 hours thereafter.
  9. The suspension remains in effect until the Board takes acts pursuant to CGS 10-151 (Teacher Tenure Act).
  10. The Superintendent must report suspected child abuse by a certified school employee to the Commissioner of Education or his/her representative. If the contract of employment of a certified school employee is terminated as a result of an investigation, which reveals that child abuse has occurred, the Superintendent shall notify the Commissioner of Education within 72 hours of such termination.

#### Identification of Problem

The following are indicators of possible abuse and neglect:

- A. Bruising, burns, injuries of suspicious origin
- B. Ongoing malnutrition
- C. Chronic Illnesses
- D. Excessive absenteeism
- E. Sub-Standard Cleanliness
- F. Inadequate Clothing
- G. Excessive cuts, scrapes, and broken bones
- H. Any mention by the student or others of episodes of physical or sexual abuse as well as neglect, including lack of supervision
- I. Gross neglect of child's physical needs
- J. Lack of medical treatment for the sick child.

#### Emergency Health Care and Reasonable Inquiry

When reasonable cause to suspect or believe that a child has been abuse or neglected exists or when a child has a visible injury, school personnel may take reasonable inquiry of a child regarding such suspicion or

visible injury. School personnel, except for a school nurse or a School Medical Advisor, may not remove or insist that a child remove clothing to confirm suspected cause or neglect, except in those circumstances where immediate action is required or in the case of apparent need for emergency medical treatment. A School Medical Advisor or school nurse may request that a child remove clothing when the following condition exists:

1. A child has identified a particular injury, the extent of which can only be determined by removing the child's clothing, and
2. The examination is necessary to determine whether medical attention is required and not merely to confirm suspected abuse, and
3. The request is made in such a manner that the child clearly understands that compliance with the request is optional and that no adverse consequences will result from a refusal to comply.

#### Investigation of Reports of Suspected Child Abuse/Neglect in the School Setting

As part of the investigative process, the DCF social worker and social work supervisor may determine, based upon the nature of the referral, that an interview with the child needs to be conducted in the school setting. Interviewing in the school setting will be limited to emergency situations such as the following:

1. There is probable cause to believe that a suspected child abuse/neglect victim is in need of emergency medical services; or
2. A child, who is a suspected sexual abuse victim will return upon leaving school to the care of the suspected perpetrator; or
3. There is probable cause to believe that a suspected abuse victim will be in imminent danger if returned home.

#### Investigation of Reports of Suspected Child Abuse/Neglect in the School Setting

School personnel who believe that an interview in the school setting may be necessary in order to protect the child, must notify DCF as early in the day as possible to provide both DCF and the education agency ample time to coordinate activities and actions as may be appropriate. Upon receipt of such notice, DCF will advise school personnel whether the child must be interviewed in the school.

If school personnel decide to retain the child after the scheduled school day in order to ensure that DCF or local or state police be involved, school personnel must attempt to notify the parents of the child.

DCF shall be solely responsible for notifying the parent of the interview, if such notification has not already taken place. DCF shall also be responsible for notifying the parent of any activities or actions taken by DCF following the interview.

## Section G

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

#### CHESTER, DEEP RIVER, ESSEX, AND REGION 4 SCHOOLS

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (i.e. students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

- 1) the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
- 2) the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental or psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
- 3) the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any 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) but does not include academic tests or academic assessments;
- 4) the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
- 5) the right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
  - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
  - b. the administration of any survey containing confidential topics ; or
  - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities;
- f. student recognition programs.

This provides annual notice to all parents in the district advising parent/student rights under the Protection of Pupil Rights Amendment (PPRA).

Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **Section H**

### **NO CHILD LEFT BEHIND NOTICES**

#### **CHESTER, DEEP RIVER, ESSEX, AND REGION 4**

The following notices are required under federal “No Child Left Behind” (NCLB) regulations:

#### **Parental Involvement**

This provides notice to parents of students eligible to participate in Title I, Part A programs of the existence of the school’s written parental involvement policy. Schools must invite parents to an annual informational meeting to inform them about the school’s participation in Title I programs and explain the requirements and their right to be involved.

#### **Notification to Parents of their Right to Know Teacher Qualifications** (Title I schools only)

This provides notice that parents of students enrolled in a Title I school of their right to request information regarding the professional qualifications of their child’s teachers and paraprofessionals.

#### **Notification to Parents that a Teacher is Not Highly Qualified** (Title I schools only)

This provides notice to parents of students enrolled in a Title I school (one receiving either targeted assistance or schoolwide Title I funds) if the student has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified as that term is defined under NCLB.

#### **Homeless Students**

Reasonable efforts shall be made to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education, which may exist in district policies or practices. Homeless students, as defined by federal and state statutes, residing within the school district shall be entitled to free school privileges. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. Homeless students within the district not placed in a shelter remain the district’s responsibility to provide continued educational services.

#### **Limited English Proficient Programs**

The District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services.

#### **Internet Safety/Filtering**

The Chester, Deep River, Essex, and Region 4 schools provide computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the schools in an environment that ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks by students and district staff is expected. The computers,

computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member. In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following: 1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching. 2. Use of the computers, computer systems, software electronic access privileges, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian. 3. Implementation of a system developed to filter out Internet sites with content considered unacceptable for student viewing. The Internet changes rapidly making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. In addition, each individual has the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

### **Smoking in School Facilities**

It has been more than twenty years since the U.S. Surgeon General first announced a clear link between cigarette smoking and such diseases as lung cancer, emphysema, and heart disease. Cigarette smoking causes nearly a half million deaths each year - 1 in 4 Americans according to the American Cancer Society. Cigarette smoking is the "single most preventable cause of cancer and the single most preventable cause of disease". Our school health curriculum teaches youth the physical hazards of smoking and the use of tobacco products and that it is illegal substance for those under 18 years of age. In the face of overwhelming evidence about smoking as a health hazard, and in keeping with the teaching in our school curriculum, and as a further deterrent and prevention against smoking by young persons, the Boards of Education of Chester, Deep River, Essex, and Regional School District No. 4 institute the following policy:

1. Smoking and the use of tobacco products is prohibited in school buildings, at school activities and on school buses at all times. All schools are "Drug-Free School Zones".
2. Smoking and the use of tobacco is prohibited on school grounds.
3. Visible display and/or possession of tobacco products by students are prohibited on school property.

## Section I

### CONNECTICUT STATE DEPARTMENT OF EDUCATION Complaint Resolution Procedure Elementary and Secondary Education Act 34 Code of Federal Regulations (CFR) Part 299(10)(a)

These procedures were developed by the State Department of Education and must be disseminated to all teachers, staff, parents, and students.

#### I. Filing of Complaint

##### A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

##### B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

##### C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.

3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

## II. Review of Complaint

### A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

### B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

## III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

## IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

### A. Content of Response

The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

### B. Interview

The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.