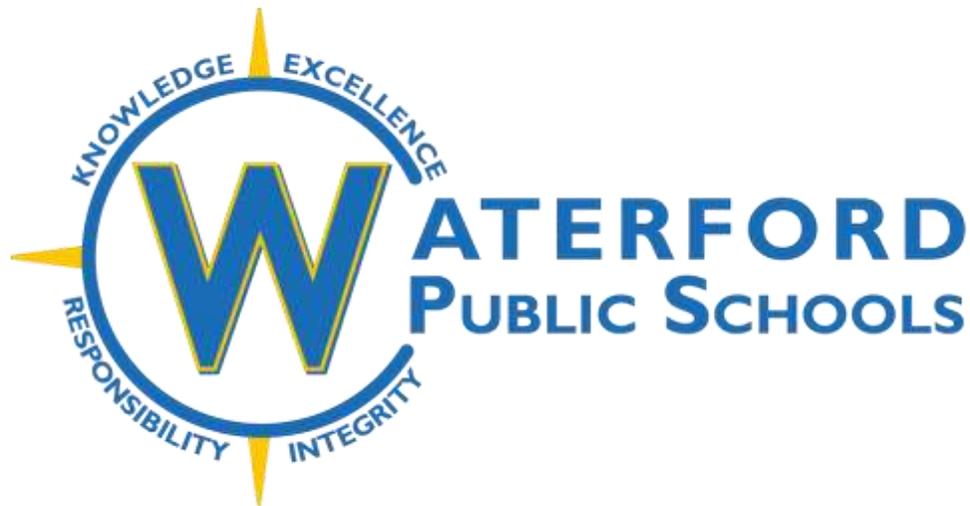


2021 – 2022 Annual Notification Manual



The material covered within this handbook is intended to communicate to parents and students general district information, rules and procedures and is not intended to either augment or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Please contact administration for a copy of specific Board policies or visit the district website at www.waterfordschools.org.



MISSION

Waterford Public Schools is a community of learners that fosters and supports high aspirations, ensuring every student acquires the skills and knowledge necessary to be a responsible citizen, prepared to contribute and succeed in an ever-changing world.

In support of this Mission, we believe:

- ❑ Education is a collaborative responsibility requiring a partnership among the individual, family, school system, and community.
- ❑ Safety, integrity, and respect are critical to support success for all learners.
- ❑ The greatest potential for learning occurs when an individual's social, emotional, and academic needs are met.
- ❑ Student growth and achievement are enhanced when curiosity, creativity, and continuous improvement are valued by all members of the learning community.
- ❑ Evidence and information are the foundation of sound decision-making.

Website: <http://www.waterfordschools.org>

Board of Education Members

Craig Merriman – *Chairperson*
Amanda Gates-Lamothe – *Secretary*

Gregory Benoit
Marcia Benvenuti
Michele Devine
Pat Fedor
Joy Gaughan
Christopher Jones
Deb Roselli Kelly

District Offices

(860) 444-5801

Thomas W. Giard III
Superintendent of Schools

Craig C. Powers
Assistant Superintendent

Kathy Vallone
Director of Special Services

Nancy Sudhoff
Director of Human Resources

Joseph Mancini
Director of Finance and Operations

James Miner, III
Director of Buildings and Grounds

Ed Crane
Director of Information Technology

Dianne Houlihan
Director of School Dining and Nutrition Services

WATERFORD SCHOOLS AND PRINCIPALS

Waterford High School

20 Rope Ferry Road

Waterford, CT 06385

Telephone: (860) 437-6956 Fax: (860) 447-7928

Andre Hauser, Principal

Alison Mullane, Assistant Principal

Kirk Samuelson, Assistant Principal

Clark Lane Middle School

105 Clark Lane

Waterford, CT 06385

Telephone: (860) 443-2837 Fax: (860) 437-6985

James Sachs, Principal

Tracy Moore, Assistant Principal

Great Neck Elementary School

165 Great Neck Road

Waterford, CT 06385

Telephone: (860) 442-2593 Fax: (860) 437-6996

Billie Shea, Principal

Oswegatchie Elementary School

470 Boston Post Road

Waterford, CT 06385

Telephone: (860) 442-4331 Fax: (860) 447-6261

Joseph Macrino, Principal

Quaker Hill Elementary School

285 Bloomingdale Road

Quaker Hill, CT 06375

Telephone: (860) 442-1095 Fax: (860) 447-6267

Christopher Discordia, Principal

TABLE OF CONTENTS

<u>COVID-19 RELATED BOE POLICIES</u>	1
ASBESTOS NOTIFICATION.....	1
ATTENDANCE.....	1
AUTOMATIC NOTIFICATIONS.....	2
BULLYING POLICY.....	2
CHILD ABUSE.....	4
COMPARABILITY OF SERVICES.....	4
USE OF DISTRICT’S COMPUTER SYSTEMS AND INTERNET SAFETY.....	4
USE OF PRIVATELY-OWNED TECHNOLOGICAL DEVICES.....	6
DISTRIBUTION OF MATERIALS BY STUDENTS.....	8
EMERGENCY CARE IN SCHOOLS.....	9
EMERGENCY CLOSINGS & DELAYED OPENINGS.....	9
EQUAL EDUCATIONAL OPPORTUNITY.....	9
EMERGENCIES & DISASTER PREPAREDNESS.....	10
EXEMPTION FROM INSTRUCTION.....	10
HEALTH SERVICES.....	10
HOMELESS STUDENTS.....	12
STUDENT INSURANCE.....	12
LIMITED ENGLISH PROFICIENT (LEP) STUDENTS.....	12
MIGRANT STUDENTS.....	13
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP).....	13
NO CHILD LEFT BEHIND.....	13
NONDISCRIMINATION.....	13
NOTICE OF PARENT/STUDENT RIGHTS.....	14
PARENT ACCESS TO CURRICULA.....	14
PARENT INVOLVEMENT/COMMUNICATIONS.....	14
PESTICIDE APPLICATION.....	14
PSYCHOTROPIC DRUG USE.....	15
RESIDENCY.....	15
SCHOOL CEREMONIES AND OBSERVANCES.....	15
SCHOOL MEALS (FREE/REDUCED LUNCH).....	15
SEARCH AND SEIZURE.....	16
SELECTION OF MEDIA CONTENT/LIBRARY MATERIAL.....	16
SEXUAL HARASSMENT.....	16
SMOKE FREE ENVIRONMENT.....	16
SPECIAL EDUCATION.....	16
STUDENT PRIVACY.....	17
STUDENT RECORDS.....	18
STUDENT WELLNESS.....	21
SURVEILLANCE CAMERAS.....	21
TESTING.....	21
TITLE IX.....	21
TITLE IX GRIEVANCE PROCEDURE.....	21
TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES.....	22
SCHOOL HANDBOOKS.....	22
BOARD OF EDUCATION POLICIES.....	22

The policy information contained in this manual may be annotated and/or abbreviated. For the full policies and copies of corresponding regulations (if applicable), please go to <https://www.waterfordschools.org/>.

COVID-19 RELATED BOE POLICIES

At the June 8, 2021 Board of Education special meeting, the Waterford Board of Education approved an extension to Policy # 3255 C-19. This temporary COVID-19 policy can be found at:

- https://www.waterfordschools.org/board_members/district_policies/policies/temporary_covid19_policies

ASBESTOS NOTIFICATION

Following federal guidelines, the Board of Education 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 Waterford 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.

ATTENDANCE

(BOE Policy 5010)

Board of Education Policy 5010 requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Truancy

When a student is truant (4 unexcused absences in a month or 10 unexcused absences in a school year), the building principal or his/her designee will schedule a meeting with the parent/guardian and appropriate school personnel to review and evaluate the reasons for the student's truancy.

When a student is truant, the Superintendent or his/her designee will coordinate services with and referrals of students to community agencies providing child and family services, as appropriate, with parental consent and release of information. The district will document efforts to contact and include families and to provide early intervention in truancy matters.

In addition to the procedures specified above, a regular education student who is experiencing attendance problems will be referred to the building Student Teacher Assistance Team (STAT) to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems will be referred to a PPT meeting for program review.

Please refer to your school's handbook for specific information on absences during the school year.

AUTOMATIC NOTIFICATIONS

The Waterford Public Schools uses an automatic notification system to send out notices of cancellations, delays and emergency early dismissals. Notifications may be made via telephone calls, emails and/or text messages. **This system may also be used to disseminate other vital information in a timely manner.** It is *very* important that your child's school has the correct phone number(s) and email address(es) on file. Please contact your school's secretary if you need to update your contact information.

BULLYING POLICY

(BOE Policy 5020)

The Waterford Board of Education is committed to creating and maintaining an educational environment free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

Board policy 5020 defines "**Bullying**" as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

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

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

Board policy 5020 defines "**Teen Dating Violence**" as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Board policy 5020 defines "**Cyberbullying**" as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Waterford Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts

- of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
 6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
 7. provide for the inclusion of language in student codes of conduct concerning bullying;
 8. require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
 9. require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
 10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions taken by the school to prevent further acts of bullying.
 11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
 12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
 13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
 14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
 15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
 16. prohibit bullying
 - a. on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and
 - b. outside of the school setting if such bullying
 - i. creates a hostile environment at school for the student against whom such bullying was directed,
 - ii. infringes on the rights of the student against whom such bullying was directed at school, or
 - iii. substantially disrupts the education process or the orderly operation of a school;
 17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
 18. require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a or 10-222j.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

A copy of the entire bullying policy may be obtained on our website at www.waterfordschools.org.

CHILD ABUSE

(BOE Policy 4112/4980)

ALL EMPLOYEES are obligated to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury or injuries inflicted by other than by accidental means, or injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

USE OF DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

(ACCEPTABLE USE POLICY)

(BOE Policy 5220)

The Board is pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet, as well as electronic devices, (all of which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right*. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, (a) taken as a whole, it predominantly appeals to the prurient interest, (b) it depicts or describes in a patently offensive way a prohibited sex act and (c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film, video, picture, cartoon, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where,

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, *as the owner of the computer systems, reserves the right to monitor and review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

Therefore, all users are advised that they shall not have any expectation of personal privacy in the use of these computer systems.

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;

- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- Cyberbullying, or any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;
- Accessing or attempting to access social networking sites without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!* Board of Education Policy 5020 allows for reporting of suspected bullying behaviors. The "Report of Suspected Bullying Behaviors" form (5020 Form #1) should be completed and given to a building administrator.

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

USE OF PRIVATELY-OWNED TECHNOLOGICAL DEVICES **(BOE Policy 5240)**

The Board recognizes that various technological devices can be used to enhance the educational process. Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technological resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound playback and recording, and information transmission and/or receiving, storing, etc. These devices may include, but not limited to, personal laptops, tablet computers, smartphones, cellular telephones, e-readers, listening devices or personal audio players, network access devices and other electronic signaling devices.

Privately-owned technological devices may be used during instructional time, as specifically permitted by instructional staff.

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

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technological resources;
- Damaging Board technological resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.
- Using technological devices in a manner that disrupts the educational process.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, in accordance with policy 5141.12. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technological resources and/or the use of privately-owned technological devices to access or utilize the Board's technological resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or disciplinary action potentially including suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Waterford Board of Education to permit students, using their privately-owned technological devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technological resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately-owned technological devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technological use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement (via district-wide annual notification manual) and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technological users.

The Board technological resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technological resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technological use as well as all local, state, and federal laws when using the Board technological resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan 5020, the Student Discipline Policy 5180 and the Use of Computers Policy 5220).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network, in accordance with policy 5220. Students must understand that the Board has reserved the right to conduct monitoring of Board technological resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technological resources. This provision applies to any and all uses of the Board's technological resources and any privately-owned technological devices that access the same.

Harm to Board Technological Resources

Any act by a student using a privately-owned technological device that harms, interferes with, or compromises the integrity of the Board's technological resources will be considered an act of vandalism and will be subject to discipline and/or appropriate criminal or civil action.

DISTRIBUTION OF MATERIALS BY STUDENTS

All requests from groups or individuals to have students distribute materials to people in the community, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purpose and policy.

To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not promote private gain or political position.
3. The materials do not promote any political party or candidate.

EMERGENCY CARE IN SCHOOLS

The school is responsible for the immediate care given to a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. The school shall maintain a file of Emergency Information cards for each student. Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

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

EMERGENCY CLOSINGS & DELAYED OPENINGS

Emergency school closings and/or delayed openings are announced through our automatic notification system, on the Waterford Public Schools website – www.waterfordschools.org, Twitter – [@WPS_CT](https://twitter.com/WPS_CT) and on the following radio and television stations. Early dismissals are announced by 11:00 A.M.

TELEVISION	RADIO	
<ul style="list-style-type: none">• WFSB-TV Channel 3• WTNH-TV Channel 8• WVIT-TV Channel 30• FOX CT – Channel 6	<ul style="list-style-type: none">• WCTY 97.7 FM• WRCH 100.5 FM• WKNL 100.9 FM• WNLC 98.7 FM• WTIC 96.5 FM• WZMX 93.7 FM	<ul style="list-style-type: none">• WTIC 1080 AM• WICH 1310 AM

EQUAL EDUCATIONAL OPPORTUNITY

Students are encouraged to develop and achieve individual educational goals. The district will provide students with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, economic status, marital status, or physical or mental disability. Students will not be excluded on such basis from participating in, or having access to, any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The Assistant Superintendent of Schools is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Persons who feel that they have been denied such equal educational opportunities, including by way of discriminatory treatment or harassment, may file a complaint with the district's Compliance Officer, the Assistant Superintendent who can be reached at 860-444-5854. If the Compliance Officer is the subject of the complaint, the person may file the complaint with the Superintendent of Schools. In addition, a student complaint may be filed in writing with a teacher or guidance counselor. A student may request the assistance of school district personnel in preparing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Compliance Officer.

The written complaint shall state the name of the complainant, the date(s) of the alleged violation, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the

circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation.

The Compliance Officer shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. School officials will, consistent with the need for a thorough investigation of the complaint and principles of fairness, endeavor to protect privacy interests. Upon completion of the investigation but in no event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as to the disposition of the complaint. The time for rendering a decision may be extended as required for a thorough investigation and fair resolution of the complaint. If the decision is that discrimination or harassment has occurred, appropriate action shall be taken to ensure that such behavior or treatment ceases and will not reoccur. No adverse action will be taken against a student for filing a complaint or against any student or other person for cooperating in the investigation of the complaint.

EMERGENCIES & DISASTER PREPAREDNESS

State Statute and our district Security and Safety Plan require each school to conduct crisis drills and fire drills annually. Students must follow the exit directions posted in each classroom. The signal for a drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

EXEMPTION FROM INSTRUCTION

(BOE Policy 6010)

A student will be exempted from instruction in the areas of dissection, family life education, HIV/AIDS, or sexual abuse and assault awareness prevention programs upon receipt by the building administrator of a written request for such exemption from his/her parent or guardian.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student which is maintained in the Nurse's office. Health records shall be granted the highest level of confidentiality. A listing of all professionals who have access to the record will be maintained in each student's health folder. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Students with medical conditions that may expose others to disease or infectious conditions will be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such condition, parents/guardians will be required to submit medical evidence that their child has recovered sufficiently or is no longer contagious.

It is recommended that you keep your child home if you suspect that he/she is ill and contagious. Children sent to school are expected to participate in all school activities unless excused by a physician.

If a student is ill in school, the student will be sent to the school health room. At that time, the school nurse will determine whether the student can remain in school or should go home. Parents will be notified and are expected to pick up their child as soon as possible. Children who are ill will not be sent home on the bus in order to safeguard the child and to prevent spread of infection.

Administration of Medication ([BOE Policy 5000](#))

Prescribed medication should preferably be given at home. However, the Board recognizes that the administration of medication by school personnel is sometimes necessary to meet the health needs of an individual student. Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in the original container with proper labels. Over the counter, non-prescribed medications will not be allowed in school unless they are stored and administered according to the regulations outlined in policy 5000. Over the counter medications include cough drops, aspirin, aspirin substitutes, and other medications not requiring an authorized prescriber's prescription.

For cases in which a student is able to self-administer medication, please see Policy 5000 section B for updated guidance.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing.

Health Assessments and Immunizations ([BOE Policy 5090 & 5095](#))

Health Assessments will be provided by the school Medical Advisor (or advisor designee) without charge to all students whose parents or guardians meet the eligibility requirement of the National School Lunch Program or Free Milk Program.

In accordance with state law and accompanying regulations, the Waterford Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. Section 19a-7f, prior to enrolling in any program or school under its jurisdiction.

For further information regarding immunizations please contact the school nurse.

Physical Examinations ([BOE Policy 5090](#))

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessments shall also be required in grade 6 or seven and in grade nine or 10. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison. All students in grades K, 1, and 3-5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, and 3-5. Postural screening will be conducted for all female students in grades 5 and 7 and male students in grades 8 or 9. All of the screenings will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

Students with Special Dietary Needs (Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease and/or Diabetes) ([BOE Policy 5060](#))

The district strongly encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much information about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also strongly encourages parents/guardians of students and adult students with GSD and/or diabetes to notify the school of the disease, providing as much medical documentation about the type of GSD and/or diabetes, nature of the disease and current treatment of the student. Substitutions to the regular meal, in compliance with the USDA Child Nutrition Division guidelines, will be made

for students who are unable to eat school meals because of their special dietary needs, when that need is established as part of the student's Individual Health Care Plan (IHCP).

A student's IHCP should be developed by a group of individuals, which shall include the parents, the adult student, if applicable, and appropriate school personnel. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other identified school personnel. The IHCP may also include strategies to minimize the student's risk for exposure.

School Based Health Center

Waterford Public Schools has two School-Based Health Centers (SBHC) through UCFS Healthcare located at Waterford High School and Clark Lane Middle School. The centers provide comprehensive physical and behavioral health and well care to students who attend Waterford Public Schools. Both School-Based Health Centers are available for **ALL** Waterford Public Schools' students.

The School-Based Health Centers are staffed with an APRN (Advanced Practice Registered Nurse) and two Behavioral Health Clinicians who are experts in adolescent health and employed by UCFS Healthcare. SBHC services and care supplement and coordinate with services and care provided by private pediatricians. SBHC's services include yearly well-child examinations, vaccinations, sports physicals, and acute and chronic care visits with an emphasis upon prevention through early intervention and education. Behavioral Health offers services in mental health assessments, substance use screenings and counseling. Parental consent for services is required in accordance with all laws. Services are billed to insurance carriers, and assistance is available for those who are not insured. More information on the School-Based Health Centers can be found on the Waterford Public Schools Website at https://www.waterfordschools.org/parents_family/for_students/school-based_health_center.

HOMELESS STUDENTS

(BOE Policy 5100)

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Special Services.

STUDENT INSURANCE

Early in the school year students will receive information on low-cost insurance available through a local company. Both twenty-four hour and school-time coverage is available. School-time protection is limited to claims arising from accidents occurring on the way to and from school, during regular school hours, and on field trips sponsored and supervised by the school. Accidents occurring during school-sponsored athletic events are also covered.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

NO CHILD LEFT BEHIND

According to the 'No Child Left Behind' federal law, parents can request information about the professional qualifications of their teachers and paraprofessionals. Contact the Human Resources office if you desire this information. Furthermore, if your child is taught for more than four weeks by a teacher who is not certified, we will notify you of that fact.

NONDISCRIMINATION

(BOE Policy [4336/4800](#) & [5110](#))

The Board 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, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, veteran status, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, veteran status, gender identity or expression.

All complaints by a student or other individual(s) alleging discrimination on the basis of the protected characteristics listed herein should file a written complaint with the Assistant Superintendent of Schools within thirty (30) days of the alleged occurrence.

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone Number (617) 289-0111).

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”) and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability.

For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual, (b) a record of such an impairment; or (c) being regarded as having such an impairment.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

The Section 504 Coordinator for this district is the Assistant Superintendent.

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 12th Street, SW
Washington, DC 20202-1100
Telephone: 800-421-3481

Connecticut State Department of Education
Bureau of Special Education & Pupil Services
P.O. Box 2219
Hartford, CT 06145
Telephone: 860-807-2030

PARENT ACCESS TO CURRICULA

Parents may access curriculum either through the Waterford Public Schools website at <http://www.waterfordschools.org/> or by requesting a copy through the Assistant Superintendent’s office.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PESTICIDE APPLICATION

It is the policy of the Waterford Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Waterford public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)’s school assignment area may contact the Director of Buildings and Grounds.

PSYCHOTROPIC DRUG USE

(BOE Policy 5340)

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.

RESIDENCY

(BOE Policy 5270)

State Statute requires that parents or guardians must present *sufficient* proof of residency to enter and/or remain in Waterford Public Schools. The child must actually be present in the district where he/she is to be educated. The statute also authorizes the school district to insist on a "preponderance of evidence" which proves residency in Waterford. Parents and guardians who do not have a valid lease or mortgage in their name will need to complete a notarized affidavit which can be obtained in the Assistant Superintendent's office, located in the Waterford Town Hall. The owner of the property where the student lives will also be required to submit a notarized affidavit. These affidavits attest that there is a bona fide residence in Waterford, that the residence is intended to be permanent, that the residence is provided without pay, and that the residence is not for the sole purpose of obtaining school accommodations. Parents and guardians will also be requested to complete a residency information form. Additional documents to prove continued residency in Waterford may be requested as the family becomes further established in the community. Only children legally entitled to do so may attend Waterford Public Schools. A perjured or fraudulent statement may lead to prosecution under Criminal Statutes of the State of Connecticut, and that false statements made in order to receive educational benefits may constitute the crime of defrauding a public community, a felony under Connecticut Law. *If any statements are proven false, parents or guardians will be held accountable to the Town of Waterford for daily tuition for each day the child is registered, and the child will be withdrawn from school immediately.*

SCHOOL CEREMONIES AND OBSERVANCES

(BOE Policy 5130)

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL MEALS (FREE/REDUCED LUNCH)

(BOE Policy 3165)

The Waterford Public Schools will operate a lunch program in each school as authorized and regulated by State law. Food service shall include hot lunches and milk through participation in the National School Lunch Program. The Board of Education (Board) shall approve prices set for the lunches and milk. Families where hardship exists, as determined by the National School Lunch Program, may have their children served on a free or reduced price basis as applicable under the National School Lunch Program requirements.

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. The Board shall follow all applicable Federal and State guidelines to carry out this program.

A letter and application form will be distributed to all parents during the first day of school. The letter will contain information on the eligibility standards, procedures for applying for free and/or reduced price meals for children, and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new student is enrolled.

SEARCH AND SEIZURE

(BOE Policy 5150)

The right to inspect desks, lockers and other storage areas assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students. Conditions for an authorized school administrator to search a student's locker, desk and other storage areas are listed in Policy 5150.

Under special circumstances, school officials may search students, if there is reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Use of Drug-detection Dogs, Metal Detectors and/or Breathalyzers

Use of drug detection dogs and metal detectors, similar detective devices, and/or breathalyzers and other passive alcohol screening devices may be used only on the express authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.

SELECTION OF MEDIA CONTENT/LIBRARY MATERIAL

Library materials shall be selected relative to the needs, interests, and abilities of the students in the school. Materials will be selected to support the School and the District's educational goals, including the advancement of student literacy. The school librarian shall work to stimulate and guide reading and teach the effective use of the library.

SEXUAL HARASSMENT

(BOE Policy 5170)

It is the policy of the Waterford Board of Education that any form of sex discrimination or sexual harassment is prohibited, 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, District employees, and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board's Policy shall be subject to remedial measures, which may include exclusion from school property.

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to the building principal, or his/her designee. If the Principal is the subject of the complaint, the student may make a report directly to the Title IX Coordinator or to any other administrator in the district.

SMOKE FREE ENVIRONMENT

(BOE Policy 1165)

The Board prohibits smoking, including smoking, using an electronic delivery system (e.g., e-cigarettes) or vapor product, within any of its schools, including any indoor facility owned or leased or contracted for, and utilized by the Board, for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity.

The Board further prohibits smoking including smoking using electronic nicotine delivery system (e.g., e-cigarettes) or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district's administrative office building(s) and includes, but is not limited to storage facilities and parking lots.

SPECIAL EDUCATION

In accordance with State and Federal regulations, Waterford Public Schools assumes responsibility for the location, identification and evaluation of all children from birth through age 21 that require special education and related services. All children who are suspected of having a disability and who are in need of special education are part of the child find process in Waterford.

This includes students who are:

- advancing from grade to grade;
- enrolled by their parents in private elementary or private secondary schools, including religious schools located in Waterford (regardless of the severity of their disability);
- wards of the state and children who are highly mobile, such as migrant and homeless children.

In addition, Waterford identifies students who may be gifted or talented.

STUDENT PRIVACY

(BOE Policy 5200)

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 students 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 consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2 above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. 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;
5. 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;
6. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly 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 (see #2 above, a-h); 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 education 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.

To protect student privacy in compliance with the PPRA, Waterford Public Schools has adopted policy 5155 regarding these rights. 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, DC 20202-4605

STUDENT RECORDS

(BOE Policy 5210)

According to BOE Policy 5210, we are required to annually notify parents of certain rights. These excerpts below outline the basic rights of parents and/or eligible students regarding accessing a student's education record, hearing rights and procedures, directory information, and military recruiting. For more detailed information, please refer to the *full* BOE [Policy](#) and [Regulations 5210](#), which can be found at www.waterfordschools.org.

Confidentiality of Education Records

A). All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Policy 5210 Students Student Records; Confidentiality Board policy and administrative regulations and in a manner consistent with state and federal law. B). Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes. C). The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest. D). The school district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the school district discloses personally identifiable information from education records. E). The school district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

Access to Education Records

A). Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing. B).

When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed. C). The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student. D). A school official shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.

Non-Custodial Parents

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

Nothing in this Policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if: (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student; (b) such incarcerated parent has been convicted in Connecticut or any other state sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

Directory Information

Directory Information includes 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, address 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, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social Policy 5210 Students Student Records; Confidentiality security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

Records of the Department of Children and Families ("DCF")

Documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigations that are maintained by the school district are considered education records under the Family Educational Rights and Privacy Act ("FERPA"). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the school district receive a request to disclose confidential DCF records to an outside third party, the school district shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records. In addition, the school district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

Amendment of Education Records

If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to: 1. Request in writing that the school district amend the records; Policy 5210 Students Student Records; Confidentiality 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

Hearing Rights

Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the school district's decision, or both. Any statement placed in the records of the student shall be maintained by the school district as part of the records of the student as long as the record or contested portion is maintained by the school district. If the contested portion of the education record is disclosed by the school district, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

Hearing Procedures

The hearing shall be held within a reasonable time after the school district has received the request, unless the parent or eligible student requests a delay. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing. The parent or eligible student and the school district shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

Waiver of Rights

A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations: The student is notified, upon request, of the names of all individuals providing the letters or statements. The letters or statements are used only for the purpose for which they were originally intended. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency. The waiver is in writing and executed by the student, regardless of age, rather than by the parent. A waiver may be revoked with respect to any actions occurring after the revocation. Revocation of a waiver must be in writing.

Military Recruiters

School districts are legally obligated to provide military recruiters or institutions of higher education, 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 objections must be in writing and shall be effective for one school year.

Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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- 8520

STUDENT WELLNESS

(BOE POLICY 5250)

It is the policy of the Waterford Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness (“Advisory Council”) to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the board of education, and members of the public and may also involve Supplemental Nutrition Assistance Program (SNAP) coordinators or educators. The Advisory Council will be involved in the development and implementation of the policy, the triennial assessment and periodic updating of the policy.

SURVEILLANCE CAMERAS

To maintain school safety and security, the use of technology such as video surveillance cameras on school property and on school buses is used in the district. These cameras produce both video and audio coverage. The recorded media from these cameras will be used to assist school administrators in cases of emergency or to decide upon appropriate disciplinary action. Video surveillance shall be in accordance with applicable laws pertaining to their use.

The Superintendent shall establish appropriate procedures for the retention and/or erasure of, and access to such recorded media. They are for internal use only by the Waterford Police Department and district administrators. Unauthorized use of cameras or video equipment on school grounds is strictly prohibited and may result in disciplinary consequences.

TESTING

All students in grades 3 through 8 and in grade 11 shall take a statewide summative assessment (measuring whether or not a student has mastered essential grade level skills in reading, language arts and mathematics). Additionally, there will be a science assessment in grades 5, 8 and 10. These summative assessments shall be provided by and administered under the supervision of the State Board of Education.

TITLE IX

In compliance with State regulations, Waterford Public Schools provides a coordinator for Title VII, Title IX and Section 504, which deal with discrimination regarding race, sex equity, and handicap. The coordinator is the Assistant Superintendent, who may be reached at 860-444-5854.

TITLE IX GRIEVANCE PROCEDURE

(BOE Policy 4336/4800)

The objective is to secure prompt solutions to student or employee complaints alleging any action in the Waterford Public School System which would be prohibited by Title IX legislation concerning sex discrimination.

A student or employee should first attempt to resolve any question at the lowest possible level(s). If that is not possible, a student or employee may, within 30 days of the alleged non-compliance, formally file a complaint in writing addressed to the Assistant Superintendent. He/she will forthwith investigate and provide a written response to the complainant. In the event that the complainant is not satisfied, he/she will be informed of the right to appeal.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Director of Finance and Operations at 860-444-5849. A written record of all complaints will be maintained and an investigation of the allegations will take place.

SCHOOL HANDBOOKS

School Handbooks can be found on the Waterford Public Schools website at https://www.waterfordschools.org/parents_family/policies_procedures/schoolhandbooks. The information contained in the handbooks is only a portion of the applicable policies students are expected to abide by. All policies of the Waterford Public Schools can be found online at <https://www.waterfordschools.org/>.

BOARD OF EDUCATION POLICIES

The Board of Education has set policies and regulations that govern the operation of the school district. All policies and regulations are available on the district website at <https://www.waterfordschools.org/>.

The policies and regulations are divided into the following series:

[Temporary COVID-19 Policy](#)

- | | |
|---|-----------------------------|
| ➤ Community Relations | Series 1000 |
| ➤ Administration | Series 2000 |
| ➤ Business & Non-Instructional Operations | Series 3000 |
| ➤ Personnel | Series 4000 |
| ➤ Students | Series 5000 |
| ➤ Instruction | Series 6000 |
| ➤ Construction | Series 7000 |
| ➤ By Laws of the Board of Education | Series 9000 |