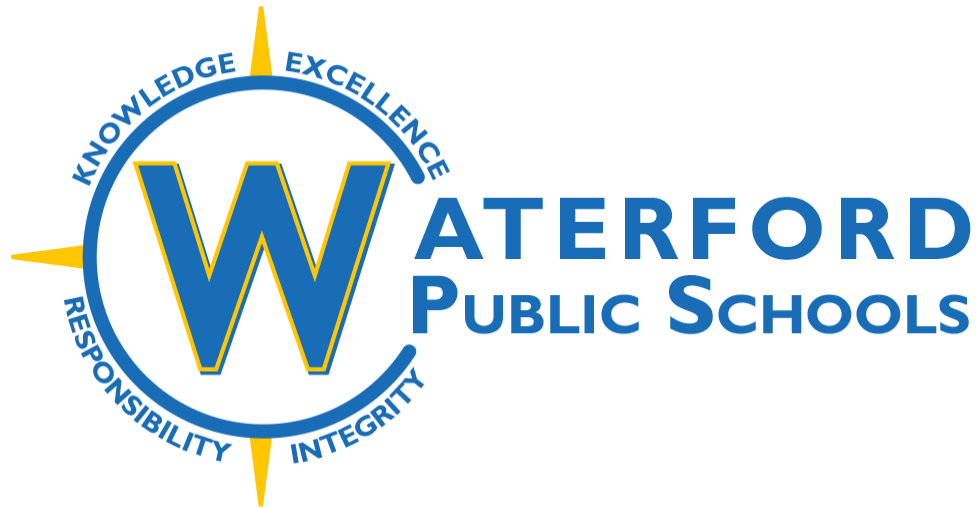


2023 – 2024 Annual Notification Manual



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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

Pat Fedor – *Chairperson*
Marcia Benvenuti– *Secretary*
Amanda Gates-Lamothe
Craig Merriman
Joy Gaughan
Christopher Jones
Deb Roselli Kelly
Mindy Stone

District Offices

(860) 444-5801

Thomas W. Giard III
Superintendent of Schools

Craig C. Powers
Assistant Superintendent

Gina M. Wygonik
Director of Special Services

Wendy McCabe
Special Services Supervisor

Nancy Sudhoff
Director of Human Resources

Joseph Mancini
Director of Finance and Operations

James Miner, III
Director of Buildings and Grounds

Mark Geer
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

Kirk Samuelson, Principal

Tracy Moore, Assistant Principal

Mandy Batty, Assistant Principal

Chris Landry, Director of Athletics and Student Activities

Clark Lane Middle School

105 Clark Lane

Waterford, CT 06385

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

James Sachs, Principal

Tomeka Howard, 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

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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/>.

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 five (5) or six (6) years of age may exercise the option of not sending the child to school by personally appearing at the school district office and signing an option form.

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 designee will schedule a meeting with the parent/guardian (or other person having control over of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy.

When a student is truant, the Superintendent or designee shall 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 shall 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.

1. Board policy 5020 defines "**Bullying**" as an act that is direct or indirect and severe, persistent or pervasive, which causes physical or emotional harm to an individual;
2. places an individual in reasonable fear of physical or emotional harm; or
3. infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral 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/guardians 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.

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 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 (30) 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 ten (10) 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 thirty (30) 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 Board free of 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 six or seven and in grade nine or ten. 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 students and adult students 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 shall 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.

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.

MULTILINGUAL LEARNERS (ML)/ENGLISH LEARNERS (EL)

Sections 17 and 18 of Connecticut public act 23-150 change the term for a student whose primary language is not English from "English learner" to "multilingual learner." Parents of Multilingual Learners (MLs) participating in an English 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 an explanation of the parents' rights to remove their child from the ml 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 for speakers of other language program (ESOL), sheltered English programs, and English immersion programs.

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, gender identity or expression, veteran status 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 or harassment on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form, which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany [Board Policy #5110, Non-Discrimination \(Students\)](#) or upon request from the main office of any district school. If the complaint involves an allegation of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be handled under the appropriate policies (e.g. [Policy #5170 Sex Discrimination/Sexual Harassment](#); [Policy #5160, Section 504/ADA](#)). Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"): Office for Civil Rights, Boston Office U.S. Department of Education 8th Floor, 5 Post Office Square Boston, MA 02109- 3921 (617-289-0111) <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html> Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities: Connecticut Commission on Human Rights and Opportunities 450 Columbus Blvd. Hartford, CT 06103-1835 (860-541-3400 or Connecticut Toll Free 1- 800-477-5737).

NOTICE OF AVAILABILITY OF LANGUAGE ASSISTANCE

The Waterford Public Schools strives to provide accurate and effective communication with members of the public, regardless of their level of English proficiency. It is the policy of Waterford Public Schools to take reasonable steps to overcome language barriers to Waterford Public Schools' programs or activities, at no cost to the limited English proficient (LEP) individual.

Please let us know if you have trouble understanding English or need help communicating with the Waterford Public Schools. You may ask for an interpreter or whether translated material is available when you contact us. If you can, please tell us your language (or dialect).

A parent or guardian does not have to be limited in all areas of communication, -- reading, speaking, listening -- in order to get an interpreter or translated documents. We will respect your request for an interpreter or translator if you believe your English skills are limited in any of those areas.

Please call the Special Services office at 860-444-5802 regarding requests for language assistance.

Aviso de Disponibilidad de Asistencia Lingüística (Spanish)

Las Escuelas Públicas de Waterford se esfuerzan en proporcionar comunicación precisa y efectiva al público, independientemente de su nivel de dominio del inglés. Es la política de las Escuelas Públicas de Waterford de tomar medidas razonables para superar las barreras lingüísticas a los programas o las actividades de las Escuelas Públicas de Waterford, sin costo para el individuo con conocimiento limitado de inglés (LEP en inglés).

Por favor, háganos saber si tiene problemas en entender inglés o necesita ayuda para comunicarse con las Escuelas Públicas de Waterford. Al contactarnos, pida un intérprete o si material traducido está disponible. Si puede, por favor díganos su idioma (o dialecto).

Un padre o tutor no tiene que estar limitado en todas las áreas de la comunicación, - leer, hablar, escuchar, o escribir - para obtener un intérprete o documentos traducidos. Respetaremos su solicitud de intérprete o traductor si usted cree que sus habilidades en inglés son limitadas en cualquiera de esas áreas.

Llame a la oficina de Servicios Especiales al 860-444-5802 con respecto a las solicitudes de asistencia con el idioma.

(Urdu) زبان کی معاونت کی دستیابی کا نوٹس

واٹر فورڈ پبلک اسکولز کی کوشش ہے کہ عوام کے ساتھ درست اور موثر مواصلت فراہم کریں، قطع نظر اس کے کہ ان کی انگریزی کی مہارت فرد کو بغیر کسی قیمت (LEP) کی سطح کچھ بھی ہو۔ واٹر فورڈ پبلک اسکولز کی یہ پالیسی ہے کہ انگریزی میں مہارت رکھنے والے محدود کے پروگراموں یا سرگرمیوں میں زبان کی رکاوٹوں کو دور کرنے کے لیے معقول اقدامات کریں۔ Waterford Public Schools کے

اگر آپ کو انگریزی سمجھنے میں دشواری ہو رہی ہو یا واٹر فورڈ پبلک اسکولز کے ساتھ بات چیت کرنے میں مدد کی ضرورت ہو تو براہ مہربانی ہمیں بتائیں۔ مترجم طلب کریں یا جب آپ ہم سے رابطہ کریں تو ترجمہ شدہ مواد دستیاب کرایا جائے گا۔ اگر آپ کر سکتے ہیں، تو براہ مہربانی ہمیں اپنی زبان (یا بولی) بتائیں۔

مترجم یا ترجمہ شدہ دستاویزات حاصل کرنے کے لیے والدین یا سرپرست کو مواصلات کے تمام شعبوں -- پڑھنے، بولنے، سننے -- میں محدود ہونا ضروری نہیں ہے۔ اگر آپ کو یقین ہے کہ ان میں سے کسی بھی شعبے میں آپ کی انگریزی کی مہارت محدود ہے تو ہم مترجم یا مترجم کے لیے آپ کی درخواست کا احترام کریں گے۔

语言协助通知 (Chinese)

沃特福公立学校努力与公众进行准确有效的交流，无论其英语水平如何。沃特福德公立学校的政策是采取合理措施，克服其计划和活动中的语言障碍。

如果您在理解英语方面有困难，或在与沃特福德公立学校沟通时需要帮助，请告诉我们。在与我们联系时，请要求提供口译员或翻译材料。如果可以，请告诉我们您的语言（或方言）。

家长或监护人不一定要在所有交流领域--读、说、听或写--

都受到限制才能获得口译员服务或翻译文件。如果您认为自己的英语能力在上述任何一个方面受到限制，我们将尊重您的要求，为您提供口译或笔译服务。

如需語言協助請求，請致電 860-444-5802 聯繫特殊服務辦公室。

Aviso de assistência linguística (Portuguese)

As escolas públicas de Waterford esforçam-se por fornecer uma comunicação correcta e eficaz com os membros do público, independentemente do seu nível de proficiência em inglês. É política das Escolas Públicas de Waterford tomar medidas razoáveis para ultrapassar as barreiras linguísticas aos seus programas e actividades.

Informe-nos se tiver dificuldade em compreender inglês ou se precisar de ajuda para comunicar com as Escolas Públicas de Waterford. Quando nos contactar, peça um intérprete ou se existe material traduzido disponível. Se puder, indique-nos a sua língua (ou dialeto).

Um pai ou encarregado de educação não tem de ser limitado em todas as áreas de comunicação - ler, falar, ouvir ou escrever - para obter um intérprete ou documentos traduzidos. Respeitaremos o seu pedido de um intérprete ou tradutor se considerar que os seus conhecimentos de inglês são limitados em qualquer uma dessas áreas.

Por favor, ligue para o escritório de Serviços Especiais em 860-444-5802 sobre pedidos de assistência linguística.

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 **Director of Special Services**. For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02110-3921
Telephone: 617-289-0111

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, 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 06145-2219
Telephone: 860-713-6910

ONE-TO-ONE DEVICE PLAN

(BOE Policy 5240)

The goal of the one-to-one device program in Waterford is to provide an equitable learning experience for all students and integrate all digital resources offered to students. All students will be required to use a school issued device for the 2023-24 school year. The implementation of a one-to-one device program ensures that our students will be provided with an innovative and equitable education and be prepared to leave with the knowledge and skills to be successful in today’s digital society. More information on this program can be accessed via the [WPS One-to-One Device Program Website](#).

PARENT ACCESS TO CURRICULA

Parents may access curriculum either through the Waterford Public Schools website at <https://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 breakfast and lunch program in each school as authorized and regulated by State law to provide nourishing meals needed to engage in active learning during the school day. Food service shall include breakfast, hot lunches, and milk through participation in the National School Lunch Program and School Breakfast Program. The Board of Education (Board) shall approve prices set for the lunches and milk. Children may receive free or reduced-price meals if their household's income is within the limits of the Federal Income Eligibility Guidelines. Please visit the WPS website, [FAQs about Free and Reduced-price School Meals](#) for more information.

All students are offered the opportunity and parents are encouraged to apply for the free or reduced meal price benefits based on their financial status. The application can be found at https://www.waterfordschools.org/parents_family/food_services/free_reduced_price_school_meals_information. Applications are also available in the main office of each school. Bilingual copies are available upon request by calling the Schools Dining & Nutrition Services Director at 860-444-5862.

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 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. 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 in the Board's education programs, whether by students, Board employees or third parties subject to the control of the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on

the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. 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, up to and including expulsion or termination, respectively. 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 and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate

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 22 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 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.

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 in 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 la 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 or eligible student to receive notice and opt out of a student's participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
5. 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;
6. 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;
7. 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 20202-5902

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.

Unaccompanied Youth

Notwithstanding anything in this Policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the school district. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

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 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 11. 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](#) and [Policy 5110](#))

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression.

Complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

If either party to the complaint is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted.

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

All 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:

- 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](#)