

LEBANON BOARD OF EDUCATION

Board of Education Goals for 2011-2014

Student Achievement

Goal: *The Lebanon Board of Education will support every student in the Lebanon Public Schools to meet established, rigorous performance standards in all areas of learning by becoming independent strategic readers, problem solvers, and critical thinkers.*

Communication

Goal: *The Lebanon Board of Education will establish reciprocal communication that is accessible and understandable, and unites all citizens around the belief that high quality public education is our community's most valuable asset.*

Facilities and Educational Adequacy

Goal: *The Lebanon Board of Education will ensure all students have the opportunity to learn and achieve in safe and educationally adequate facilities by meeting the needs of the district with respect to adequate space and quality learning environments.*

Fiscal Management

Goal: *The Lebanon Board of Education will promote a fiscally responsible district. The Board recognizes its responsibility to balance its objectives of providing the best possible education to the students of Lebanon while being fiscally responsible to district taxpayers.*

Board Governance

Goal: *The Lebanon Board of Education will institutionalize a focus on continuous improvement leading to student achievement and student success through its development of policy, ongoing evaluation, and commitment to Board professional growth.*

Mission Statement

The Lebanon Public School District is a community of learners which values an active partnership with families, school and community. Our goal is to prepare students to succeed in a global world by providing a quality and challenging education in a safe environment.

LEBANON	LOCATOR:	1100.2
Board of Education	SECTION:	COMMUNITY RELATIONS
POLICY	INFORMAL APPROVAL DATE:	3/14/00
	FORMAL APPROVAL DATE:	4/11/00

COMMUNICATIONS WITH THE PUBLIC - WEB PAGES

Purpose

The creation of the web pages of the Lebanon Public Schools is for the purpose of providing communication regarding the district's curriculum and instruction, school activities, and other information related to the mission of the district and the operation of its schools.

Privileges

Publishing privileges are provided to the students and staff through the Director of Business and Technology or a designated "webmaster" authorized by the Superintendent of Schools. Creators of web pages must be familiar with and practice the guidelines and responsibilities listed below or the pages will not be published.

Standards

Content - All subject matter on the Lebanon Public Schools web pages and links must relate to curriculum and instruction, school authorized activities, or information about the school district. Staff and student work may be published only as it relates to a class project, course, or other school related activity. References to links and other on-line services are permitted, but direct access is prohibited. The Lebanon School web pages may not be used for activities related to political campaigns on behalf of or against any candidate for public office or for any individual or personal agenda. The Lebanon Public Schools will prohibit the use of abusive, threatening, obscene, lewd, or vulgar language and reserves the right to prohibit content that associates the schools with a position other than neutrality on matters of political controversy.

Pre-Approval - All building level material must have the pre-approval of the building principal or his/her designee. All district level material must have the pre-approval of the Superintendent of Schools or his/her designee.

Quality - With the exception of early elementary school students, all work must be free of spelling and grammatical errors. The administration, at its discretion, will prohibit poorly written material. Documents may not contain objectionable material or point to objectionable material. The doctrine of community standard will be applied by the building principal or the Superintendent of Schools or his designee. The judgment of the building or district administrator will prevail.

Student Safeguards - Documents shall include only the first name of the student. No directory information, as listed in the Lebanon Board of Education student records policy #5125, shall be included. Student work or pictures shall be published only with the written permission of the student and the parent and in compliance with state statutes and regulations. The building principal or his/her designee shall maintain a file of written permissions.

Technical Standards - The Director of Business and Technology or the designated Webmaster will edit, test the document for accurate links, and ensure the page meets the standards listed above. Pages under construction will not be published until completed and approved. An approval procedure will be established by the Director of Business and Technology and communicated to the staff.

Revision of Regulations

The web page policy and administrative regulations will be evaluated and updated as needed in response to the changing nature of technology and its applications in the Lebanon Public Schools.

DISTRIBUTION OF MATERIALS TO AND BY STUDENTS

Printed materials may be distributed to parents by students as an inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone.

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:

FLYERS

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

All requests from groups or individuals to send materials home will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

POSTERS

Posters may be displayed in the schools only if they publicize activities or functions of the following types of organizations:

- Student clubs, teams, or other formally recognized organizations.
- School-related parent/guardian organizations.
- Town agencies.
- Local philanthropic organizations

In addition, posters publicizing events put on by organizations whose goals are compatible with those of the school district may be displayed at the discretion of the Superintendent.

USE OF STUDENTS

The Board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the students' rights in terms of voluntary activities are maintained. The decision of the Superintendent will be final.

BUDGET/REFERENDUM MATERIALS

Information concerning a budget or referendum, specifying only the time, date, location, and question or proposal may be disseminated through the students. This information may not contain statements, or be written in a manner which may advocate a position on the budget or on a referendum question.

EDUCATIONAL FOUNDATIONS

The Board of Education is committed to maintaining excellence in education and pursuing resources to enhance educational opportunities for all students.

Demands on the educational system may exceed available funding. Therefore, the Board recognizes that members of the community are often willing to make voluntary contributions that will provide needed additional funds and resources for the District. The Board, therefore, approves and encourages the creation of an independent educational foundation to actively raise funds and provide resources that will enhance educational opportunities for District students.

Other organizations that support school activities such as parent teacher organizations, or that exist to raise funds for specific programs, such as the athletics program, are also encouraged by the Board of Education. An Educational Foundation's main purpose is to provide learning opportunities beyond those supported by the school budget and to provide a vehicle for contributions or bequests of monies for possible long-term accumulation.

The Board desires to work cooperatively with the foundation in determining the purpose for which funds may be used to meet the changing needs of the District and its students.

The Board supports foundation allocations that serve the students of the District equitably as they progress through the grades.

The foundation's assets will not be used for the general maintenance program of the District or for the purpose of normal supplies, textbooks, or equipment used for the general operation of the District. Rather, the foundation's assets may be used to help fund specific educational projects and programs in the District developed with the cooperation of the District and other civic, charitable, or private organizations and individuals.

Projects will be distributed among the schools.

(cf. 3280 – Gifts, Grants and Bequests)
(cf. 3281.1 – Business/Industry/Corporate Involvement in Education.)

Legal Reference: Connecticut General Statutes

 7-194 Powers

 10-9 Bequests for educational purposes.

 Title IX of the Educational Amendments of 1972

**LEBANON
Board of Education
POLICY**

**LOCATOR:
SECTION:
INFORMAL APPROVAL DATE:
FORMAL APPROVAL DATE:**

**2111.1
ADMINISTRATION
8/22/89
9/26/89**

TITLE IX COMPLIANCE OFFICER AND GRIEVANCE PROCEDURE

The Lebanon Board of Education agrees to comply with Title IX of the Education Amendments of 1972 and the regulations promulgated pursuant thereto. The Board shall designate a compliance officer. The Board shall, at least annually, notify all students, parents and employees of the name, address and phone number of the compliance officer and the procedures for processing grievances.

Grievance Procedure

All complaints shall be addressed in writing to the board designated compliance officer. He/she shall effectuate any changes deemed necessary to eliminate any discriminatory practices and inform the complainant in writing of his/her actions within thirty days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the compliance officer, within twenty days the complainant may appeal the actions of the compliance officer in writing to the board of education. The board of education shall conduct a hearing within fifteen days to receipt of such written request and shall decide what, if any, remedies are necessary to eliminate the practices deemed discriminatory. The Board shall notify the complainant in writing of its decision within five days after such hearing.

SCHOOL – BASED FUND RAISERS

It is the responsibility of the Board to oversee fund-raising activities which involve the students in the Lebanon school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- Contributions to a fund-raising activity must be voluntary on the part of the donor and fundraiser.
- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not be used to hire school employees.
- The purpose of the fund-raiser will be clearly communicated to potential donors and participants.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.
- Students in grades K-8 shall not be asked to solicit door-to-door.
- To the extent possible, fund-raisers will be coordinated among the schools to avoid multiple fund-raisers being held concurrently.
- Fund raising should be used to provide all students within a grade, club, team, or other group similar types of opportunities.
- Neither academic class time nor the school curriculum will be altered to promote either fund-raising activities or rewards.
- Groups permitted to fund-raise within each school will be kept on file by the Building Principal

**LEBANON PUBLIC SCHOOLS
LEBANON, CONNECTICUT 06249
FUND RAISING ACTIVITY APPROVAL FORM FOR POLICY 3281**

School: _____ Date: _____

Organization: _____

Supervisor/Contact Person: _____ Phone: _____

Fund Raising Activity: (Please Check One)

- | | |
|--|--|
| <input type="checkbox"/> Gift/Donation | <input type="checkbox"/> Raffle/Solicitation |
| <input type="checkbox"/> Sale of Goods | <input type="checkbox"/> Sale of Services |
| | <input type="checkbox"/> Other |

Details of Fund Raising Activity: _____

Other (explain): _____

Estimated revenue from activity: _____

Principal's Signature: _____ Date: _____

Board approval if required: _____

.....
Actual Revenue Raised (unaudited): _____

STUDENT TRANSPORTATION

I. Responsibility Statement

To assure orderly transportation of students, bus drivers shall receive and discharge students at assigned bus stops only. It is the responsibility of parents and legal guardians to supervise, or to provide supervision of, students prior to the arrival of the bus in the morning and immediately after the discharge of students in the afternoon. Should the bus driver observe from the bus stop a fire or other similar hazard placing the student in imminent physical danger, the student, from Pre K through Grade 12, will be returned to school.

II. Definitions

- A. "School transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over approved, improved roads accepted by the municipality based on Lebanon Ordinance concerning acceptance of road specifications, Town of Lebanon, 1963.
- B. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of an approved, improved road nearest the pupil's residence to a point at the entrance of the school, or the bus pick-up area, or a safe entrance to the school grounds located within one hundred feet of the school building entrance; or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the board of education.
- C. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- D. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
- E. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of pupils walking to and from school, or a designated bus stop.
- F. "Raised walk area or sidewalk" means a portion of the landscaped right of way, usually parallel to the traffic lanes which may be paved or unpaved.
- G. "Pupil" means any individual of school age enrolled in the Lebanon Public Schools.
- H. "Approved, improved road" means a road that meets the maintenance, plowing, and quality standards of the Town of Lebanon and State of Connecticut Criteria for Determining Roads for Transportation Routes and is listed on the most current list of Lebanon Town approved roads.

III. Criteria for Determining Transportation Routes

Any road included in a transportation route must meet, but is not limited to the following criteria:

An approved, improved road on the current Town list

Plowed from sunset to sunrise on the town's regular snow plowing schedule.

All bus turn around areas must be on public property or approved by the board of education under Connecticut General Statute 10-220c.

IV. Hazardous Conditions for Students

- A. Any walking route to either the bus stop or the school which is in excess of the following distances shall be considered to be hazardous:
 - a) One mile for pupils below the age of ten, or enrolled in grades PK through 4;
 - b) One and one-half miles for pupils age ten to fourteen, or enrolled in the equivalent of grades 5 through 8, a middle school or junior high school; and
 - c) Two miles, from home to school or to a prescribed point of embarkation, for pupils aged fourteen and over, or enrolled in grades 9 through 12.
 - d) **Any PK to Grade 4 students where there is a unfenced waterway, with "waterway" defined as a year-round, permanent body of water at least 6" deep and within five feet of the student walking route.**
 - e) **Any PK to Grade 4 students where there is an unfenced, open culvert or drain three feet or greater in diameter within five feet of the student walking route.**
- B. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous for **All** pupils, if any one of the following conditions exist:

- a) When line-of-sight visibility together with posted speed limits do not permit vehicular breaking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design.
- b) The traffic count is greater than sixty (60) vehicles per hour during the time that pupils are walking to or from school;
- c) Any street, road, or highway possessing a speed limit in excess of 40 miles per hour
- d) Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

The board of education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment. Hazards will be determined by the Lebanon School Business Manager, in consultation with the Superintendent of Schools. These guidelines are applicable to public and private roads on the Lebanon Town list of approved, improved roads in accordance with Connecticut General Statutes 10-220c.

V. School Bus Scheduling and Routing

School buses shall be routed to transport pupils under the following provisions:

- A. The Business Manager and bus contractor will jointly prepare the routes and shall recommend them to the superintendent.
- B. Students will be transported to school from designated bus stops.

VI. Alternate Stops

If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate childcare/babysitting needs or student employment, such a request will be considered if submitted in writing **by July 16 th of the coming school year on forms which are available in the school offices.** All requests will be considered as follows:

- 1) if space is available on the bus;
- 2) with new students registering after the July 16th deadline having first priority for space;
- 3) when the bus schedule is not unduly disrupted with respect to time or distance; and
- 4) After school begins written requests for an alternate stop will require approval by the bus company and school administration.

The alternate drop-off or pickup location must be the same each day for specified days. For example, a child may be dropped at a daycare location 2 days/week, and at home the other 3 days.

All parents will be informed of this policy prior to the close of the school year, with forms available in each school office. New registrants will be informed at the time of registration. All requests for changes after July 16 will be acted upon within ten (10) school days following the opening of school. In the event that the parents disagree with a decision to deny a route change, the parents may request in writing to the Superintendent a transportation hearing with the Board of Education's Transportation Subcommittee.

VII. General Rules

- A. Pupils must board or leave a bus only at their designated bus stops.
- B. The school will assume no responsibility for students who do not ride scheduled buses.
- C. No animals or unusual items shall be allowed on the bus without prior written approval of the principal and bus driver.

The transportation needs of special education pupils shall be judged on an individual basis.

VIII. Detention or Extracurricular Activities

These guidelines are applicable only with respect to transportation to or from school in conformity with regular school hours. Students who voluntarily remain after school or who participate in extracurricular activities will not be provided with transportation services unless there is regularly scheduled late bus service.

Students who, as a disciplinary measure, are detained after school shall receive twenty-four (24) hours notice before serving their detention period. Any student so detained shall be deemed to have waived any right to transportation home on the day of detention and shall not be provided with any transportation service.

IX. Pupil Behavior – Suspensions and Expulsions from Transportation

In view of the fact that school-provided transportation is an extension of the classroom, the board of education shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and policies of the Lebanon Board of Education. Transportation is provided only as long as a student abides by the rules of safe conduct while a passenger of the bus. Because of the hazards of misbehavior on a school bus, parents are urged to instruct their children to follow the directions of the driver and to encourage their children to report the serious misbehavior of others to the driver or principal.

The Lebanon Board of Education reserves the right to place video cameras on any or all buses to monitor and document student and driver behavior. These videos are the property of the bus contractor but may be used by the Board of Education or its personnel. Tapes will not be kept beyond one week unless the bus company is otherwise instructed.

The principal or his designee may suspend transportation services up to 10 consecutive school days for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of board policy or law (Connecticut General Statutes Sec. 10-233a).

- A. Complaints may be received by the principal in writing, in person or by phone. If complaints are received in person or by phone, the principal shall keep a log of pertinent information from the conversations. Bus driver complaints will be given to the principal in writing. The principal will review the complaint and take such action as judged to be warranted.
- B. If the behavior problem is serious, the principal shall contact parents and acquaint them with the situation. During this contact, the principal shall remind the parents that unless the student's behavior improves, it will be necessary to suspend the pupil from transportation services for a period up to 10 consecutive days. The state law requiring school attendance remains in effect during suspension of these services.
- C. In the event a second complaint is received, the principal shall mail a warning to the parents stating that further violations will result in the suspension of the right of the pupil to transportation services. Upon receipt of any further complaint believed to be accurate, the principal shall suspend the pupil from these services for a period not to exceed 10 days effective at the beginning of the next day.
- D. Immediate suspension shall take place in very serious cases involving safety. The parents, superintendent and bus manager shall be notified of such suspension immediately. Under no circumstances is the pupil to be put off a vehicle at the time of the infraction.
- E. If a pupil's behavior requires repetitive suspensions, and it appears expulsion of the pupil's transportation service is considered, the superintendent shall report such to the board of education. The expulsion procedure specified by Connecticut General Statute Sec. 10-233d shall be followed in the event that expulsion from bus privileges is considered.
- F. Students being transported to vocational technical schools are subject to the same rules as are all other students in the Lebanon Public Schools. Violation of these rules, in such cases, will be reported in writing to the business manager. The superintendent shall suspend vocational technical school students or recommend their permanent expulsion from transportation in accordance with this policy, Section IX.

X. Procedure for Information and Complaints

The procedure for parents to follow for inquiries, requests or complaints is:

- A. Questions regarding pickup times and route information should be directed to the bus company manager.
- B. On matters concerning school bus discipline, the principal should be contacted first. If no satisfactory solution is obtained, the parents should then direct the inquiry to the superintendent of schools. If satisfactory resolution is not obtained, the parent should then submit a written communication to the superintendent of schools for study by the transportation committee and action by the board of education. Following the action of the board, parents can expect to receive a written reply within 10 days.
- C. Parental requests to change a route, schedule or stop should be submitted in writing to the Business Manager. The school business manager will evaluate the request and has the following options:
 - 1. grant the request in writing to the parent
 - 2. deny the request in writing with a notice to the parents that they may request in writing to the Superintendent a formal hearing with the Board of Education Transportation Subcommittee.If a request is denied the Business Manager must respond in writing within 10 working days notifying parents of their right to a hearing with the Board of Education. Following the action of the Board of Education, parents can expect to receive a written reply.

Legal Reference: Connecticut General Statutes

10-76d	Transportation for special education and services
10-97	Transportation to vocational schools
10-186	Duties of local and regional boards of election. Hearing. Appeal
10-220	Duties of boards of education
10-220c	Transportation of children over private roads. Immunity from liability
10-273a	Reimbursement for transportation to and from elementary and secondary schools
10-280a	Transportation for pupils in nonprofit private schools outside school district
10-28	Transportation for pupils in nonprofit private schools within school district
14-275a	Use of standard school bus required, when 14-275b Transportation of handicapped students
14-280	Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

DRUG FREE WORK PLACE

In accordance with federal legislation including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, employees of the Lebanon Public Schools are prohibited from unlawfully possessing, using, distributing or being under the influence of any alcoholic beverage or illicit drug in or on the workplace.

"Workplace" is defined as a site in which work is performed, including: any building or premises or portion thereof owned or leased for the purpose of conducting Lebanon Board of Education activities, any owned or leased vehicle, or any location in which a board of education sponsored student activity, event or function is held.

As a condition of employment, each employee shall abide by the terms of the Lebanon Board of Education policy respecting a drug-free workplace. Violations of the policy shall be subject to disciplinary action pursuant to board of education personnel procedures regarding employee discipline and with due consideration to the rights of employees under existing state and federal laws and Lebanon Board of Education policies.

The board of education working with the superintendent will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act and Drug-Free Workplace Act of 1989 and its implementing regulations. The board of education will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensation, possession or use, or being under the influence, of alcohol or a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement concerning a drug-free workplace.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within thirty days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.
54 Fed. Reg. 4946 (1989)
Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

SCHOOL ATTENDANCE PK-8

I. Philosophy

Since the classroom is the primary area where most learners experience the acquisition of knowledge, it becomes apparent that attendance in class is a valid, reasonable requirement. It is the position of the faculty, administration and Board of Education that regular attendance by students is mandatory. The Board believes a student should not be absent from school without the parents' knowledge and consent, therefore, verification of an absence should be in writing by parent or guardian.

II. Legal Requirements

According to state law, Connecticut State Statute 10-184 requires that "each parent or other person having control of a child seven years of age and over and under sixteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session". This means that the school has a responsibility to educate the child, and the parent/guardian must see to it that their child regularly attends school when it is in session.

III. Attendance Requirements

All absences are classified as either excused or unexcused:

Excused Absences

The following absences from school are considered to be excused upon receipt of a written explanation of the reason for the absence from the student's parent/guardian. Notes must be received within 3 days of student's return to school.

- a. Illness
- b. Death in the family
- c. Medical, professional, or legal appointments which cannot be made after school hours
- d. Religious observance (required by the tenets of the faith)
- e. Family emergency
- f. Court appearance
- g. Suspension from school
- h. Other Educational Experiences: In unique circumstances students afforded the opportunity to participate in an educational experience that although outside of the scheduled school program will enhance a student's learning and achievement goals. Although in all cases it is preferred that these experiences be scheduled outside of the school day, in some instances, this is not possible. In these cases the parent must write a request two weeks prior to the educational experience describing the following: the nature of the proposed educational experience, the anticipated learning goals, description of evidence of learning to be completed and turned in by the student and verification of the need to schedule this experience outside of regular school vacation time.

The absences (a-h) will be counted in the accumulation of the maximum number of absences allowed. Absences (i) and (j) will not be counted.

- i. School Assigned Absences - Absences from school or class that are school assigned are not included in the accumulation of the maximum number of absences allowed. These include such absences as approved field trips, approved appointments with school staff, health room appointments, and absences due to assigned disciplinary consequences.
- j. Homebound/Hospitalization Absences - Absences from school due to approved homebound instruction/hospitalization or placement by approved agencies in treatment/supervised care (HA) will not be included in the accumulation of the maximum number of absences allowed.

Unexcused Absences

Any absence that does not fall into the description above, will be considered unexcused. Any student in grades K-8 who has four (4) unexcused absences in one month or ten (10) unexcused absences in a year will be considered truant (CGS 10-198a, Lebanon Board of Policy 5113.1).

Maximum Allowable Absences

In elementary and middle school, the maximum number of allowable absences will be consistent with the respective promotion/retention policies (20 days excused and unexcused). Students absent 20 or more days may be considered for retention.

Frequent Tardiness to School

Frequent tardiness at elementary and middle school will result in a conference with the principal, teacher and parent. It may also result in detentions.

Make-up work

Students who have been absent from school must make-up all work and work must be made up within 5 school days of the students return to school.

IV. Review of Absences

Administration will review the absences of each student who exceeds the maximum number of allowable absences (20 days) excused and unexcused. Parents will be notified of the concern and the proposed corrective action. Administration will consider retention if academic progress is insufficient (see 5123 and 5123.1).

V. Notification to Parents

This policy shall be printed annually in the Student Handbook. A progressive notification system to parents will be initiated at 10 and 20 days of absences by the administration.

VI. Uniformity of Policy

This policy shall be applied uniformly to all students in grades PK-8 in the Lebanon Public Schools by all staff members.

STUDENTS
REMOVAL/SUSPENSION/EXPULSION

I. DEFINITIONS

- A. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. **“Removal”** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. **“In-school suspension”** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a “suspension” or “expulsion” under this policy.
- E. **“Expulsion”** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- F. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. **“Days”** is defined as days when school is in session.
- H. **“School sponsored activity”** is defined as any activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off school property.
- I. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
- J. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a knife or switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- K. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- K. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
- L. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

- M.** “**Martial arts weapon**” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- N.** “**Drug/Mood Altering Substance/Alcohol** includes any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, cigarettes and other tobacco products, marijuana, hashish, LSD, cocaine and its derivatives, chemical solvents, glue and other inhalants, barbiturates, look alike substances, and any capsules or pills not registered with the nurse.

- O.** “**Drug Paraphernalia**” includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers or spoons, and razor blades.

II - REMOVAL FROM CLASS

- A.** Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that not student shall not be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B.** Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

III - STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A.** Conduct on school grounds or at a school sponsored activity which is:
1. Violative of a publicized policy of the Board, or
 2. Is seriously disruptive of the educational process, or
 3. Endangers persons or property
shall be considered cause for suspension and/or expulsion.
- B.** Conduct off school grounds which is:
1. Violative of a publicized policy of the Board, and
 2. Is seriously disruptive of the educational process
shall be considered cause for suspension and/or expulsion.
- C.** Specifically, the following conduct is prohibited and may be cause for suspension and/or expulsion:
1. Threatening in any manner, including orally or in writing, a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student;
 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 4. Willfully causing, or attempting to cause, damage to school property;
 5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
 6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
 7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;

9. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
10. Possession or transmission of any firearm, deadly weapon, dangerous instrument or martial arts weapon;
11. Possession of a facsimile of any firearm or knife;
12. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
13. Possessing or consuming tobacco products if other than a high school student, or consuming such products in an unauthorized area if a high school student.
14. Possessing or consuming tobacco products or possessing smoking paraphernalia;
15. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
16. Truancy or intentional incitement of truancy by other students;
17. Deliberate failure to attend classes after reporting to school, being present on school grounds, or riding authorized school transportation to and from school.
18. The distribution or sale of any medication, vitamin, or any other pill whether a legal substance or not.
19. Sexual harassment directed at any student or employee.
20. Racial, prejudicial and/or ethnic slurs or actions directed at another student or staff.
21. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property, and;
22. Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school buses.

- D.** Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §§21-a-277 and 21a-278. A student shall be expelled if the board of education finds that the student did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance for a period of one calendar year, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C.1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

IV - SUSPENSION PROCEDURE

- A.** The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.

- B.** In the case of suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.

- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from the classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

V - EXPULSION PROCEDURES

The board of education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. A mandatory expulsion hearing shall occur in any instance in which the administration has reason to believe a student has engaged in conduct described in section IIID. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The board of education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the board of education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:
 - 1. Notice of the proposed hearing which shall include:
 - a. a statement of the time, place, and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
 - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument, or martial arts weapon, or (b) offering for sale or distribution on school property or at a school

sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity);

2. The opportunity to be heard;
 3. The opportunity to present witnesses and evidence;
 4. The opportunity to cross-examine adverse witnesses;
 5. The opportunity to be represented by counsel; and
 6. Prompt notification of the decision of the board of education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the board of education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the board of education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the board of education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The board of education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The board of education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the board of education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the board of education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion; and
- F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- G. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the board of education shall complete the expulsion hearing and render a decision.

- J. The board of education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the board of education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- K. Students requiring special education and related services shall be subject to discipline consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at school sponsored activity; (2) off school grounds, possess a fire arm or possessed and used such a fire arm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on or off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the above behavior is a manifestation of the student's disability the PPT shall modify the student's individualized educational plan in order to prevent the reoccurrence of such behavior and to ensure the safety of other children in the school.

VI - NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

VII - ALTERNATIVE EDUCATIONAL OPPORTUNITY

The board of education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the board of education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school-sponsored activity a firearm, deadly weapon or a dangerous instrument or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278. If the board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes §10-76a.

VIII. GUN FREE SCHOOLS ACT

The board of education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921, et seq.

Statutory references:

20 U.S.C. §8921 et seq.

Connecticut General Statutes

§§4-176e through 4-180a
§4-181a
§10-76a
§§10-233a through 10-233g
§21a-240
§21a-277
§21a-278

Public Act 95-304

Public Act 96-244

RESIDENCY REQUIREMENTS

All students attending the Lebanon schools must be town residents unless specifically permitted to attend by the Board of Education. (Example: Agriculture, Science, & Technology students, special education students, tuition students)

Students may not enroll in the Lebanon Public Schools unless and until they are actually residing in Lebanon. For new housing, a Certificate of Occupancy with the residency date must be presented to the Superintendent of Schools for students to enroll. For existing housing in Lebanon two of the following three items must be presented to the school office:

- 1) Rental / lease agreement or mortgage papers with the name and address of the new resident,
- 2) Driver's license with name and Lebanon address,
- 3) A utility bill or other business correspondence with the name and Lebanon address.

The building administration may require additional residence verification if necessary.

Students who move during the school year must withdraw from the Lebanon Public Schools or pay the appropriate out-of-district tuition.

Non-residents whose children are enrolled in the Lebanon schools without prior permission from the Superintendent will be assessed tuition for the time children were in attendance in Lebanon. Lebanon students in grade 12 moving after October 1st during their senior year may finish that year at Lyman Memorial High School.

Children not residing with parents or guardians will be considered residents only if they reside with a resident of Lebanon on a permanent, non-payment basis. Affidavit forms attesting to legal residency are available in the Superintendent's office and must be submitted by the parent or guardian, when requested, or 5 days prior to the start of each school year.

Under certain circumstances, a non-resident pupil may be enrolled under provisions of Chapter 172, Section 10-253 of the General Statutes of Connecticut as interpreted by the Superintendent of Schools and the Board of Education.

Public Act 127 of the 1972 State Legislature establishes 18 years of age as the age of majority. Any student at or above the age of majority or legally emancipated who, independent of parents or guardian, takes up residence in the Town of Lebanon and enrolls in the Lebanon School System shall be required to submit to the Superintendent a letter certifying that the student is indeed in residence in Lebanon - said letter to be attested to by the owner, renter, lease-holder of the property wherein he resides. Such a letter must be completed and placed in the hands of the Superintendent within five calendar days from the date of entrance of the student in question.

The Board reserves the right to assign a student to a school outside the Town if it feels the welfare of the child can be better served. Students at the end of the eighth grade may elect to go to Windham Technical School at no cost to the student and with transportation provided. In special cases, transportation may be provided to other technical schools.

LEBANON MIDDLE SCHOOL
PROMOTION/RETENTION POLICY

1. If a student receives a failing grade in any core area course (English, math, reading, science, social studies or foreign language), he/she will be retained unless the student successfully completes the failed course in summer school or through tutoring by an approved teacher prior to entering the next grade.
2. A student who fails two core area courses may be required to repeat the grade without an option of summer school or tutoring.
3. A student who fails three or more core area courses must repeat the grade level without an option of summer school or tutoring.
4. Students will be considered for retention if the student exceeds twenty days of absences.

PROCESS/CALENDAR

At progress reports of the second marking period, the Teacher Support Team (TST) will review student achievement to determine if any students should be considered for retention.

It is acknowledged that exceptional cases do exist. Therefore, each student being considered for retention will be reviewed on an individual basis and any extenuating circumstances will be considered before a final recommendation by the TST is made. The principal will make the final determination regarding summer school, tutoring, or retention. The Planning and Placement Team will make the final determination for special education students

The parents of all students who are in danger of failing under the above stated conditions, as recommended by TST, will be notified as soon as the second quarter grades are posted. The parents will be invited to a conference with the TST. In the conference the reasons for potential retention will be outlined. The criteria necessary for passing will be reviewed. Parents will then be notified of students progress when third quarter progress report grades are posted.

In the event that a student is not in danger of failing during the first and second quarters, but his/her performance during the third or fourth quarter is such that he/she is classified as a potential candidate for retention, the TST will make a recommendation to the principal. Parents will be notified and invited to a TST conference.

Parents may select either an authorized summer school program for each failed course or thirty hours of tutoring per failed course, both subject to approval by the principal. Parents will assume the expense of tutoring or summer school.

STUDENT RECORDS POLICY

I. Definitions

- A. "Record means any information or data recorded in any medium, including, but not limited to handwriting, print, tapes, film, microfilm, and microfiche.
- B. 1] "Student records" means those records which are maintained by the school system and which are directly related to a student.
- 2] "Student records" does not include:
- [a] records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
- [I] are in the sole possession of the maker thereof, and
- [ii] are not accessible or revealed to any other individual except a substitute.
- [b] records relating to an employee of the Board of Education which:
- [I] are made and maintained in the normal course of business, and
- [ii] relate exclusively to the individual in that individual's capacity as an employee, and
- [iii] are not available for use for any other purpose.
- [c] records created or maintained by a professional or paraprofessional in the medical or psychological fields which:
- [I] are used only in connection with treatment of the student, and
- [ii] are related only to a student who has attained the age of eighteen years, and
- [iii] are not disclosed to anyone except the treatment-provider, except that physician of the student's choice may review the records at the student's request. "Treatment" does not include the provision of remedial educational or other instructional programs.
- [d] records, such as alumni records, which only contain information relating to a student after that student has terminated attendance at a school in this school system.
- C. "Student" means an individual who is or has been in attendance at a school under the control of the Board of Education.
- D. "Parent" includes either parent, a guardian, or an individual acting as a parent or guardian.
- E. "Eligible person" means a parent of a student who has not yet attained the age of eighteen years, and a student who has attained the age of eighteen years or who is attending an institution of postsecondary education.
- F. "Disclosure" means permitting access to or the release transfer, or other communication of student records or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- G. "Directory information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, honors and awards received, the most recent previous school attended by the student and other similar information.
- H. "Personally identifiable" means that the data or information includes:
- [1] the name of a student, the student's parent, or other family member, or
- [2] the address of the student, or
- [3] a personal identifier, such as the student's social security number of student number, or
- [4] a list of personal characteristics which would make the student's identity easily traceable, or
- [5] other information which would make the student's identity easily traceable.

- I. "Custodian of student records" is the chief administrative officer of the school which a student is attending or has attended.

II. Types of Records Maintained

- A. The Permanent Record includes official administrative records that constitute the minimum personal data necessary for operation of the educational system:

- [1] identifying data, including names and addresses of parents
- [2] birth date
- [3] grade level completed
- [4] achievement record (report cards, grades, class standing). Information in this category will be retained as specified in Connecticut State Schedule U of the Retention Schedule for Educational Records.

- B. The Supplemental Record includes information of importance, in helping the child or in protecting others:

- [1] standardized achievement test scores
- [2] special services card
- [3] health record
- [4] speech and hearing evaluations
- [5] diagnostic reading test results
- [6] basic family background information
- [7] observation reports and records of recurrent behavior patterns
- [8] school emergency card
- [9] learning disability evaluations
- [10] planning and placement team recommendations
- [11] school counseling card
- [12] IQ and aptitude test scores
- [13] record of extracurricular activities
- [14] attendance record
- [15] reports of pupil services staff and psychological assessments
- [16] teacher and guidance counselor comments concerning academic performance, work habits, strengths and weaknesses, conduct, motivation, special problems
- [17] reports from outside agencies, including reports of delinquency, psychological evaluations, etc.
- [18] reports of parent/teacher, parent/counselor conferences
- [19] work samples
- [20] letters of recommendations.

- C. A particular student's record may contain some or all of the types of information enumerated in A and B.

- D. The school system retains the right to destroy unneeded records, subject to the following limitations:

- [1] Present and future federal and state law and regulations will be followed.
- [2] Records will be retained which are the subject of an outstanding request to review by an eligible person.
- [3] Explanatory material placed in the record by an eligible person pursuant to Section III F of this policy, will be retained as long as the disputed portion of the record to which the explanatory material refers is retained.

III. Disclosure to an Eligible Person

An eligible person has the following rights with respect to the person's own student record and with respect to the record of a student of whom the eligible person is the parent:

- A. the right to inspect and review such records within ten (10) school days after submitting a written request to the custodian of records. If the request is made in order to prepare for a meeting regarding a student's program or a due process hearing, the request shall be granted within three (3) school days.

- B. the right to submit a reasonable written request for an explanation and interpretation of the record and to receive a response within ten (10) school days of the request.
- C. the right to obtain one free copy of the record within five (5) school days of the request. Additional copies may be requested at a fee of \$.25 per page. If it is necessary to abstract, transcribe or print out the requested record, a fee will be charged equal to the cost of this service to the school system. The fee will be waived where the imposition of such cost effectively prevents the eligible person from exercising his or her right to inspect and review the record.
- D. the right to request amendment of information that the eligible person believes to be inaccurate or misleading or in violation of the privacy or other rights of the student.
- E. the right to a hearing by the Superintendent or his designee if the amendment requested in D is refused by the custodian of student records. Procedures with respect to the hearing shall be as follows:
 - [1] the eligible person will be informed of the right to a hearing at the time of denial of the request to amend.
 - [2] the hearing will be held within a reasonable time after receipt of a request for a hearing by the Superintendent.
 - [3] the eligible person will be given advance notice of the date, time and place of the hearing.
 - [4] the eligible person may present evidence relevant to the claim that certain information in the student record is inaccurate or misleading or in violation of the privacy or other rights of the student.
 - [5] the eligible person may be assisted or represented by individuals of his or her choice, at his or her own expense.
 - [6] the decision of the Superintendent will be based solely on the evidence presented at the hearing.

IV. Disclosure to Other than an Eligible Person

- A. Subject to the provisions of subdivision (II) of subsection (b) of section 1-19 of the Connecticut General Statutes, Lyman Memorial High School shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Directory information or class lists of student names and/or addresses shall not be distributed to any recruiting organization unless excepted in writing by the parent or legal guardian of the student or by the student who has attained majority status.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

Legal reference: Connecticut General Statutes 1-19 Access to Public Records. Exempt records [subsection (b11) re: release of names or address of students. 10-221b boards of education to establish written uniform policy re: treatment of recruiters.

- B. Personally identifiable information from a student record may be disclosed in the following situations without obtaining the prior written consent of an eligible person:

- [1] to either parent of a student who has not yet attained the age of eighteen years and
- [2] to the student and
- [3] within the school system, to school officials, including teachers who have a legitimate educational interest in the record and
- [4] to officials of another school or school system in which the student seeks or intends to enroll
 - [a] eligible persons retain their rights under SIII to inspect and copy the records which have been transferred.
 - [b] eligible persons retain their rights under SIII to request amendment of the record, a hearing on the contents, and insertion of an explanatory statement with respect to records which have been transferred.
- [5] to authorized representatives of the following:
 - [a] Comptroller General of the United States
 - [b] Secretary of the United States Department of Health, Education and Welfare
 - [c] United States Commissioner of Education, or the Assistant Secretary of Education, or
 - [d] educational authorities of the State of Connecticut, unless specifically authorized, any data collected by these officials is required to be protected to prevent the personal identification of a student or a student's parents by persons other than these officials, and
- [6] to organizations conducting studies for, or on behalf of, educational agencies, or institutions for the purpose of developing, validating, or administer student aid programs, and improving instruction; "organizations" includes, but is not limited to, federal, state and local agencies, and independent organizations. (Studies conducted by such organizations are required to be done so as not to permit personal identification of students and their parents by persons other than the representatives of the organization, and
- [7] to comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify an eligible person of the order or subpoena before complying with it, and
- [8] to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals.

C. A record of disclosures will be kept

- [1] the custodian of student records will maintain a record of each request for and disclosure of personally identifiable information from a student record when such request is made by or disclosure provided to anyone in categories B4, B5, B6, B7 and B8 above.
- [2] the record of disclosures will indicate the parties requesting or receiving such information and the legitimate interests of these parties in the information
- [3] the record of disclosures will be kept with the student record to which it pertains
- [4] the record of disclosures may be inspected by
 - [i] an eligible person
 - [ii] the custodian of student records and his or her assistants
 - [iii] officials named in SS B3 and B5 above for purposes of auditing the school's record-keeping procedures

D. Except as indicated in SS III, IVA and IVB, the custodian of student records will obtain the written consent of an eligible person before disclosing personally identifiable information from a student record. The consent must include:

- [1] the signature of the eligible person

- [2] the date the consent was signed
- [3] a specification of the records to be disclosed
- [4] the purpose(s) of the disclosure, and
- [5] the party or class of parties to whom the disclosure may be made.

E. All disclosures to other than an eligible person or to the student will be made on the condition that personally identifiable information will not be disclosed by the recipient to a third party without the prior written consent of the eligible person concerned, except that

- [1] such information be used by the officers, employees and agents of the receiving organization solely for the purposes of the original disclosure
- [2] any receiving agency or institution within SS B4, B5, B6, B7 and B8 may disclose personally identifiable information to another agency or institution within those sections if the disclosure to the third party is entered on the record of disclosures.

V. Miscellaneous

A. A copy of this policy may be obtained from the custodian of student records.

B. Annual notice will be given to eligible persons who are enrolled or who have children enrolled in the school system that

- [1] they have a right of access to their own student records and those of their children under 20 U.S.C. 1232g and 45 C.F.R subtitle A part 99 and this policy
- [2] this policy is available at the office of the custodian of student records
- [3] they have a right to complain to the Family Educational Rights and Privacy Act Office concerning alleged failures of the school system to comply with 20 U.S.C. 1232g and 45 C.F.R. subtitle A part 99.

BEHAVIOR-AFFECTING SUBSTANCES

The Lebanon Public Schools recognize the value and right of each individual to grow, develop, and learn in a safe, drug free environment. Substance abuse and dependency endangers the safety and well being of individuals within the school environment and will not be tolerated. It is also recognized that drug use and abuse may be indicative of serious underlying problems.

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, distribution, sale, and/or use of behavior-affecting substances. Efforts will be made to offer a student help and assistance through a kindergarten to grade twelve prevention curriculum, small group and school-wide activities, the student assistance team, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures. Prevention through education, early identification and intervention will be emphasized.

This policy including its administrative guidelines is a coordinated effort by Lebanon Public Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population. The policy and guidelines shall be used by all school personnel when responding to drug, mood altering substance and alcohol related situations.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health and safety according to board policy on search and seizure.

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to the Drug and Alcohol Administrative Guidelines approved by the Lebanon Board of Education and found in the Student/Parent Handbook. In addition to the Drug and Alcohol Administrative Guidelines, students who participate in extra curricular activities will be subject to the substance abuse policies of each activity.

This policy shall not apply to students who are using drugs prescribed by their physician in a prescribed manner. According to board of education policy JGC Administration of Medications, the parent/guardian of any student who is required to take medication prescribed by a physician during the school day shall so inform the school administration. If necessary, such medication will then be administered under the supervision of the school nurse or a designated individual.

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

As an integral part of Student Assistance these drug and alcohol guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents.

Lebanon Public Schools will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board and its administration reserve the right to use any supplementary measures deemed necessary to control substance abuse.

DEFINITION OF TERMS

Cooperative Behavior - the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Model Team (SAM Team).

Distributing - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, from one person to another or to aid therein.

Drug/Mood Altering Substance/Alcohol - includes any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, cigarettes and other tobacco products, marijuana, hashish, LSD, cocaine and its derivatives, chemical solvents, glue and other inhalants, barbiturates, look alike substances, and any capsules or pills not registered with the nurse.

Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers or spoons, and razor blades.

Non-Student - a person who is not enrolled in a Lebanon Public Schools academic program.

Possession - possess or hold or constructively possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal, or as defined by this policy.

Student Assistance Model Team (SAM Team) - a multi-disciplinary team composed of school personnel (administrators, nurses, counselors, selected faculty). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and plays a primary role in the identification and referral process of students coming to its attention through the procedures outlined in this policy on Behavior-Affecting Substances and its guidelines.

Uncooperative Behavior - resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Student Assistance Team.

Legal References: Connecticut General Statutes Section 10-19, 10-154a, 10-220b, 10-233 a-f, 21a-240.

Students -- Weapons and Dangerous Instruments

The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason the Board prohibits student possession and/or use of weapons or other dangerous instruments in any school building on school grounds, in any school vehicle, or at any school-sponsored activity.

Possession and/or use of any such dangerous weapon by a student is grounds for expulsion of the student.

(cf. 5114 - Suspension/Expulsion: Due Process)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules.

10-233c Suspension of pupils

10-233d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions.

53a-3 Definitions.

PA 94-221 An Act Concerning School Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Students shall not possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind on school grounds or buildings, not on school buses, nor on any school-related or school-sponsored activity away from school facilities. Firearms, weapons, and dangerous instruments shall include those defined by law. (18 U.S.C. 921, C.G.S 53a-3, and 53-202-to 53-206).

Possession of or bringing such weapons or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law, and therefore any violation of this policy may be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

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

Every employee seizing any weapon or dangerous instrument under the provisions of this policy shall report the incident to the building principal immediately, and deliver the seized device to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure.

If an employee knows or has reason to suspect that a student has possession of such a device but the device has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.

Students in violation of this policy shall be subject to the following disciplinary measures:

1. Possession of a firearm, dangerous instrument, or dangerous weapon as defined by law:
 - A. Referral to law enforcement agency
 - B. Recommended expulsion for up to one year

2. Possession of a facsimile of a firearm:

- A. 10-day suspension
 - B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing
3. Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten:
- A. 10-day suspension
 - B. Referral to law enforcement agency
 - C. Recommendation for expulsion hearing
4. Possession of any dangerous instrument will result in a suspension up to five days.

Students and parents or guardians shall be notified of this policy annually.

(cf. 5114 - Suspension/Expulsion; Due Process)

(cf. 5145.12 - Search and Seizure)

Legal Reference: Connecticut General Statutes

53a-3 Definitions.

53-206 Carrying and sale of dangerous weapons.

PA 94-221 An Act Concerning School Safety.

GOALS 2000: Educate America Act. Pub. L. 103-227.

18 U.S.C. 921 Definitions.

BULLYING

The Board of Education promotes a secure school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Bullying of a student by another student is prohibited.

Bullying can be defined as any overt act by a student or a group of students directed against another student with the intent to ridicule, humiliate, intimidate or harass the other student while on school grounds, school bus or at a school-sponsored in which acts are committed more than once against any student(s) during the school year.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion or referral to law enforcement officials.

A comprehensive program to address bullying at all school levels is essential to reducing incidents of bullying. Such a program must involve interventions at all levels: schoolwide, classroom and individual.

The Superintendent shall develop rules and procedures which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

The School Principal shall:

1. Maintain a list of the number of verified acts of bullying in the school and make the list available for public inspection and submit the list of such number to the State Department of Education on an annual basis as may be required.
2. Include in the student, parent, and staff handbooks the consequences of bullying and the method for reporting.
3. Notify the parents of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed and invite them to attend at least one meeting.
4. Communicate to students that bullying will not be tolerated.
5. Communicate to students their right to report acts of bullying anonymously to teachers and administrators.
6. Require that teachers and staff report to the administration any witnessed acts of bullying in writing.
7. Provide the appropriate intervention case by case and/or disciplinary action against students who have committed verified school bullying incidents.
8. Provide In service on bullying prevention and awareness to all teachers on an annual basis
9. Review anonymous reports and investigate written reports regarding bullying accusations except that no disciplinary action shall be taken solely on the basis of an anonymous report.
10. Notify students annually of the process by which they may make anonymous reports.
11. Notify parents or legal guardians with whom a student does not primarily reside with all school notices that are provided to the parent with whom the student primarily resides.

School staff members and teachers shall:

1. Report to the school administration any witnessed acts of bullying in writing.
2. Accept anonymous student reports of bullying and direct such reports to the school administration
3. Participate in professional development activities on prevention and intervention of bullying.

DRESS CODE

The nature of academic school activities and pride in the reputation of our schools require neat grooming, cleanliness and appropriate dress.

A student's overall appearance should fall within generally accepted definitions of neatness, cleanliness, and appropriateness for the school environment. It is the responsibility of the student and his/her parent to select appropriate clothing (including accessories and adornments) based on Board and Administration guidelines. A student is expected to dress for the business of school so as to neither detract from other students or teachers, disrupt the educational process, or pose a health or safety threat to anyone. Clothing should be clean and must be free from promotion of or reference to drugs, alcohol and tobacco, and offensive signs, symbols and words. Clothing must also be free of slogans, names, titles that are defamatory toward persons, groups, the school, and other organizations. Apparel, accessories, and adornments which are worn to symbolize membership in a gang or clique will not be permitted.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student
2. is disruptive or distracting to the school operation
3. is contrary to law
4. violates community/school standards

Community standards will be applied by school administrators to determine acceptability and appropriateness of clothing, accessories and adornments.

Administrative guidelines specific to each building and current fashions will be published in student or school handbooks and updated as needed.

AFFIRMATIVE ACTION AND STUDENT RIGHTS

All programs, practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the training, education, assignment, promotion, transfer, or discipline of students on basis of race, religious creed, national origin, sex, domicile, age, mental or physical disability, or marital status.

The Lebanon Public Schools pledges itself to avoid discriminatory actions and instead seeks to foster good human and educational relations which help to attain:

- equal rights and opportunities for students and employees in the school community
- equal opportunity for all students to participate in the total program of the schools
- continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences

SEARCH AND SEIZURE

The Board of Education is committed to providing a safe, healthy and orderly learning environment while also maintaining respect for the privacy interests of students.

No Expectation of Privacy in Use of School Property

Desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Although students are given use of these items, the Board retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes. Inspections of school property may be accomplished with or without advance notice to students. Students should have no expectation of privacy in the use of desks, lockers and other similar school property. School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk

When and How School Officials May Conduct Searches

School officials may search an individual student, the student's personal belongings or the student's locker or desk when there is reasonable suspicion that the student has violated a law or the rules of the school. The search must be justified at its inception in that 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 other words, the information giving cause for the search should be sufficient and reliable to the extent that there is a moderate chance of finding evidence of wrongdoing. In addition, the search must be reasonable in scope so that the manner in which the search is conducted is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Only school administrators or their designees may conduct searches. A search of a student's locker or desk will be conducted in the presence of the student, if possible. A search of the student or the student's personal belongings shall be done in the presence of a witness (other school personnel). Searches should be no more intrusive than necessary to discover the object that instigated the search. Any student who fails to comply with a search request may be subject to disciplinary proceedings for insubordination.

When a search is determined to be justified at inception and reasonable in scope, school officials may authorize law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime.

Strip Searches by School Officials Prohibited

Searches of the student's person must be conducted by a school official who is the same gender as the student and may include a frisk or pat-down of student clothing. Depending upon the severity of the infraction, students may also be asked to remove shoes or outerwear such as a coat, jacket, or sweater. Under no circumstances shall a school official conduct a "strip" search of a student. In the event that a student is reasonably suspected of concealing evidence of criminal activity that can be obtained only by removal of clothing (other than shoes and outerwear) and the student refuses to deliver such evidence, the assistance of the police shall be obtained.

Vehicle Searches on School Grounds

Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination of the privilege of bringing a motor vehicle onto school premises.

Seizure of Property Belonging to Student

School personnel may temporarily take control of property belonging to a student (including items such as a cell phone or other electronic device) when the student's use or possession of such property violates school rules or is otherwise disruptive of the educational process. Items taken from students should be made available for return to the student or the student's parent or legal guardian as soon as feasible or upon the conclusion of disciplinary proceedings associated with the item(s). Any illegal substance, weapon, item that may not be legally possessed by a

student or other “fruit of a crime” that is confiscated from a student or discovered in an inspection of school property or search may be turned over to law enforcement officials.

Canine sniffing

In order to deter the possession, use or distribution of drugs on campus the Superintendent is authorized to invite law enforcement agencies to search school property with dogs trained in detecting the presence of illegal substances including alcohol and/or drugs *to protect the health and safety of students, employees or property or to detect the presence of illegal substances or contraband, including alcohol and/or drugs*. Individuals shall not be subjected to a dog sniff examination of their person. However, personal property such as book bags, backpacks, tote bags, purses and other objects or materials used to transport or store property that are not part of the individual’s clothing and are intended to be readily detached from the person may be examined. Dogs may not be used in areas occupied by students, staff or any other person except for demonstration purposes with the handler present or in serious life-threatening emergencies. School officials shall ensure that students and staff are not physically present in the vicinity of a search conducted with the assistance of any dog. The Superintendent of Schools shall develop regulations regarding the use of canine sniffing in the schools. Notice of the policy and regulations regarding canine sniffing shall be provided to students at the beginning of the year.

Notice

Notice of this policy shall be provided to students annually in student handbooks or with notifications sent at the beginning of each year. Notice of the District’s practice of conducting periodic inspections of school property such as desks and lockers shall be posted in appropriate locations for students to view, and at the time a student is assigned a locker or other storage space.

Legal References:

Connecticut General Statutes

10-221 Boards of education to prescribe rules.

54-33n Search of school lockers and property

New Jersey v. T.L.O., 469 U.S. 325 (1985)

Safford Unified Sch. Dist. # 1 v. Redding, 129 S. Ct. 2633 (2009)

ELECTRONIC INFORMATION RESOURCES (INTERNET)

The Lebanon Board of Education supports the use of the Internet to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return for this access, every Internet user within this school system has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users are expected to act in a responsible, ethical and legal manner in accordance with the district's "Internet Code of Conduct," the missions and purposes of the other networks used on the Internet, and the laws of the states and the United States.

The Internet Code of Conduct shall apply to all users of the network. It reads:

"I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow the access usage and content rules as put forth in the district's Internet policy statement."

The Superintendent of Schools will establish and distribute to students and staff, guidelines pertaining to the use of the Internet.

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following "Acceptable Use Policy" has been developed. It requires student and parental agreement.

ACCEPTABLE USE POLICY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with a multitude of networks and computers. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Local community standards, as defined by the courts, will be applied by building administrators. Failure to adhere to this "Acceptable Use Policy" will result in the revocation of access privileges.

A responsible user may use the Internet to:

1. Research assigned classroom projects;
2. Send electronic mail to other users;
3. Explore other computer systems.

A responsible user MAY NOT:

1. Use the Internet for any illegal purpose;
2. Use impolite, abusive or discriminatory language, and media;
3. Change computer files that do not belong to the user;
4. Send or receive copyrighted material without permission;
5. Destroy, modify or abuse hardware or software.

Unacceptable uses of the Internet will result in the revocation of access privileges. Unacceptable uses include:

1. Violating the statutes pertaining to student's rights to privacy.
2. Using profanity, pornography, obscenity or other language and media that may be offensive to other users.
3. Forwarding personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the networks for financial gain, for commercial activity or for any illegal activity.
6. Accessing media which violates community standards.

RULES AND CODE OF ETHICS FOR LEBANON SCHOOLS COMPUTER USERS

As a computer user I agree to follow the rules and code of ethics in all of my work with computers while attending Lebanon Public Schools.

I.

- I recognize that all computer users have the same right to use the equipment; therefore,
- I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes;
- I will not waste nor take supplies such as paper, printer ribbons, and diskettes, that are provided by the school system; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.

II.

- I recognize that software is protected by copyright laws; therefore,
- I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and
- I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

III.

- I recognize also that the work of all users is valuable; therefore,
- I will protect the privacy of others' areas by not trying to learn their passwords;
- I will not copy, change, read, or use files in another user's area, without that user's prior permission;
- I will not attempt to gain unauthorized access to system programs or computer equipment;
- I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and
- I will not download information onto the hard drives of any school system computer for permanent storage.
- I will download information onto diskettes if planning to store the information for more than one week.

IV.

Violations of the rules and code of ethics described above will be dealt with seriously. Violators may lose computer privileges, be liable for damages done to school property and/or receive a school punishment, including out-of-school suspension.

**Public Display of Student's Work or Image
Using Electronic or Printed Communication Methods**

During the course of the school year different situations may arise in which students will be videotaped in their classes or other activities. These situations may include the taping of a lesson for review by a student teacher's supervisor; taping of a lesson for purposes of state evaluation of beginning teachers; taping a lesson for purposes of teacher or principal review; taping of student performances or activities for viewing either within the classroom or to be broadcast on educational public access cable television. In each of these situations the Board adheres to the Family Educational Right to Privacy Act (FERPA) and the Child Online Privacy and Protection Act (COPPA). Those laws specify that whenever a student is identifiable through a public image, parental permission must be obtained. In situations such as group concerts, segments of sports activities, or other group situations in which individual students are not identified, parental permission is not required. The attached policy below and permission form gives parent or guardian permission for a student to be identified in a public broadcast or in certain situations on the internet.

I. Posting of Student Work/Photographs

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet and cable television. Therefore, the Board established these guidelines to fulfill this obligation. Students should not be easily identifiable from materials they might publish on the Internet. No directory information (such as full name, address, grade level, etc.) should be posted on the Web or displayed via cable television for students whose parents have indicated, in writing, that such information not be released.

I. Guidelines

- Only first names will be used in published student work on the Internet. Full student names may be used to credit students in a video production unless parents indicate otherwise in writing.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the e-mail address displayed should be the teacher's, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Use of student pictures on district publications, such as the budget manual or informational brochures, without identifying information is permissible.

It is recognized by the Board that there may be circumstances where it might be appropriate for high school students to provide identifying information along with work published on the Internet. An example of such an appropriate circumstance might be college entrance or employment opportunities that may be enhanced by viewing a student's work on the Internet. In making this determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage of posting this identifying information. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.

Students shall retain all rights to work they create using the District's electronic communication system.

ONLINE SOCIAL NETWORKING

The Internet and electronic communications have vast potential to support curriculum and student learning. The Board of Education (Board) believes they should be used in school as a learning resource both in developing student literacy and providing on-going professional staff development activities. The Board realizes that existing and emerging smart technologies present new challenges to the educational community.

The purpose of this policy is to set forth policies and guidelines for access to the District's computer system and acceptable and safe use of Internet social networking tools/sites.

Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the District's computer system and the Internet enables students and staff to explore global resources while exchanging messages with people around the world. The District's computer system has a limited educational purpose, which includes its use for classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the District's mission and school policies. The District's computer network is considered a limited forum enabling the restriction of speech for valid educational reasons. For safety purposes, the District employs both Internet filters and firewalls.

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, MySpace, You Tube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. This includes the transmittal of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by District policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
2. Uses that cause harm to others or damage to their property. This includes defamation (harming another's reputation by lies); employment of another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example disclosure or sharing personal passwords with others; impersonation of another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Private information shall not be shared.

(cf. 6141.321 – Computer Acceptable Use Policy)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

REGULATIONS

The use of permitted social networking sites by students on District computers shall be in conformity with the following guidelines.

1. The search for illegal, crude, crass and inappropriate things is not acceptable and should be avoided.
2. The computers and accessing social networking sites should be used for research and school projects or to connect with other students in a positive manner.
3. The social networking site shall not be used to harass other students.
4. It is necessary to be mindful of copyright infringement, plagiarism and illegal downloading.
5. Utilize teachers and administrators to determine if the site to be used is appropriate.
6. Leave an inappropriate site immediately when accessing such a site in error.
7. Do not visit a personal blog during the educational time period.
8. Assignments involving the use of social networking tools on the Internet are like any other school assignment subject to the policies and procedures in the student handbook.
9. Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures or videos. Harassment in any form, including electronically posted comments, is unacceptable.

INTERSCHOLASTIC/EXTRA CURRICULAR ACTIVITIES

Academics:

The Lebanon Board of Education expects that students pass all of their courses and that students benefit from participating in the school community. Students who have a cumulative marking period average below “70” (C-) or a failure in any course at the conclusion of the marking period will be placed on academic probation and monitored for a progress report period (half a marking period). A student who has more than one failure will be declared ineligible for participation in interscholastic athletics and extra-curricular activities. Students who were academically ineligible due to two or more failures will be allowed to resume participation in athletic and extra-curricular activities at the end of the marking period if participation criteria are met. Extra-curricular activities are those which students are considered members.

Academic Probation Students must:

1. Participate in a parent/student conference with the teacher(s) of the subject(s) where improvement is essential.
2. Attend promptly each class.
3. Participate actively in class.
4. Complete all homework.
5. Work to individual capacity.

At the conclusion of the progress report period, an evaluation of student progress will be conducted by an administrator and guidance counselor. Students meeting the criteria will be removed from academic probation. Students failing to meet the established criteria will be immediately ineligible for participation.

Code of Behavior:

Students participating in interscholastic/extra-curricular activities assume a special responsibility. They serve as models for the student body and are representatives of our school district. Students are expected to behave in a manner that will bring credit to themselves and the school.

The school may develop and implement specific behavioral guidelines, regulations and procedures for interscholastic athletics and extra-curricular activities, but those students found selling, distributing, using or possessing drugs, drug paraphernalia, alcohol or tobacco, on or off school grounds, will be suspended immediately from the team for the balance of the season and/or from the activity for the length of a particular event or season. An arrest for the previously stated infractions may be considered evidence of an off school grounds incident. The school may impose consequences or sanctions for the previously stated infractions in which an arrest does not occur or when a student is present at a function where alcohol and or drugs are available to underage persons. Before any such consequences or sanctions (including suspension from the team or activity) are imposed, the student shall be first afforded the opportunity to meet with a member of the administration in order to be notified of the alleged infractions (and proposed sanctions) and to present his/her version of the incident(s) prior to the effectuation of such sanctions. In addition, disciplinary action may be taken under board policy 5114 (student suspension and expulsion).

Controls:

The Board subscribes to the standards, rules and regulations of the Connecticut Interscholastic Athletic Conference (CIAC) and the Student Activities Board subsidiary units of the Connecticut Association of Schools for high school students.

FIELD TRIPS

The board of education encourages educational field trips which relate directly to the established curriculum. Adequate planning and supervision are essential to the success of a trip and safety of the students. Therefore a field trip request form must be completed and approved for all field trips. Written parent permission must be obtained for all field trips. The Board of Education supports the concept of a yearly flat fee charged to parents for their children to participate in all of that year's planned field trips in grades K-8. The total costs of the field trips may be subsidized through additional funding sources, which may include grants, Board funds and/or donations.

Scholarships will be made available when necessary to ensure that no student is kept from participation due to financial hardship.

ONE DAY, IN STATE FIELD TRIPS

The ratio of chaperones to students on a one-day in-state field trip shall be a minimum 1:15. All school rules of student behavior apply, as the trip is an extension of the school day. The principal shall have the right to approve all in-state, one-day field trips in accordance with the established administrative regulations.

The principal may also approve private vehicle transportation for small groups if the vehicle insurance coverage is adequate for the trip. Proof of insurance, a copy of motor vehicle operator's license and motor vehicle record, shall be maintained in the school office. According to Connecticut statute, the vehicle owner's policy is primarily responsible for any accident coverage; school coverage is in excess to the owner's liability insurance only. Therefore, the Lebanon Board of Education requires \$300,000 liability insurance coverage and \$100,000 medical insurance coverage on the vehicle in which any person carries a student. All vehicle occupants must wear safety belts while in the vehicle. No student will be allowed to transport other students on a school sponsored trip.

OUT-OF-STATE FIELD TRIPS

All out-of-state field trips must have the approval of the principal, the superintendent of schools, and the board of education. Unless an exception is allowed, they shall be requested no later than an October meeting of the board of education. All out-of-state field trips must meet the criteria established in the administrative regulations. All school rules of student behavior apply to out-of-state field trips. The chaperone ratio for out-of-state trips will be 1:10.

OVERNIGHT FIELD TRIPS

Overnight field trips will require the approval of the principal, superintendent, and board of education. The chaperone ratio for overnight field trips will be 1:10.

Staff chaperones and administrators may upon reasonable suspicion search individual student's luggage, transportation vehicle, lodging, facilities directly related to the field trip, and other personal belongings.

STUDENT SUSPENSION

Students suspended for substance abuse (drugs and alcohol) will be informed at that time that they are excluded from participating in overnight field trips. Students suspended for other offenses may be excluded from field trips. Students will be informed of this possible exclusion at the time of the suspension.

ADMINISTRATIVE GUIDELINES

Guidelines are to be developed by the Administration and published in school handbooks.

PROPOSAL FOR FIELD TRIP SUPERVISION

I. General Board of Education policy information

- a. Any in-state trip must be requested 15 days in advance.
- b. Out-of-state and overnight field trips require Board of Education approval and 45 days advance notice.
- c. In-state chaperones should be one adult per fifteen students, lower at Elementary School
- d. Out-of-state overnight chaperones should be one adult per ten students.
- e. Field trips should reflect an educational experience beyond that available in the regular classroom.

II. Parent Responsibilities

- a. Review the parent permission slip for field trips, sign and return within the time limit specified.
- b. Ensure that children are properly dressed for field trip.
- c. Any medical issues are clearly communicated to the school administration and school nurse.
- d. If an out-of-state or overnight trip – any luggage must contain only items that are school appropriate. Students should not take items on field trips that are prohibited during the regular school day such as cell phones, expensive personal items, or excessive amounts of cash, unless specifically approved by the Principal.

III. Supervision Responsibilities

- a. Accurate lists of students attending any field trip must be communicated to the office and bus company at least 15 days in advance.
- b. Medical concerns or issues must be directed to the nurse and appropriate actions taken.
- c. At least one adult supervisor/chaperone must have school cell phone.
- d. Each chaperone must carry a printed itinerary, with a list of students.
- e. All chaperones must know who to contact if a problem arises.
- f. Direct visual supervision of all students is required for elementary and middle school students except in obvious private situations such as restroom usage.
- g. In limited situations, such as museums, parks, etc. high school students may be allowed to be out of direct visual supervision as long as they remain in small groups with fellow students.
- h. Each student should have a designated partner for the field trip so that no student is alone.
- i. If students are allowed to function in small groups, they must be given a predetermined location and specified check-in times with a chaperone/supervisor.
- j. More challenging students should stay with teachers.
- k. Chaperones will enter a new area or building both first and last.
- l. On overnight trips, copies of student emergency cards will be carried by a staff member.

IV. Student Responsibilities

- a. Complete and return the permission slips on time.
- b. Follow all directions given by the chaperone/supervisors.
- c. At a minimum stay with your designated partner during the field trip.
- d. If an unusual situation develops or an unusual request is made by a non-school person, contact a chaperone for directions.
- e. Bring only those items that are allowed in school. Bags, backpacks, purses, etc. may be searched by school personnel if there is a reasonable suspicion that a student is carrying inappropriate items.

V. Administrator Responsibilities

- a. Whenever possible locate both male and female chaperones for each trip.
- b. Develop a uniform district-wide form for field trip permission and field trip requests to the Board of Education. (Include on field trip request form a feedback opportunity for any unusual incidents that might have occurred).
- c. Whenever possible and appropriate, locate parents to assist in the chaperoning and supervision.
- d. If an unusual situation occurs on a field trip that might concern parents, the building administrator will notify the parents of children affected immediately. A follow-up letter to all parents may be appropriate.

**SURVEYS OF STUDENTS (STUDENT PRIVACY) INCLUDING FEDERAL PROGRAM
SURVEYS AS PART OF SCHOOL PROGRAM**

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

SURVEYS AS PART OF FEDERAL PROGRAM

Surveys used in any experimental program or research project will be subject to this policy. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Note: The term “survey” includes an evaluation.

PROCEDURES

Prior to administering a survey, the Board of Education must approve all those that are received by the Superintendent that include reference to any of the factors listed below. In addition, no student may without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. religious practices, affiliations, or beliefs of the student or the student’s parent.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third, outside party before the survey is administered or distributed by a school to a student.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation” in writing, in the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - a. College or other postsecondary education recruitment, or military recruitment,
 - b. Book clubs, magazines and programs providing access to low-cost literary products,
 - c. Curriculum and instructional materials used in schools,
 - d. Tests and assessments,
 - e. Student recognition programs, and
 - f. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above, or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

(cf. 6161 — Equipment, Books and Materials: Provision/Selection)

(cf. 6161.1 — Evaluation/Selection of Instructional Materials)

(cf. 6161.12— Reconsideration of Materials)

Legal Reference: P.L. 103-227 Section 1017 (which amends Section 439 of the General Education Provisions Act)

P.L. 107-110, (HR 1-”Leave No Child Behind”) § 1061/1062 — Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors.

POLICY ADOPTION OR REVISION

1. New policy or changes to existing policy shall be submitted to the policy sub-committee of the Board, through the Superintendent, for detailed study prior to consideration by the full Board.
2. Copies of the proposed policy or changes in existing policies shall be distributed to board members and administration for consideration, comment and informal approval by the Board.
3. Before formal adoption, the proposed policy(ies) shall then be:
 - a. posted in the teacher's lounges
 - b. posted in the main offices of each school
 - c. available for the public at the superintendent's office
4. At the next full meeting following the Board's informal approval, the proposed policy(ies) shall be brought for formal approval by the Board. This procedure shall give a time period for questions, comments and criticisms from the public.
5. Only those written statements so adopted and so recorded shall be regarded as official policy.

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