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Students

Concepts and Roles in Student Policies

The focus of the school system is on the learner, the student. The student's educational development toward the school's goals is the central concern of the Board of Education's policies and the administrator's regulations.

Every child shall be given an equal opportunity. However, children vary widely. Therefore, no two can be treated exactly alike if the fullest development of each is to be achieved.

Discrimination among students attending our schools with respect to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance is prohibited.

Legal Reference: Title IX of the Education Amendments of 1972 (42 U.S.C. 1134n et seq.)
Connecticut General Statutes 10-15c Discrimination in public schools prohibited.
PA 11-55 Discrimination on account of gender identity or expression

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy revised: May 21, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Admission/Placement

The schools shall be open to all children five years of age and over on or before January 1 of the enrolling year. First grade children must be six years old on or before January 1 of the enrolling year. Exceptions from routine admission may be made by the Superintendent of Schools or designee on the basis of supporting evidence from physical and psychological examinations.

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the child.

Students entering the Hartford Public Schools for the first time must present a birth certificate or other legal evidence of age as determined by the Superintendent.

Student grade placement shall be determined at the school level by the appropriate administrator. The decision shall be based on the student's general achievement, and the mental, physical, emotional and social maturity of the child.

(cf. 5117 - Non-Resident Attendance)
(cf. 5153 - Health Assessments and Immunizations)

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools.
10-15c School attendance by five year olds.
10-261 Definitions.
State Board of Education Regulations
10-76d-7 Admission of student requiring special education (referral).

Policy adopted: September 14, 1999
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Policy updated: November 1, 2005
Students

Admissions - New Residents

Requirements

1. The requirements for new students, other than kindergarten and beginning first grade students, transferring to the Hartford schools from outside the Hartford district schools, shall be:

   a. Reliable evidence of date of birth and Hartford residency (except in the case of tuition students).
   b. Proper documentation of required health assessments and immunizations unless conditions of existing policies regarding these assessments are met. While students who are obviously of school age should not be refused entrance pending their submitting evidence of date of birth, they may not be enrolled unless they present evidence of residing in Hartford and of proper immunization and health assessment as required. For students other than kindergarten and beginning first grade students, any required health assessments and immunizations can be provided by the school with signed authorization by the parents or guardians.
   c. Certification from sending school regarding grade placement or other acceptable evidence, such as the child's last report card or promotion card.
   d. The social security number of the student.

2. The requirements for new kindergarten and beginning first grade students entering the Hartford schools from other than Hartford schools shall be:

   a. Reliable evidence of date of birth, Hartford residency, and proper enrollment health assessment and adequate immunization, as described above and the child's social security number.
   b. Children who are under-age for kindergarten may not be enrolled at that level and will be referred to a Pre-K program, unless assessment procedures as have been followed and the ability to perform successfully in kindergarten have been demonstrated. Individual assessments must be completed to determine such competence and placement in kindergarten. Assessment will consist of psychological, language and speech, and developmental evaluations. Parents must submit a written request for the assessment to the office of Early Childhood Education. Children who have attended first grade elsewhere, but who are underage for first grade, may be enrolled in the first grade, subject to their ability to do the work at this level. If it can be proven that a child has been in a school elsewhere for the purpose of circumventing the Hartford school district's age rule, admission to first grade will not be granted.

3. The requirements for new students entering high school from other Hartford schools shall be:

   a. Same as 1.a.
Students

Admissions-New Residents

Requirements (continued)

Kindergarten

There will be pre-registration. Proper documentation of date of birth, health assessment and immunization must be presented before the child is accepted for school entrance. Social Security numbers will be requested of all new registrants.

In cases of students not registered in April, every effort should be made by parents to enroll the child in kindergarten as soon as possible prior to the beginning of school. Early registration will take place in August at centralized locations in the district. Applicants who apply after the beginning of the school year may be accepted providing they meet the requirements.

The specific requirements for kindergarten children entering school for the first time shall be:

1. **Age** - Children who reach the age of five (5) years on or before January 1 of current school year. Those children who will not attain their fifth birthday by January 1 but who have demonstrated abilities, as ascertained by standardized measures, may be considered for enrollment in kindergarten. Individual assessments must be completed to determine such competence and placement in kindergarten. Further, based upon determination that these children will profit from a kindergarten experience, a specific, individual education plan will be developed and monitored annually.

2. **Reliable evidence of date of birth** - The parent or guardian must present one of the following as acceptable evidence of date of birth:
   a. Official birth certificate obtainable from the department of health;
   b. Notice of birth registration sent by the department of health to parents showing the registration of the child's birth;
   c. Notarized statement as to date of birth;
   d. Certificate of baptism or other church registry or record entered in the family Bible soon after the time of the child's birth.
   e. Passport, in the case of a foreign-born child.

3. **Health assessment and immunizations** - Documentation required by Connecticut General Statutes (Sec. 10-206 and sec. 10-204a) that the child has had a pre-kindergarten enrollment health assessment, including adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps and rubella. (Pertussis immunization is required only of children who have not passed their sixth birthday). The pre-kindergarten enrollment health assessment is the sole responsibility of the parent or guardian.
Students

Admissions - New Residents

Kindergarten (continued)

4. **State of Connecticut Department of Education Health Assessment Record** - Prior to school enrollment (blue) form (provided to the parent by the school) must be completed by the parent or guardian and the child’s doctor and be presented to the school nurse before the child can begin school. The health assessment must be conducted within one year prior to the student’s entry and shall be conducted by a legally qualified practitioner of medicine.

5. **The child's social security number**.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by P.A. 97-247
10-76a - 10-76g re special education
10-184 Duties of parents
10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students
Appeals to state board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
Students

Foreign Exchange Students

The Board encourages international studies. To that end, it allows foreign exchange students on one year student visas, who are residing with families in Hartford to enroll on a non-tuition basis in the local schools. Only students who do not have the equivalent of a high school diploma from a foreign school system may apply. Further, they must meet those criteria established by the administration in the areas of language competency, residency, and deportment. Only foreign exchange students sponsored by organizations screened by the administration will be accepted.

Students entering the United States on F-1 visas may enter the local school system and only upon payment of the full, unsubsidized public education costs before entering the United States. Further, students on F-1 visas may remain in the United States for no more than twelve (12) months. The local district is prohibited by law from waiving the tuition fee of students on F-1 visas.

Legal Reference:
Illegal Immigration Reform and Immigration Responsibility Act of 1996
Connecticut General Statutes
100-27 International studies, exchange programs. Advisory Committee (amended by PA 04-153, An Act Encouraging International Students Programs)

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Students

Foreign Exchange Students

In order for a foreign exchange student to be eligible for enrollment in the Hartford Public Schools, the following criteria must be met:

a. The student may not be a graduate of the school system in the country in which he/she is a native.
b. The student must be sufficiently fluent in English so that he/she would not require any special services such as ESL.
c. The application for admission must be reviewed by the appropriate school administrator of the school year for which the student wishes to enroll and receive approval from the appropriate assistant superintendent.
d. The school must ascertain that the living situation that the student would be living in the local community is appropriate.
e. The school must have room for the student and be able to accommodate him/her without incurring additional costs or burden.
f. The student may not be enrolled more than one year.
g. The student may be eligible to play sports if he/she meets the CIAC criteria.
h. If the student is not participating in and attending the school program or is disruptive to the smooth and efficient operation of the school, the student may be dis-enrolled.
i. This program is designed for foreign students who enter the country on one-year J-1 visas through established exchange programs such as Youth for Understanding, American Field Service and Rotary.

Note: Students entering the United States on F-1 visas may attend schools in the district only at the secondary level and only upon full payment of tuition before entering the United States. This tuition fee may not be waived due to federal legislation. Furthermore, the board of education will not issue F-1 signed forms for visa obtainment.
Students

Ages of Attendance

The Hartford Public Schools shall be open to all children five years of age and older and under twenty-one years of age who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Required Ages of Attendance

Parents and those who have care of children between the ages of five and over and under eighteen inclusive, are obligated by Connecticut law to cause any such child to attend public schools, regularly during the hours and terms the public school in the district in which such child resides is in session unless such child is a high school graduate or the parent or person le having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools or the child is excluded pursuant to the Connecticut Statutes, sections 10-233c or 10-233d.

The parent or person having control of a child seventeen years of age may consent to such child’s withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

(cf. 5121 – Promotion/Retention Intervention)

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents School Attendance age requirements
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy updated: January 19, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Minimum Entry Age

1. Kindergarten

Children must be five years of age on or before January first following their entrance into kindergarten, except that children whose fifth birthday occurs between January 1 and March 1 may be eligible for kindergarten entrance under the following conditions:

a. Parents make a written request to the principal for kindergarten placement prior to the May 1 preceding the requested entrance date. Exception will be made for new residents who come to Hartford after May 1.

b. The child participates in the "Child Study Evaluation" held for all pre-kindergartners preceding requested kindergarten entrance.

c. If readiness is questionable,
   i. an individual evaluation be made by pupil services staff
   ii. a conference including parent, principal, and pupil services staff be held to make known to parent the decision of the professional staff as to whether early placement in kindergarten will be approved.

d. If the child is approved for early placement but there is no room in the local school, the child may be enrolled in another elementary school where there is a place, provided that the parents accept the responsibility for the child's transportation.

2. First Grade

Children must be six years of age before January first following their entrance into the first grade, unless (1) extraordinary circumstances warrant a different placement as approved by the school principal or (2) the child was accepted for and attended kindergarten in Hartford on the basis of early admission as described above, and was subsequently promoted to the first grade.
Students

Attendance

Regular and punctual student attendance in school is essential to the educational process. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity.

The Board of Education requires that accurate records be kept of the attendance of each child. Students should not be absent from school without parental knowledge and consent. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control over the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent will adopt and maintain regulations to implement this policy.

The Board of Education shall follow the guidance adopted by the State Board of Education regarding “excused” and “unexcused” absences. The Superintendent shall report to the Board of Education a summary regarding attendance, each year in October, January, and June. A truancy summary report shall be provided to the Board annually.

The Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

- Connecticut General Statutes §10-220
- Connecticut General Statutes §10-184
- Connecticut General Statutes §10-186
- Connecticut General Statutes §10-198a
- Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)
- Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy revised: June 18, 2013
Policy revised: January 19, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Administrative Regulations Regarding Attendance and Chronic Absenteeism

I. Attendance and Truancy

A. Definitions for Section I

1. “Absence” - any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.

2. “Disciplinary Absences” - Absences that are the result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.

3. “Educational evaluation” - for purposes of this policy, an educational evaluation is an assessment of a student’s educational development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

4. “Excused Absence” - A student’s absence* from school shall be considered excused if written documentation** of the reason for the absence has been submitted within ten school days of the student’s return to school, or if the child has been excluded from school in accordance with Section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and meets the following criteria:

   a. For absences one through nine, a student’s absences from school are considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

   b. For the tenth absence and all absences thereafter, a student’s absences from school are, with appropriate documentation in accordance with this regulation, considered excused for the following reasons:

      1) student illness verified by an appropriately licensed medical professional;

      2) student’s observance of a religious holiday;

      3) funeral or death in the student’s family, or other emergency beyond the control of the student’s family;
4) mandated court appearances (additional documentation required);

5) the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or

6) extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance and this regulation.

c. A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student’s parent or legal guardian with respect to the parent’s leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student’s teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. “In Attendance” - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

6. "Student" - a student enrolled in the Hartford Public Schools.

7. “Truant” - is defined as a student age five to eighteen, inclusive, who has four (4) unexcused absences from school in one month or ten (10) unexcused absences in a school year.

8. “Unexcused Absences”- any absence from a regularly scheduled school day for at least one half of the school day, unless they-one of the following criteria is met:

A. the absence meets the definition for an excused absence (including documentation requirements); or

B. the absence meets the definition of a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.
B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student’s return to school. An incidence of absence is considered consecutive days of absence.

2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student’s 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:

   a. student illness:

      (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or

      (2) signed note from school nurse who has spoken with the student’s medical professional and confirmed the absence, including the date and location of the consultation.

   b. religious holidays: none.

   c. mandated court appearances:

      (1) a police summons;

      (2) a subpoena;

      (3) a notice to appear;

      (4) a signed note from a court official; or

      (5) other official, written documentation of the legal requirement to appear in court.

   d. funeral or death in the family, or other emergency beyond the control of the student’s family: written document must explain the nature of the emergency.

   e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
f. lack of transportation that is normally provided by a district other than the one the student attends: none.

4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.

5. The Hartford Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.

6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

7. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
   a. be educational in nature and must have a learning objective related to the student’s course work or plan of study;
   b. be an opportunity not ordinarily available for this exemption;
   c. be grade and developmentally appropriate; and
   d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.

2. Family vacations do not qualify as extraordinary educational opportunities.

3. All requests for approval of extraordinary educational opportunities must:
   a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
   b. contain the signatures of both the parent/guardian and the student;
c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student’s coursework or plan of study; and

d. include additional documentation, where available, about the opportunity.

4. The building principal shall provide a response in writing and include the following:
   a. either approval or denial of the request;
   b. brief reason for any denial;
   c. any requirements placed upon the student as a condition of approval;
   d. the specific days approved as excused absences for the opportunity;
   e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.

5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.

6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be “truant.”

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student’s withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is “In Attendance”:

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

G. Administrative Procedures:

1. Annually at the beginning of the school year and upon any enrollment during the school year, the administration shall notify the parent or other person having control of each child enrolled in the Hartford Public Schools the obligations of the parent or such other person regarding attendance policy and regulations.

2. Annually at the beginning of the school year and upon any enrollment during the school year, the administration shall obtain from the parent or other person having control of each child in a Hartford Public School a telephone
number or other means of contacting such parent or such other person during the school day.

3. Each school shall implement a system of monitoring individual unexcused absences of students, which shall provide that whenever a student enrolled fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person having control of the child is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel. All parent outreach efforts must be documented. When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

4. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent of each child who is a truant, or other person having control of such child, and appropriate school personnel to review and evaluate the reasons for the child being a truant, provided such meeting shall be held not later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year. Notice and meetings must be in a language understandable to the parent.

5. If the parent or other person having control of a child who is a truant fails to attend the meeting or fails to cooperate with the school in attempting to solve the truancy problem, the superintendent of schools shall, within fifteen (15) calendar days of such failure, file for each such truant enrolled in the schools under his or her jurisdiction a written complaint with the Superior Court pursuant to section 46b-149 alleging the belief that the acts or omissions of the child are such that his family is a family with service needs.

6. When a student is truant, the superintendent or designee, shall coordinate services and/or referrals of children to community agencies that provide child and family services. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

7. In addition to the procedures specified, a regular education student who is experiencing attendance problems shall be referred to the building
intervention Student Study Team (i.e. SST, SAT) or other appropriate body, for review and assistance. The team will review the student’s need for referral for a Planning and Placement Team (PPT) meeting. A special education student who is experiencing attendance problems must be referred for a PPT meeting for program review.

8. If a family with service needs (“FWSN”) petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

   a. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team [or other appropriate school based team]. Upon completion of the evaluation of a regular education student, the Child Study Team [or other appropriate school based team] shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

   b. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student’s need for special education services and the need, if any, to write and/or revise the student’s individualized education program (“IEP”).

H. Attendance Records

   All attendance records developed by the Board shall include the individual student’s state-assigned student identifier (SASID).

II. Chronic Absenteeism

   A. Definitions for Section II

      1. “Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the Hartford Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

      2. “Absence” - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative
regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;

3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Hartford Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and

4. “School chronic absenteeism rate” - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Hartford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Hartford Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Hartford Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Hartford Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional
recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Hartford Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Regulations revised: January 19, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Attendance

Request for Early Dismissal

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

Parents requesting dismissal before the normal end of the school day must make a written request, come into the school office to pick the student up and sign the student out.

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

Legal Reference:
Connecticut General Statutes
10-184 Duties of parents
10-199 through 10-202 Attendance, truancy in general.
10-202e-f Policy on dropout prevention and grant program.
10-221(b) Board of education to prescribe rules.
Campbell v New Milford, 193 CT 93 (1984).

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Students

School Attendance Areas

The board shall establish, upon recommendation of the superintendent, transportation zones that define areas of the city from within which students will have schools to choose from at the various grade levels. Changes from the current system to an “all choice” system of schools shall be designed and planned so as to provide adequate time for implementation and minimum disruption to the educational process and a maximum variety of choices to students and their parents. Every effort will be made to significantly expand the choice of schools available to parents.

Magnet/Choice Options

Hartford Public Schools will provide two types of choice schools to students and parents in the district: Inter-district magnet schools will have a determined percentage of city and suburban students; Intra-district choice schools will provide preference to neighborhood residents but also allow a determined percentage of students to enroll within transportation zones. Feeder schools shall enroll students from all transportation zones.

Legal Reference:
Connecticut General Statutes
10-55 Pupils to attend regional school
10-226a Pupils of racial minorities
10-226b Existence of racial imbalance
10-226c Plan to correct imbalance
10-226d Approval of plan by State board

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy updated: March 20, 2007
REQUEST FOR TRANSFER DUE TO SPECIAL CIRCUMSTANCES  
(Solicitud de transferencia debido a circunstancias especiales)  
HARTFORD PUBLIC SCHOOLS  
Central Registration Office  
(Oficina Central de Registración)  
960 MAIN STREET  
HARTFORD, CT 06103  
TEL 695-8740/FAX 722-8547

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Bring or mail this form, completed in its entirety, to the Assistant Superintendent for Student Support Services. You will be contacted regarding approval or denial.

(Envié este formulario, llenado completamente, a la oficina del asistente del superintendente de servicios de soporte al estudiante. Nos comunicaremos con usted acerca de la probación o negación de esta petición.)

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Superintendent (or designee) Signature  
(Firma del superintendente o designado)  
Date  
(Fecha)  
(Transportation for Special Circumstance Transfer is NOT provided.)  
(No hay transportación para transferencia debido a circunstancias especiales)
Students

Resident and Non-Resident Students

Resident Students

A. Children of school age who are bona fide residents of Hartford are entitled to school accommodations provided by the Hartford Board of Education without payment of tuition.

B. A bona fide resident for purpose of this policy is defined as:

1. Any child who is residing with his or her parents or parent who is a bona fide resident of Hartford.

2. Any child who is residing with a legally appointed guardian who is a bona fide resident of Hartford.

3. A legally emancipated minor or a child eighteen years of age or older who is residing in Hartford with the intent to reside on a permanent basis.

Non-Resident Students

A. Non-resident students who are accepted through the Hartford host magnet schools lottery are not required to pay tuition

B. Children of school age who are not residents of Hartford but who are residing with adult relatives or non-relatives who are bona fide residents of Hartford may be entitled to school accommodations provided by the Hartford board of education without payment of tuition, provided that the child's residence in Hartford, according to Connecticut General Statutes Section 10-253:

1. is to be permanent. For the purpose of this policy, the term "permanent" shall be defined as the intent by the non-resident student, the Hartford relative or non-relative, and the student's parent or guardian that said student intends to reside in Hartford indefinitely;

2. is provided by the Hartford relative or non-relative without payment or compensation by the child's parent or legal guardian, and

3. not for the sole purpose of attending Hartford public schools.

The superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Hartford relative or non-relative attesting to the child's residence in Hartford. The superintendent may also require any other supporting documentation as she/he deems necessary.
Students

Resident and Non-Resident Students

Non-Resident Students (cont.)

C. Except as provided above, children who are not bona fide residents of Hartford may be permitted to attend Hartford public schools at the discretion of the Hartford Board of Education, or the superintendent, or their designees, upon such terms as said board shall establish on a space available basis. Said terms may include the payment of appropriate tuition as determined by the board of education. Non-resident students who are permitted to attend Hartford schools shall be responsible to provide their own transportation to and from school.

D. When a family moves from Hartford during the school year, a child may continue to attend the Hartford school he/she was attending for the remainder of the school year under the following terms and conditions:

1. The family will be required to pay tuition on a pro-rated basis for the balance of the school year if the family moves from Hartford prior to May 1st of any school year. Seniors who have attended the Hartford Public Schools since grade 9 may be allowed to complete their senior year without payment of tuition if the family moves on or after the second semester.

   Exceptions for hardship cases may be made at the discretion of the superintendent.

2. The family will not be required to pay tuition for the balance of the school year if the family moves from Hartford on or after May 1st of any school year.

3. In all cases where a student continues in attendance in the Hartford public schools after his/her family moves from Hartford, responsibility for transportation to and from Hartford must be provided by the family.

E. Children who are citizens of a foreign country may be permitted to attend the Hartford public schools without payment of tuition, if they are participants in a foreign student exchange program, reside in Hartford and are approved by the Superintendent.

F. The decision regarding the residency status of any child shall be made by the superintendent. At the end of each school year, the superintendent will review the status of each non-resident child enrolled pursuant to this policy for approval or denial for the ensuing school year.
Students

Resident and Non-Resident Students

Non-Resident Students (cont.)

G. The superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Hartford prior to enrollment of their child in Hartford's public schools. The superintendent shall also require that parents or guardians of a child already enrolled in the Hartford public schools provide appropriate proof of residency in Hartford when there is:

1. Change of residence; address;
2. Return of school mailing by the U.S. Postal Services because addressee unknown at the address given to school;
3. Report of non-resident status of student enrolled in Hartford;
4. Other indications of non-residency.

Upon the suspicion of non-residency, an investigation which may include:

1. Study of documentation previously submitted by parent/guardian;
2. Requirement to submittal documents verifying a residency;
3. An investigation of tax records to determine residency;
4. Additional investigation if deemed necessary.

In the event it is determined by the superintendent that a child is not a legal resident of Hartford and is not entitled to be provided free school accommodations by the Hartford board of education, the parent or guardian of the child or the legally emancipated minor or child over the age of eighteen (18) shall be notified in writing pursuant to C.G.S. Section 10-186 of the right to request a hearing before the board of education, or a committee of the board, regarding this issue.

In the event it is determined that a child is not legally entitled to be provided school accommodation by the Hartford board of education without the payment of tuition, the board of education may, pursuant to C.G.S. Section 10-186 assess the child's parent or guardian for tuition for that period of time that the child was not legally entitled to attend the Hartford Public Schools and may seek civil remedies to collect any unpaid assessments of tuition.

Legal Authority: Connecticut General Statute 10-253, 10-186

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Students

Tuition for Faculty Children

The children of faculty/staff members who reside outside the school district may attend district schools on the following conditions:

In order to be eligible, a faculty member must have completed a minimum of four years of teaching/service in the school district.

Students will be approved or denied on an individual basis by the superintendent after a complete review of the student's record.

This program is instituted on a space-available basis.

There will be no Tuition charge for children of faculty/staff members. Transportation costs will be faculty/staff member's responsibility.

Any student accepted into this program will be given all of the rights, privileges, responsibilities and requirements of any other student in the school district.

It is clearly understood that the superintendent, in conjunction with the principal of the school at which the student attends, can, with a minimum of two weeks notice, terminate the program with an individual student for just and appropriate causes as determined by the superintendent.

Request for participation in this program must be made annually by the teacher/staff on behalf of their child and, therefore, would require the annual review and approval of the superintendent prior to continuing the following year.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Promotion, Retention, Intervention Policy

The Hartford Public School System is dedicated to the continuous academic, social, emotional and physical development of all students. The school system will provide qualified staff with a well articulated curriculum where students are expected to achieve acceptable performance standards at each grade level. These standards are determined by the Hartford Public Schools taking into consideration the benchmarks set by the Connecticut State Department of Education.

The promotion of students will be directly related to their demonstrated proficiency or developmentally appropriate progress toward achieving performance standards. In an effort to support all students, an emphasis should be placed on the early identification of students who are experiencing difficulty academically and providing those students with the appropriate supports and supplemental services. Each school will be responsible for providing supports and supplemental services to each child who is not demonstrating proficiency in achieving these performance standards through the use of Scientific Based Researched Interventions (SRBI). SRBI is defined as an instructional approach that focuses on assessing current and on-going academic and behavioral performance and responding with targeted, appropriate instruction and supports.

The decision to retain a student is made by a team that includes the principal, teacher/s, support staff, and the parent or guardian of the student. The decision to retain a student should be made only when the appropriate interventions have been utilized, and all other alternatives to retention have been considered.

If the team decision is to retain the student, a developmentally appropriate academic intervention plan must be developed and implemented to meet the student’s individual needs. Student progress must be monitored by the team throughout the plan implementation.

The Promotion, Retention, Intervention Administrative Regulations will be reviewed annually from date of implementation to ensure alignment with the Connecticut Core Standards and current educational research.

Legal Reference: Connecticut General Statutes 10-221(b) and 10-223(a)
Students - Progress

Reporting to Parents

Reports will be made to parents or guardians periodically by teachers through conferences and written reports. The teacher will discuss his/her evaluation of each student's progress. Final assessment and grading of student performance will be the sole responsibility of the teacher.

The administration will create a system to assign grades to students and to determine their class rank.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Parent/Guardian-Teacher Communication

The Hartford Board of Education recognizes that a child’s education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, schools and parents/guardians must work as knowledgeable partners. The Board believes that parents/guardians are most knowledgeable when they have regular communication with teachers. Schools will take the lead in developing and sustaining effective partnerships.

Therefore, it is the policy of the Board of Education to encourage parent/guardians-teacher communication. The Superintendent, or his/her designee, shall be responsible for developing procedures in furtherance of this policy. This may include, but is not limited to, district wide and/or school-based parental engagement strategies or other initiatives.

The Superintendent is further required to include information about parental/guardian involvement and actions taken to improve parental/guardian involvement, in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental/guardian involvement may include methods to engage parents/guardians in the planning and improvement of school programs and to increase support to parents/guardians working at home with their children on learning activities. The policy and procedures may include monthly newsletters, required regular contact with all parents/guardians, drop-in hours for parents/guardians, home visits and the use of technology such as homework hot lines to allow parents/guardians to check on their children's assignments and students to get assistance if needed. The policy and procedures shall require the district to conduct at least two parent/guardian-teacher conferences for each school year.

Legal Reference: Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education
§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Revised: June 21, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Access to Student Records and Confidentiality

The board of education will comply with the state and federal laws and regulations regarding confidentiality, access to, and amendment of student records. The superintendent, or his/her designee, shall be responsible for developing regulations and procedures in furtherance of this policy that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Confidentiality and Access to Student Records

Regulations and Procedures

I. Definitions

A. Student Records

1. "Student records" shall include any information directly related to a student that is recorded in any manner (e.g., in writing, on film, or on tape or disk) and that is maintained by the school system or persons acting for the school system.

2. "Student records" shall not include:

   a. private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

   b. employment records used only in relation to the students employment by the school district;

   c. alumni records that contain information about the student after he/she is no longer in attendance at the school and

   d. records on an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment

B. Directory Information

"Directory information" includes information not generally considered harmful or an invasion of privacy if disclosed, including, e.g., Parent or guardian and student name, address, and telephone number.

C. Eligible Student

An "eligible student" is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

D. Parent

The word "parent" is defined as a parent or parents of a student, including a natural parent a guardian or surrogate parent. The rights of a parent shall transfer to an eligible student. However, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to the student's records without the eligible student consent.
Confidentiality and Access to Student Records (cont.)

E. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.

F. Access

"Access" is defined as the right to inspect, review, or obtain copies of a student’s educational records or any part thereof.

II. Procedures

The following procedures shall apply regarding student records:

Parents and/or eligible students have the right to inspect and review all education records of their child. A request to inspect and review records shall be in writing.

For the records of regular education students, the board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than 45 days from receipt of a written request. For the records of special education students, the following time frames apply: As required by Section 10-76d-1 8(b)(l) of the Regulations of Connecticut State Agencies, written requests by parents of students requiring special education and related services will be accommodated within ten (10) school days of the receipt of such requests, within three (3) school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding. One free copy of a student’s record will be provided to parents of students requiring special education and related services on written request within 5 school days of the request.

The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parent’s, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.

On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the district and will also be published in the school district's guide to Pupil Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English will also be notified of their rights regarding a student's education records.
Confidentiality and Access to Student Records (cont.)

III. Confidentiality Of Education Records

A. All school staff must understand that personally identifiable information in student records is confidential. Each person who has access to student records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages.

B. Student records are not public records and any disclosure other than to persons authorized to receive the records without prior parent consent violates the law and Board policy, except as provided in federal and state statutes.

IV. Accessibility To Student Records

A. A parent or eligible student may have access to specific confidential information about the student unless such rights have been waived under Section VIII below.

B. Aside from a parent or eligible student, only professional staff members who have been determined by the school system to have a legitimate educational need, and the other exemptions as set forth in Section V, may have access to a student's records. The district maintains a record of parties that have access to education records, including information found in computer memory banks.

C. Parents' rights of inspection and review are restricted to information dealing with their own child. All requests for access to student records must be in writing. A parent does not lose his or her right to access to records upon divorce. This means that even non-custodial parents retain their rights to review their child’s education records unless otherwise ordered by a court.

1. When requesting inspection or review, a parent or eligible student will submit a written request that identifies the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed. Requests will be accommodated within a reasonable period of time but in no case more than 45 calendar days after the receipt of such requests.

2. The parents may designate a representative to inspect and review the records.

3. A school professional shall be present at all such inspections and reviews and shall explain and interpret data in the records whenever access is granted.

D. A fee cannot be charged by the system to search for or to retrieve the educational records of a student if a student has been identified as requiring special education and related services, the parents’ right to inspect and review the child’s records shall include the right to receive one free copy of those records. A request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.
Confidentiality and Access to Student Records (cont.)

E. A form will be kept documenting individuals who have obtained access to student records including information found in computer memory banks.

1. The form, shall indicate the name of any individual, agency, or organization that obtained access to the student's records, the date access was given, and the purpose for which the party was granted access to the records, including, the names of additional parties to whom the receiving party may disclose the information on, behalf of the school district and the legitimate educational interest in obtaining the information.

2. The form does not need to include a record of access if the information was given to parents, eligible students, teachers, or other school personnel who have a legitimate educational interest in a student's record, a person(s) with written consent from the parent or eligible student, or if the records are sought under direction of a law enforcement subpoena, when either the existence or contents of the subpoena or the information requested in the subpoena is to remain undisclosed, or if access was to directory information only.

3. The form is a permanent part of the record and must be available to the parent or eligible student upon request.

F. The following individuals may inspect a student's record: the parent or eligible student, a student attending an institution of post-secondary education, the school official or other school personnel responsible for maintaining the student's records, school personnel with a legitimate educational interest and authorized representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities.

V. The Release Of Records Or Personal Data

A. The school system or its designated agents may not permit release of personally identifiable records or files of any student to any outside individual, agency, or organization without the written consent of the parents with the exception of the military or armed force (According to NCLB Act of 2001) eligible student indicated in (D) below. personally identifiable information contained in the student record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, etc.) to any person other than those listed below, unless written consent has been obtained.

B. Students and their parents must be informed at the beginning of each school year of their right to request that the student’s name, address and telephone number __not__ be released to military recruiters.

C. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, note the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

D. The school district shall provide a copy of the records, as disclosed to a parent, to a student under 18, if the parent requests the student receive the copy.
Confidentiality and Access to Student Records (cont.)

E. Personally identifiable information may be released without consent of the parents, or the eligible, student, only if the disclosure is:

1. To other school officials, including teachers within the educational agency who have been determined by such agency or institution to have legitimate educational interests in the records. A school official has a legitimate educational interest in the records if the official is: (i) performing a responsibility that is specified in his or her job description, position description, or contract agreement, (ii) performing a task related to the student's education; (iii) performing a task related to discipline of a student; or (iv) providing a service or benefit to the student and/or the student's family including, but not limited to, health care, parent effectiveness training, and home bound instruction.

2. To officials of other schools or school systems in which the student seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section VI.

3. To authorize representatives of the Comptroller General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.

4. In connection with a student's application for, or receipt of financial aid, if such information is necessary to determine eligibility for, the amount of or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released or if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without the prior, written consent of the parent of the student except as provided under State law.

6. To accrediting organizations in order to carry out their accrediting functions.

7. To parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
Confidentiality and Access to Student Records (cont.)

8. In connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
   a. A student’s education records may include appropriate information concerning disciplinary action taken against the student if the student’s conduct posed a significant risk to the safety or well-being of the student or other individuals within the school community.
   b. Such information may be disclosed to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

9. To comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such order or subpoena specifies to the contrary.

10. To organizations conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administer student aid programs, or instruction, so long as the study does not permit personal of parents or students by individuals outside the on and the information is destroyed after it is no longer needed.

11. Between two or more schools in which the student is enrolled or receiving services.

12. Directory information as identified in Section I. B. (pp. 1 of 17. The school district will notify parents or eligible students of its intent to disclose and provide them with an opportunity to object to this disclosure within a reasonable time.

VI. Amendment Of Student Records

A. If a parent or an eligible student believes that information in the student's records is inaccurate or misleading or violates the student’s right to privacy, he/she is entitled to:
   1. Request in writing that the school district make appropriate amendments
   2. Receive within two (2) weeks a decision from the school district.

B. If the decision is to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect

C. If the school district decides that an amendment of data in accordance with the request is not warranted, it shall so inform. the parent or eligible student and advise him/her of the right to a hearing.
Confidentiality and Access to Student Records (cont.)

VII. Hearing Rights And Procedures

A. Rights

1. Upon written request of a parent or eligible student to the superintendent, an opportunity for a hearing shall be provided to challenge data to insure that they are not inaccurate, misleading, or otherwise in violation of the student's right to privacy.

2. If, as a result of the hearing, the decision is that the data are misleading, or otherwise in violation of the student's right to privacy, the data shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, it is decided that data are not inaccurate, misleading or otherwise in violation of the student's right to privacy, the parent or eligible student shall be informed of the right to place in the records a statement setting forth the reasons for disagreement with the decision.

   a. Any explanation placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.

   b. If the records of the student or the contested portion are disclosed by the school system to any eligible party, the statement of parental disagreement shall also be disclosed to said party.

B. Procedures

1. The hearing shall be held within thirty (30) school days after the school system has received the request, unless the parent requests a delay.

2. The parent shall be given notice of the date, place, and time no less than one school week prior to the hearing.

3. The hearing will be conducted by a person(s) appointed by the superintendent. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

4. The parent and the school system shall have the right to be represented by person(s) of their choosing, to cross examine witnesses, to present evidence, and to receive a written decision of the hearing.

5. The decision reached through the hearing shall be made in writing within ten (10) days of the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
VIII. Waiver Of Rights

A. A parent of a student or an eligible student may waive his or her right of access to confidential records subject to the following limitations:

1. The waiver must be signed by the parent or an eligible student.

2. An educational agency or institution may not require such a waiver, but may request it.

B. A student who is an applicant for admission to an, institution of Post secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.

2. The letters or statements are used only for the purpose for which they were originally intended.

3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.

4. The waiver must be in writing and executed by the student, regardless of age, rather than by the parent.

C. A waiver may be revoked with respect to any actions occurring after the revocation.

D. Revocation of a waiver must be in writing.

E. If a parent of a student executes a waiver, that waiver may be revoked by the student at anytime after he/she reaches the age of 18.

IX. Special Confidentiality Procedures For HIV-Related Information

A. The following definitions shall apply to Section IX. of this policy:

1. Confidential HIV-Related Information

"Confidential HIV-related information" means any information pertaining to the protected individual. or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual’s partners.
Confidentiality and Access to Student Records (cont.)

2. Health Care Provider
"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual
"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information
"Release of confidential HIV-related information means a written for disclosure of confidential EIN-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel
"School medical personnel" means an employee of the Board who is a registered nurse or the school district medical advisor.

B. Confidentiality of HIV-related information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or re-disclosure.

2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains Confidential HIV-related information may disclose, or be compelled to disclose such information, except to the following:
Confidentiality and Access to Student Records (cont.)

a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;

b. any person who secure a release of confidential HIV-related information;

c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;

d. a health care provider or health facility when knowledge of the, HIV-related information is necessary to provide care or treatment to the protected individual or when HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;

e. a medical to assist in, determining cause of death;

f. any person, allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the students legal guardian or the student, the school staff member shall attempt to seem a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.

2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student’s legal guardian or by the student and the legal guardian or the student requests accommodations to the student’s program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student’s program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or hater legal guardian, shall keep such information confidential and shall not disclose such information.

4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.

5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
Confidentiality and Access to Student Records (cont.)

6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written, consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."

2. Oral disclosures must be accompanied or followed by the above notice within 10 days.

3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

F. Child Abuse Reporting

1. Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy.

X. Classification Of Student Records

The school district will appoint a Custodian of Records who will ensure that student education records are kept as follows:

CATEGORY A:

<table>
<thead>
<tr>
<th>TYPE DATA</th>
<th>FILE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, address, date of birth</td>
<td>Cumulative File, Health File</td>
<td>School Office</td>
</tr>
<tr>
<td>Name of parent(s), address, telephone</td>
<td>Cumulative File, Health File</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Academic work &amp; level of achievement</td>
<td>Cumulative File</td>
<td></td>
</tr>
<tr>
<td>Grades &amp; Transcript</td>
<td>Cumulative File</td>
<td></td>
</tr>
<tr>
<td>Attendance data</td>
<td>Cumulative. File</td>
<td></td>
</tr>
<tr>
<td>Psychological records</td>
<td>Cumulative File</td>
<td></td>
</tr>
</tbody>
</table>
Confidentiality and Access to Student Records (cont.)

**CATEGORY B**

<table>
<thead>
<tr>
<th>TYPE DATA</th>
<th>FILE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardized Test Scores (CTBS, CT Mastery)</td>
<td>Cumulative File</td>
<td>School Office</td>
</tr>
<tr>
<td>Speech/Language/Hearing Evaluation Individual/Diagnostic/Reading/Math test results</td>
<td>Cumulative File</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cumulative File</td>
<td></td>
</tr>
</tbody>
</table>

**CATEGORY C**

<table>
<thead>
<tr>
<th>TYPE DATA</th>
<th>FILE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Records</td>
<td>Health File, Cumulative File &amp; Pupil Services file</td>
<td>Health file in school Nurses Office / School clinic</td>
</tr>
<tr>
<td>Reports of Serious, Recurrent Behavior Patterns</td>
<td>Pupil Services file</td>
<td>Confidential File in Pupil Services at school</td>
</tr>
<tr>
<td>Planning &amp; Placement Team findings</td>
<td>Pupil Services file</td>
<td></td>
</tr>
<tr>
<td>School Social Work Summaries</td>
<td>Pupil Services file</td>
<td></td>
</tr>
</tbody>
</table>

**CATEGORY D**

<table>
<thead>
<tr>
<th>TYPE DATA</th>
<th>FILE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports of Child Abuse and Neglect</td>
<td>Confidential File</td>
<td>Director of Pupil Services</td>
</tr>
<tr>
<td>Reports Containing Confidential HIV-related Information</td>
<td>Confidential File</td>
<td>Director of Pupil Services</td>
</tr>
</tbody>
</table>

**A. Category A**

1. This includes official administrative records that constitute the personal data necessary for the operation of the educational system. These records should be annually while the student is in school. Included in Category A may be identifying data such as:

   a. Name, address, date of birth
   b. Name of parent or guardian, address, telephone number
   c. Grades, academic levels, and class standing
   d. Attendance data
   e. Student activities and significant awards
Confidentiality and Access to Student Records (cont.)

B. Category B

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time. Included in this category may be:
   a. Academic achievement test scores
   b. Group aptitude and/or personality testing program results
   c. Diagnostic reading test results
   d. Educational and/or vocational interests
   e. Speech and hearing evaluations
   f. Family background information
   g. Systematically gathered teacher. or counselor ratings and observations
   h. Comprehensive health records
   i. Correspondence relating to the student
   j. Disciplinary records

2. Data in Category B must be accurate, clearly understood and verified before becoming part of any continuing record. There should be no anonymous entries in a student’s school record. Category B information should be reviewed at least every three (3) years while the student is in school.

C. Category C

1. This includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students. Included in Category C may be:
   a. PPT referral forms
   b. Reports of serious recurrent behavior patterns
   c. Psychological evaluations and psychologists reports or recommendations
   d. Planning and Placement Team minutes, findings, and recommendations
   e. Individualized education plans
   f. School social work summaries
   g. Learning disabilities evaluations
   h. Occupational therapy evaluations
   i. Physical therapy evaluations
   j. Reports of evaluations completed outside the school system (neurological, psychiatric, medical, etc.)

2. Category C information should be kept separate from the student’s cumulative folder, and reviewed annually.
Confidentiality and Access to Student Records (cont.)

D. Category D

1. This includes information to which the law attaches a special degree of confidentiality obligation. Included in Category D may be:
   a. DCF referral forms
   b. DCF reports
   c. Records containing confidential HIV-related information,

2. Category D information should be kept separate from the student’s cumulative folder, in separate confidential files.

3. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to this policy.

4. Information contained in documents related to any Department of Children & Family child abuse and/or neglect or any such investigation conducted by local law enforcement officials, shall be kept confidential and shall not be disclosed.

XI. Duration of Student Records

A. Category A

1. These records shall be maintained for at least fifty (50) years after the student leaves school or graduates.

2. These records may be maintained on microfilm after (6) years beyond graduating class date.

B. Categories B, C & D.

1. These records may be destroyed after six (6) years following the student's graduation, or the graduation of the class to which he/she belonged.

2. Immunization records must be maintained for fifty (50) years.

3. Prior to destruction of C information, notification via media will be made and opportunity provided to copy said records.

C. Exceptions may be made to these procedures whenever valid cause of the retention of records is shown to the Custodian of Records. In addition, parents will be notified that such records may be needed by the child or parent for Social Security benefits or other purposes.
Confidentiality and Access to Student Records (cont.)

XII. Responsibility for Maintenance of Student Records

A. The Superintendent will designate an appropriate administrator to serve as the Chief Custodian of Records.

B. In addition, the following personnel are designated as the guardians of records for each of the schools:

1. Categories A and B: Principal at each school.

2. Category C: Pupil Services Department Supervisor at each school.

3. Category D: With respect to confidential HIV-related information, if the Pupil Services Department Supervisor was a recipient of the HIV-related disclosure, he/she will give the information to the Director of Pupil Services who shall be the guardian of such records. If the Pupil Services Department Supervisor was not a recipient of the HIV-related disclosure, then the Director of Pupil Services shall be the guardian of such records.

4. With respect to child abuse and neglect investigation material, the Director of Pupil Services shall be the guardian of such records.

The Chief Custodian of Records will annually list for public inspection the names and positions of the custodians of records in each of the schools.

Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used with the public schools.

Legal References:
34 CFR 99.1-99.67
FERPA 20 U.S.C. §§1232g et seq.
34 CFR 300.560-300.576
Connecticut General Statutes § 10-15b
Connecticut General Statutes § 19a-581 et seq.
Regs. Conn. State Agencies § 10-76d-18
Students

Privacy Policies and Procedures

The Hartford Public Schools (HPS) is committed to protecting the privacy and confidentiality of Protected Health Information (PHI). This Policy describes the patient’s rights and certain obligations HPS has regarding our privacy practices and the use and disclosure of PHI. PHI is information about the patient including demographic information that may identify the patient and that relates to the patient’s past, present or future physical or mental health or condition and related health care services.

USES AND DISCLOSURE OF PHI MADE WITHOUT PATIENT’S AUTHORIZATION

The following describes different ways that HPS will use and disclose PHI without specific patient authorization.

Treatment

HPS will use PHI to provide the patient with medical treatment or services and to coordinate and manage the patient’s care and related services. PHI will be disclosed to hospitals, nursing facilities, doctors, nurses, technicians, medical students and other personnel who are involved in the patient’s care. HPS will disclose information to people outside HPS who are involved in the patient’s care, such as designated family members. HPS will also disclose PHI to providers or facilities that are involved in the patient’s care after the patient leaves our office or our care. This would include, for example when the patient’s physician consults with a specialist or the patient’s primary care physician, regarding the patient’s condition or coordinates services the patient may need, such as lab work or x-rays.

Payment

HPS will use and disclose PHI for the purpose of billing and receiving payment for the treatment and services the patient receives. For billing and payment purposes HPS may disclose the patient’s PHI to an insurance company, Medicare, Medicaid or any other third party payer. HPS may also disclose information to other healthcare providers to assist them in obtaining payment for services they have provided to the patient. HPS may provide information about the patient’s health plan before payment for health care services that are recommended for the patient in order to, for example, make a determination of eligibility or coverage (or insurance benefits, preauthorization for services. HPS may also disclose PHI for the purposes of assisting determinations about medical necessity or utilization review.

Health Care Operations

HPS will use and disclose PHI in a number of different ways for the purposes of HPS’s operations and to ensure that all patients receive quality care. For example, HPS may use PHI to review treatment and services and to evaluate the performance of providers in caring for the patient. HPS may also disclose PHI to doctors, nurses, technicians, and medical students for review and learning purposes. PHI may also be disclosed for activities relating to protocol development, case management and care coordination, renewing qualifications of physicians, clinical trials and conducting or arranging for other business operations of our practice. HPS will disclose PHI by leaving messages on the patient’s answering machine or at the patient’s place of employment when the contact phone number or name is given as a method of reaching the patient. HPS will also call the patient by name when the patient is in our practice. HPS will disclose information to computer technology and support technicians in our office. If HPS shares office space with other healthcare providers, we may disclose PHI when we call the patient’s name or store the patient’s information at a shared location.
HPS will disclose PHI with third party “business associates” that perform various business activities such as transcription services, answering services, attorney/legal services, consultants or accountants, risk managers) for our practice. Whenever an arrangement with a business associate involves the use or disclosure of PHI, we will have a written contract that contains terms that will protect the privacy of the PHI.

Parents and Guardians
HPS will provide PHI to the parents and guardians of our patients who are under eighteen years of age.

Appointment Reminders/Sign in Sheets
HPS will use and disclose PHI to contact the patient as a reminder that the patient has an appointment or to see the physician or to schedule follow up appointments. We may ask the patient to sign in upon arrival at our office. We may call the patient’s name when we are ready to see the patient. We may display photo images, which the patient has sent us, such as birth announcements, greeting cards, any of which may have the patient's name or the names and images of other members of the patient's family.

Marketing/Health-Related Benefits and Services
HPS may use and disclose PHI to tell the patient about health-related benefits and services to the patient's treatment, case management or care coordination or recommend possible treatment options or alternatives that may be of interest to the patient or to provide the patient with small gifts. HPS may also encourage the patient to purchase a product and services when we see the patient. In addition, we may use and disclose the patient’s PHI for certain marketing activities, such as, using the patient’s name and address to send the patient a newsletter about our office and the services we offer.

Fundraising Activities
HPS may use PHI about the patient in order to contact the patient for fundraising activities supported by us. Only the patient’s name, address and phone number and the date the patient received treatment or services from us would be used.

Individuals Involved in Patient Care
HPS will disclose to one of the patient’s family members, to a relative, to a close personal friend or to any other person identified by the patient, PHI that is directly relevant to the person's involvement with the patient’s care. In addition, we may disclose PHI to notify, identify or locate a member of the patient’s family, the patient’s personal representative, another person responsible for the patient's care of the patient’s location, general condition or death. In the case of a communication barrier, we may disclose PHI to an interpreter.

Emergencies/Disaster Relief
HPS may use or disclose PHI to a public or private agency (like the American Red Cross) for emergencies or disaster relief purposes.

Required By Law
HPS will disclose PHI when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety
HPS will use and disclose PHI about the patient when necessary to prevent a serious threat to the
patient’s health and safety or the health and safety of the public or another person. Military and Veterans If the patient is a member of the armed forces, HPS may release PHI about the patient as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.

National Security and Intelligence Activities HPS may release PHI about the patient to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. President, other authorized persons or foreign heads of state or conduct special investigations.

Inmates
If the patient is an inmate of a correctional institution or under the custody of a law enforcement official, HPS may release PHI to the correctional institution or law enforcement official.

Workers’ Compensation HPS may release PHI for workers’ compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Records HPS may disclose PHI for public health activities to a public health authority that is permitted by law to collect and receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. HPS may disclose the patient’s PHI, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Health Oversight Activities
HPS may disclose PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Communicable Diseases
HPS may disclose PHI, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

Food and Drug Administration
HPS will disclose PHI to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, track products; to enable product recalls; to make repairs or replacements, or to conduct post marketing surveillance, as required.

Law Enforcement
HPS may disclose PHI for certain law enforcement purposes, including, but not limited to:

In response to a court order, subpoena, warrant, summons or similar process;
To identify or locale a suspect, fugitive, material witness, or missing person;
About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person’s agreement;
About a death we believe may be the result of criminal conduct;
About criminal conduct at the hospital; and
In emergency circumstances to report a crime: the location of the crime victims; or the identity, description of location of the person who committed the crime.
Coroners, Medical Examiners and Funeral Directors, Organ/Tissue Donation Organization

HPS will release PHI to a coroner or medical examiner. This may be necessary, for example, identify a deceased person or determine the cause of death. HPS may also release PHI to funeral directors as necessary carry out their duties. If the patient is an organ donor, we will release PHI to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

Other use or disclosure of PHI will be made only with written authorization of adult patients or their parent or guardian.

Under any circumstances other than those listed above, HPS will request that adult patients or their parents or guardians provide us with a written authorization for use and disclose PHI.

Authorization for use or disclosure may be revoked at any time.

Patient Rights Regarding PHI
The patient has the following rights regarding PHI:

Right to Inspect and Copy
Upon a written request, adult patients or their parents or guardians have the right to inspect and obtain a copy of the patient’s PHI that is contained in a designated record set for as long as we maintain the PHI. A “designated record set” contains medical and billing records and other records that HPS uses for making decisions. Under federal law, however, the patient may not inspect of copy the following records: psychotherapy notes, information compiles in reasonable anticipation of, or use in, a civil, criminal or administrative action or proceeding, and other PHI that is protected by law.

In order to request inspection or copying, adult patients or their parents or guardians must submit a written request detailing the information requested the Privacy Officer. HPS may charge a reasonable fee as allowed by the law for copying, mailing or other supplies associated with the request.

HPS may deny request to inspect or copy in certain circumstances. If the patient is denied access to PHI, adult patients or their parents or guardians may request that the denial be reviewed. A licensed health care professional selected by HPS will review the request and the denial HPS will comply with the outcome of the review.

Right to Amend
Adult patients or their parents or guardians also have the right to request amendment of PHI contained a designated record set if they believe it to be incorrect or incomplete.

The request for amendment must be made in writing and submitted to the Privacy Officer. The request must explain the reasons for the claim that the information is inaccurate or incomplete and requested amendment.

The Privacy Officer may deny the request for an amendment if it is not in writing or does not include a reason to support the request. In addition, the Privacy Officer may deny the request if the patient requests amendment of information that:

- Was not created by HPS, unless the person or entity that created the information is no longer available to make the amendment;
• Is not part of the PHI kept by or for HPS:
• Is not part of the information which the patient would be permitted to inspect and copy; or
• Is accurate and complete, in our opinion.

If the Privacy Officer denies the request for amendment, a written denial notice will be provided, including reasons for the denial and explain that the patient has the right to submit a written statement disagreeing with the denial. The letter of disagreement will be attached to the patient’s medical record.

**Right to an Accounting of Disclosures**
Adult patients or parents and guardians have the right to request an “accounting (report) of certain disclosures”. This is a list of the disclosures we made of PHI that we were required to account for under law.

Adult patients or parents or guardians must submit a written request for an accounting of disclosures to the Privacy Officer. The request must state a time period involved, may not be longer than six years, and may not include dates before April 14, 2003. The request should indicate the form of list requested (for example: on paper or electronically), and if readily producible, HPS will comply. The first list requested within a 12-month period will be free. For additional lists, HPS may charge for the costs of providing the list. **HPS will notify the requester of the cost involved and the requestor may choose to withdraw or modify the request at that time before any costs are incurred.**

**Right to Request Restrictions**
Adult patients or parents or guardians have the right to request a restriction or limitation on use or disclosure of PHI for treatment, payment or health care operations or disclosure to those who are involved in the patient’s care or the payment for the patient’s care, like a family member or friend. For example, a request might ask that we not use or disclose information about a procedure the patient had. If for any reason, the restriction or limitation of PHI results in non-payment, denial of claim, the patient or parent or guardian will be financially responsible for payment of all services rendered to the patient associated with requested restriction or limitation.

**HPS is not required to agree to the request.** If we do agree, **HPS will comply with the request unless the information is needed to provide the patient with emergency treatment.**

To request restrictions, the patient or parent or guardian must make the request in writing to Privacy Officer. The request should include (1) what information should be limited; (2) whether the limit applies **HPS** use, disclosure or both; and (3) to whom the limits should apply (for example, disclosures to a spouse).

**Right to Request Confidential Communications**
Adult patients or parents and guardians have the right to request that **HPS** communicate with about medical matters in a certain way or at a certain location. For example, the request can ask that **HPS** only contact a parent at work or by mail.

Such requests must be made in writing to Privacy Officer. No reasons are required for the request. **HPS will accommodate all reasonable requests.**

**Right to a Paper Copy of this Policy**
Patients and parents and guardians of minor patients have the right to a paper copy of this Policy Statement. To obtain a paper copy of this Notice contact the Privacy Officer.
Special Rules Regarding Disclosure of Psychiatric, Substance Abuse and HIV Related Information

Special restrictions apply to disclosures of health information that relates to care for psychiatric conditions, substance abuse or HIV related testing and treatment. This information may not be disclosed without the specific written permission of adult patients or the parents or guardians of minor patients, except as may be specifically required or permitted by law. The following are examples of disclosures that may be made without the patient’s specific written permission:

Psychiatric information; HPS may disclose psychiatric information to a mental health program if needed for the patient’s diagnosis or treatment. We may also disclose very limited psychiatric information for payment purposes.

HIV Related information: HPS may disclose HIV related information for purposes of treatment or payment.

Substance abuse information: HPS may disclose information obtained from a substance abuse program in an emergency.

STAFF TRAINING REGARDING THIS POLICY

HPS will train all staff members employed in its practice and all volunteers concerning this Policy on an annual basis.
PRIVACY OFFICER
HPS’s Privacy Officer is:

Kurt J. Myers M.D.
Medical Director Hartford Public Schools
960 Main Street
Hartford, CT 06103
Telephone: (860) 695-8460
Fax: (860) 722-8630

Changes to this policy
HPS reserves the right to change the terms of this Policy and to make the new provisions of the Policy effective for all records we maintain. A current copy of the Policy shall be posted in this practice’s main office and all satellite offices.

Complaints (The patient will not be penalized for filing a complaint)
If adult patients or the parents or guardians of minor patients believe that privacy rights have been violated, they may file a complaint with the Privacy Officer. All complaints must be in writing. To file a complaint with the government the patient may contact:

Office of Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave. SW Room 509F
Washington, DC 20201

Legal Reference: Connecticut General Statutes
1-19(b)(1)1) Access to public records. Exempt records
10-15b Access of parent or guardians to student’s records
10-154a Professional communications between teacher or nurse and student.
10-209 Records not to be public
46b-56(e) Access to Records of Minors


Regulations adopted: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
FORMS

1. Privacy Policy (handout)
2. General Policy Statement (handout)
3. Notice of Privacy Practice (handout)
4. Acknowledgement of Receipt of Notice of Privacy Practices (for parent/guardian completion)
5. Authorization for Exchange of Health and Education Information (for HPS staff completion)
6. Authorization for Release of Health Information (for RN completion)
7. Authorization to Release Information (for SBHC staff completion only)
8. Authorization to Release Psychiatric Information (for SBHC MHC completion only)
Privacy Policy

Pursuant to Section 264 of the Health Insurance Portability and Accountability Act of 1996, (HIPAA) the Hartford Public Schools (HPS) has developed an Information Security/Privacy Policy. If you are a student of the HPS, your Protected Health Information (PHI) is that information contained within the medical/mental health records at the HPS.

All confidential health, personnel, and financial information of HPS students are restricted to employees of the HPS on a need-to-know basis.

We do not sell or provide your information to any outside agency, except through a specific release of information signed by your parent or guardian. We do provide some PHI to our affiliated laboratories when you have blood or urine sent for analysis. These laboratories have provided their privacy policy to us for your review if you request.

You may request to review your medical record and we will provide a supervised period of time for you to do that within 30 days.

Questions relating to this Privacy Policy may be directed to:

Kurt J. Myers, M.D.
Medical Director

HPS Staff ___________________________

Leah O'Neill Fichtner
Senior Director of Health Services
Póliza de Privacidad

De acuerdo con la Sección 264 del Acta del 1996 sobre Portabilidad y Responsabilidad sobre el seguro de Salud, (HIPAA) las escuelas Públicas de Hartford, (HPS) han desarrollado una Póliza de información de Seguridad/Privacidad. Si Usted es un estudiante de las escuelas públicas de Hartford (HPS), su Información Protegida de Salud (PHI) es esa información contenida en los archivos médicos/mentales en HPS (escuelas públicas de Hartford).

Toda información de salud, personal y financiera de los estudiantes de HPS, esta restringida para los empleados de HPS en base a necesidad-de-saber.

Nosotros no vendemos o proveemos su información a ninguna agencia de afuera, excepto por un permiso específico firmado por su padre o encargado. Nosotros sí proveemos alguna PHI (información de salud) a nuestros laboratorios afiliados cuando usted envia su sangre u orina para análisis. Estos laboratorios nos han proveido su póliza de privacidad la cual Usted puede revisar si así lo desea.

Usted puede pedir revisar su archivo médico y nosotros proveeremos un periodo supervisado de tiempo de 30 días para que usted lo haga.

Cualquier pregunta relacionada con la Póliza de Privacidad puede ser dirigida a:

Kurt J. Myers, M.D.  
Personal de HPS _____________________
Director Médico

Leah O'Neill Fichtner  
Director Principal de Servicios de Salud
General Policy Statement

Hartford Public Schools (hereinafter HPS) is committed to providing a high standard of care. HPS is committed to ensuring the confidentiality of HPS protected health information (PHI).

Pursuant to Section 264 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), HPS has developed an Information Security/Privacy Policy. The PHI is that information contained within the medical/mental health records at the HPS.

All confidential health, personnel, and financial information of HPS are restricted to employees of the HPS on a need-to-know basis. Staff are aware of the policies and procedures which are included in the general Clinic Policy and Procedures Manual located at all clinic sites.

Business associates of the HPS granted access to PHI must sign contracts agreeing to protect that information.

All HPS staff will receive in-service on means to protect this information.

All patients of the HPS will receive a notice of privacy practices for the HPS.

Disposal of PHI will be ensured using paper shredding.

Employees who violate this policy are subject to disciplinary action and/or dismissal.

Questions relating to this Privacy Policy may be directed to:

Kurt J. Myers, M.D.
Medical Director

Leah O’Neill Fichtner
Senior Director of Health Services
Declaración General de Póliza

Las escuelas Públicas de Hartford (de ahora en adelante HPS) están comprometidas a proveer un cuidado de alto nivel. HPS están comprometidas a asegurar la confidencialidad de la información sobre la salud (PHI), de las escuelas públicas de Hartford (PHS).

De acuerdo con la Sección 264 del Acta de responsabilidad y portabilidad del 1996 sobre los seguros de Salud (HIPAA), HPS ha desarrollado una Póliza de Información sobre Seguridad/Privacidad. La información de Salud (PHI), es esa información contenida en los archivos de Salud médicos/mentales en las escuelas públicas de Hartford (HPS).

Toda información confidencial de salud, personal y financiera de HPS esta restringida para los empleados de HPS en base a necesidad-de-saber. El personal esta al corriente de las pólizas y procedimientos los cuales están incluidos en el manual de pólizas clínicas generales localizado en todas las clínicas de las escuelas.

Los Asociados de HPS a los que se le otorga acceso al PHI deben firmar contratos en los que acuerdan proteger esta información.

Todo el personal de HPS recibirá entrenamiento de servicio interno en miras a proteger esta información.

Los pacientes de HPS recibirán una notificación sobre las prácticas de privacidad de las HPS.

El desecho de PHI se asegurará usando desfibradora de papeles.

Los empleados que violen esta póliza estan sujetos a una acción disciplinaria y/o despido.

Preguntas relacionadas con esta Póliza de Privacidad pueden ser dirigidas a:

Kurt J. Myers, M.D. Leah O’Neill Fichtner
Senior Director de Servicios de Salud Director Médico
Notice of Privacy Practice

Pursuant to Section 264 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Hartford Public Schools (HPS) has developed an Information Security and Privacy Policy. This is to notify patients of the existence and basic elements of that Policy.

HPS will maintain all patient identifiable information contained in its medical/mental health records concerning patients as Protected Health Information (PHI).

PHI will be accessed and used by HPS staff members for the purposes of treatment of patients and health care operations.

In addition, we will provide PHI to our affiliated laboratories to conduct analysis of patient blood, urine and similar samples. These affiliated laboratories have provided their privacy policies to us and those policies are available for review upon request.

We will also provide PHI to the parents and guardians of our patients who are under eighteen years of age.

We will also provide PHI to outside agencies or persons if we are required to do so by federal or state law, including laws requiring us to report child abuse or neglect, or by a court or administrative order. We will also provide PHI to outside agencies or persons if it is necessary to prevent a serious threat to the health or safety of the patient or others.

Except as noted above, we will not sell or provide patient identifiable PHI to any outside agency or person except with the written individual authorization of the patient (if eighteen or over) or parent or guardian for disclosure to a specific recipient for a specific purpose.

Patients also have the right to review their medical record and we will provide a supervised period of time to so within 30 days of a request. Patients also have the right to request an amendment to their medical record in accordance with our procedure. Patients may also request information about this procedure.

Questions relating to this notice or our Privacy Policy for Information Security may be directed to our Privacy Officer by contacting: Kurt J. Myers, M.D. Medical Director 860-695-8460.
Notificación sobre la Práctica de Privacidad

De acuerdo con la sección 264 del Acta sobre la responsabilidad y portabilidad de seguro Médico (HIPAA), las escuelas Públicas de Hartford (HPS) han desarrollado una Póliza de información de Seguridad y Privacidad. Esta es para notificar a los pacientes de la existencia y elementos básicos de esa Póliza.

HPS mantendrá toda información identificable del paciente contenida en los archivos médicos/mentales concernientes a los pacientes, como Información de Salud Protegida (PHI).

PHI se accederá y será usado por los miembros del personal de HPS para los propósito de tratamiento de los pacientes y el manejo del cuidado de su salud.

En adición, nosotros proveeremos el PHI a nuestros laboratorios afiliados para llevar a cabo análisis de sangre del paciente, orina y muestras similares. Estos laboratorios afiliados nos han proveido sus pólizas de privacidad y esas pólizas estan disponibles para revisión si asi lo desea.

Tambien le proveeremos el PHI a los padres o encargados de nuestros pacientes menores de diesiocho años de edad.

También le proveeremos el PHI a personas o agencias de afuera si se nos requiere por ley federal o estatal, incluyendo leyes que requieran que reportemos abuso de niños o negligencia, o por la corte u orden administrativa. También le proveeremos el PHI a personas o agencias de afuera si es necesario para prevenir una amenaza seria a la salud o la seguridad del paciente u otras personas.

Excepto en las condiciones nombradas arriba, nosotros no venderemos ni proveeremos identificable información de salud (PHI) del paciente a ninguna persona o agencia de afuera excepto con la autorización escrita individual del paciente (si tiene diesiocho años o más), o del padre o encargado para divulgación a un recipiente específico para un propósito específico.

Los pacientes también tienen el derecho de revisar sus archivos médicos y nosotros le proveeremos un periodo de tiempo supervisado para hacerlo de 30 días a partir del pedido. Los pacientes también tienen derecho a solicitar una enmienda a sus archivos médicos en conformidad con nuestro procedimiento. Los pacientes también pueden solicitar información sobre este procedimiento.

Preguntas relacionadas con esta notificación o nuestra Póliza de Privacidad para seguridad de Información pueden ser dirigidas a nuestro oficial de privacidad contactando a: Kurt J. Myers, M.D. Director Médico 860-695-8460.
Acknowledgement of Receipt of Notice of Privacy Practices

Kurt J. Myers M.D.
Medical Director
Hartford Public Schools
960 Main St.
Hartford, CT 06103

Name of Patient:________________________________________________________

I hereby acknowledge that I received a copy of Hartford Public Schools Notice of Privacy and that I may request a copy of any amended Notice of Privacy.

Signed:_________________________ Date:_________________________

Print Name:_________________________

If not signed by patient, please complete below:

Relationship to Patient: Check below

☐ Parent  ☐ Legal Guardian  ☐ Conservator  ☐ Patient’s Representative

For Office Use Only:

Acknowledgement Refused:

Efforts to obtain:____________________________________________________

____________________________________________________

Reasons for refusal:________________________________________________

____________________________________________________
Certificación de Notificación recibida sobre Prácticas de Privacidad

Kurt J. Myers M.D.
Director Médico
Escuelas Públicas de Hartford
960 calle Main
Hartford, CT 06103

Nombre del paciente: ______________________________________________

Por la presente certifico que recibí una copia de la Notificación de Privacidad de las escuelas Públicas de Hartford y que puedo solicitar una copia de cualquier notificación de privacidad enmendada.

Firma: ___________________________________________________________ Fecha: ______________

Nombre en letra de molde: __________________________________________

Si no esta firmado por el paciente, por favor llene abajo:

Relación con el paciente: Marque abajo

☐ Padres ☐ Encargado ☐ Protector ☐ Representante del paciente

Para uso de oficina solamente:

Certificación rechazada:

Esfuerzos para obtener: ____________________________________________

Razones para rechazo: ____________________________________________
Hartford Public Schools
Authorization for Exchange of Health and Education Information

Patient/Student Name_________________________Date of Birth__________

I hereby authorize ________________________________[insert health care provider name & title]

and ________________________________[insert name & title of school official] to exchange

health

and education information/records for the purpose listed below.

______________________________[insert address & telephone of school/school district]

______________________________[insert address & telephone of health care provider]

Description:
The health information to be disclosed consists of:

The education information to be disclosed consists of:

Purpose: This information will be used for the following purpose(s):

1. Educational evaluation and program planning.
2. Health assessment and planning for health care services and treatment in school.
4. Other: ________________________________

Authorization
This authorization is valid for one calendar year. It will expire on _______[insert date]. I understand that I may
revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize
that health records, once received by the school district, may not be protected by the HIPAA Privacy rule, but
will become education records protected by the Family Educational rights and Privacy Act. I also understand
that if I refuse, such refusal will not interfere with my child’s ability to obtain health care.

__________________________________________
Parent Signature Date

______________________________
Student Signature* Date

*If a minor student is authorized to consent to health care without parental consent under federal or state law,
only the student shall sign this authorization form. In Connecticut, a competent minor, depending on age, can
consent to outpatient mental health care, alcohol and drug abuse treatment, testing for HIV/AIDS, and
reproductive health care services.

Copies: Parent or student.*
Physician or other health care provider releasing the protected health information.
School official requesting the protected health information.
Autorización para el Intercambio de Información y educación sobre la salud

<table>
<thead>
<tr>
<th>Paciente/nombre de estudiante</th>
<th>Fecha de nacimiento</th>
</tr>
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<tbody>
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Yo autorizo a [inserte nombre y título del proveedor de cuidado de salud]
y a [inserte nombre y título del oficial escolar] a intercambiar archivos de educación y salud para el propósito enumerado abajo.

[inserte dirección y teléfono de la escuela/distrito escolar]

[inserte dirección y teléfono del proveedor de salud]

Descripción:
La información de salud que se revelará consiste de:

La información de educación que se revelará consiste de:

Propósito: Esta información se usará para el/los siguiente(s) propósito(s):
1. Evaluación Educativa y planificación del programa.
2. Evaluación y planificación para servicios de cuidado de salud y tratamiento en la escuela.
3. Evaluación médica y tratamiento.
4. Otro: ____________________________

Autorización:
Esta autorización es válida por el año escolar. Expirará en [inserte fecha]. Entiendo que puedo revocar esta autorización en cualquier momento sometiendo una notificación por escrito retirando mi consentimiento. Reconozco que los archivos de salud, una vez recibidos por el distrito escolar, puede no ser protegido por la regla de privacidad del HIPAA, pero serán archivos de educación protegidos por los derechos de educación de la familia y el Acta de Privacidad. También entiendo que si me niego, tal negación no interferirá con la habilidad de mi hijo/a para obtener cuidado de salud.

Firma padre/encargado: ____________________________  Fecha: ________________

Firma del estudiante*: ____________________________  Fecha: ________________

*Si un estudiante menor de edad es autorizado para consentir a cuidado de salud sin el consentimiento de los padres bajo la ley Federal o del Estado, sólo el estudiante firmará este formulario de permiso. En Connecticut, un menor competente, dependiendo de la edad, puede consentir a cuidado como paciente externo de salud mental, tratamiento de alcohol y abuso de drogas, exámen del HIV/SIDA, y servicios de salud reproductivos.

Copias: Padres o Estudiante.*
Médico u otro proveedor de salud autorizando la entrega de la información de salud protegida.
Oficial de la escuela que reclama la información de salud protegida.
Hartford Public Schools
Authorization for Release of Health Information

Patient/Student Name ____________________________________________ Date of Birth ______

I hereby authorize ____________________________________________ [insert health care provider name, address and telephone] to release my/my child’s health information/records for the purpose listed below to:

________________________________________ [insert name of school official]

________________________________________ [insert name of school/school district]

________________________________________ [insert school address & telephone]

Description:
The information to be disclosed consists of:

Purpose:
This information will be used for the following purpose(s):

Authorization
This authorization is valid for one calendar year. It will expire on ______ [insert date]. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that health records, once received by the school district, may not be protected by the HIPAA Privacy rule, but will become education records protected by the Family Educational rights and Privacy Act. I also understand that if I refuse, such refusal will not interfere with my child’s ability to obtain health care.

________________________________________ Parent Signature Date

________________________________________ Student Signature* Date

*If a minor student is authorized to consent to health care without parental consent under federal or state law, only the student shall sign this authorization form. In Connecticut, a competent minor, depending on age, can consent to outpatient mental health care, alcohol and drug abuse treatment, testing for HIV/AIDS, and reproductive health care services.

Copies: Parent or student.*
   Physician or other health care provider releasing the protected health information.
   School official requesting the protected health information.
Hartford Public Schools
Autorización para la entrega de Información sobre la Salud

<table>
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<th>Paciente/nombre de estudiante</th>
<th>Fecha de nacimiento</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yo autorizo a ___________________________ [inserte nombre, dirección y teléfono del proveedor de cuidado de salud] a entregar los archivos médicos/información de salud mios/de mi hijo(a) para el propósito enumerado abajo a:

______________________________ [inserte nombre del oficial escolar]

______________________________ [inserte el nombre de la escuela/distrito escolar]

______________________________ [inserte dirección y teléfono de la escuela]

Descripción:
La información que se revelará consiste de:

Propósito:
Esta información se usará para el/los siguiente(s) propósito(s):

Autorización:
Esta autorización es válida por el año escolar. Expirará en __________ [inserte fecha]. Entiendo que puedo revocar esta autorización en cualquier momento sometiendo una notificación por escrito retirando mi consentimiento. Reconozco que los archivos de salud, una vez recibidos por el distrito escolar, puede no ser protegido por la regla de privacidad del HIPAA, pero serán archivos de educación protegidos por los derechos de educación de la familia y el Acta de Privacidad. También entiendo que si me niego, tal negación no interferirá con la habilidad de mi hijo/a para obtener cuidado de salud.

______________________________ Firma padre/encargado  Fecha

______________________________ Firma del estudiante*  Fecha

Si un estudiante menor de edad es autorizado para consentir a cuidado de salud sin el consentimiento de los padres bajo la ley Federar o del Estado sólo el estudiante firmará este formulario de permiso. En Connecticut, un menor competente, dependiendo de la edad, puede consentir a cuidado como paciente externo de salud mental, tratamiento de alcohol y abuso de drogas, exámen del HIV/SIDA, y servicios de salud reproductivos.

Copias: Padres o Estudiante.*
Médico u otro proveedor de salud autorizando la entrega de la información de salud protegida.
Oficial de la escuela que reclama la información de salud protegida.
Hartford Public Schools
Authorization to Release Information

I hereby authorize ____________________________ to release medical, psychiatric, drug and alcohol abuse records of: ________________________________ , ____________________________ to: ________________________________

Name of individual or facility
Patient Name
Date of Birth
Address

for the purpose of (please check one):

- Continuing Care
- Determining Eligibility for Disability Benefits
- Legal Representation
- Insurance Claim
- Other (specify)

Covering the period(s) of hospitalization and/or treatment from:

Date of Admission: ____________________________ Date of Discharge: ____________________________

This authorization disclosure of the following information:

- Admissions Notification/Progress Update
- Psychiatric Assessments & Evaluation
- Psychological Assessment
- Discharge Summary/Letter
- Lab Reports
- Physical Exam
- Other (specify)

Method of Disclosure: __ Facsimile ___ Mail ___ Verbal

With facsimile disclosure: Received by: ____________________________ Date: ____________________________

Unless specified below, authorization will expire in one year. Specifications of the date, event of condition upon which this consent expires:

I understand that refusal to grant consent will in no way jeopardize the right to obtain present or future treatment except where disclosure of such communications and records is necessary for treatment. I understand that this consent can be revoked at any time except to the extent that disclosure made in good faith has already occurred in reliance on this consent. Consent may be withdrawn at any future time in writing addressed to the Medical Director. I understand the reasonable benefits and disadvantages of my decision concerning release of the information specified above.

Date: ____________________________ Signed: ____________________________

Witness: ____________________________
Hartford Public Schools
Autorización para la entrega de Información

Por este medio autorizo a ____________________________________________para que entregue los archivos
	nombre de individuo o facultad

médicos, psiquiátricos, abuso de droga o alcohol de ______________________________________,

_________________ Nombre paciente ____________ fecha
de nacimiento

a:

Dirección

Para el propósito de (por favor marque uno):
☐ Cuidado continuo    ☐ Representación Legal
☐ Reclamo de Seguro    ☐ Otro (especifique)
☐ Determinar Elegibilidad para incapacitación Benéficos

Cubriendo el periodo de hospitalización y/o tratamiento desde:

Fecha de Admisión:___________________________ Fecha de Alta:___________________________

Esta autorización revela la siguiente información:
☐ Notificaciones de Admisiones/Resumen de Progreso
☐ Exámen Físico
☐ Reportes del Laboratorio    ☐ Evaluaciones psicológicas
☐ Evaluaciones psiquiátricas    ☐ Otra (especifique)
☐ Sumario/carta de alta

Método de divulgación:     ____Facsimil     ____Correo     ____Verbal

Si por Facsimil: Recibido en:_________________________________________Fecha:_________________

A menos que se especifique abajo, la autorización expirará en un año. Especificaciones de la fecha, condición del evento por el cual este consentimiento expira:

____________________________________________________________________________________

Yo entiendo que el rehusar dar consentimiento en ninguna forma pondrá en riesgo el derecho a obtener tratamiento presente o futuro excepto donde la divulgación de tal comunicación y archivos sea necesario para tratamiento. Yo entiendo que este consentimiento puede ser revocado en cualquier momento excepto a tal grado que la divulgación hecha de buena fe ya haya ocurrido en confianza con este consentimiento. El consentimiento puede ser retirado en un futuro dirigiéndome por escrito al Director Médico. Yo entiendo los beneficios razonables y las desventajas de mi decisión concerniente a la divulgación de la información especificada arriba.

Fecha: ___________________________________

Firma:____________________________________

Testigo:____________________________________
Hartford Public Schools
Authorization to Release Psychiatric Information

I hereby authorize ________________________________________________________________ to release psychiatric and drug Name of individual or facility
and alcohol abuse treatment records of: ___________________________________________ Name of individual or facility Date of Birth
to: ____________________________________________________________
Address

For the purpose of (please check one):
☐ Continuing Care
☐ Determining Eligibility for Disability
☐ Benefits
☐ Legal representation
☐ Insurance Claim
☐ Other (specify)

Covering the period(s) of hospitalization and/or treatment from:
Date of Admission: ___________________________ Date of Discharge: ___________________________

This authorization is for disclosure of the following information:
☐ Admissions Notification/Progress Update
☐ Psychiatric Assessments & Evaluation
☐ Psychological Assessment
☐ Discharge Summary/Letter
☐ Lab Reports
☐ Physical Exam
☐ Other (specify)

Method of Disclosure: ___Facsimile ___Mail ___Verbal

With facsimile disclosure: Received by: ___________________________ Date: ___________________________

Authorization
Unless specified below, authorization will expire in one year. Specifications of the date, event of condition
upon which this consent expires: __________________________________________________________

I understand that refusal to grant consent will in no way jeopardize the right to obtain present or future treatment except where disclosure of such communications and records is necessary for treatment. I understand that this consent can be revoked at any time except to the extent that disclosure made in good faith has already occurred in reliance on this consent. Consent may be withdrawn at any future time in writing addressed to the Medical Director. I understand the reasonable benefits and disadvantages of my decision concerning release of the information specified above.

Date: ___________________________ Signed: _____________________________________________

Witness: ___________________________________________
### Autorización para entregar información psiquiátrica

Por este medio autorizo a ________________________________ a entregar los archivos psiquiátricos y de abuso de drogas y alcohol de ______________________________ , ________________ , ________________ a ______________________________. 

Para el propósito de (por favor marque uno):
- Cuidado continuo
- Representación Legal
- Reclamo do Seguro
- Otro (especifique)
- Determinar Elegibilidad para incapacitación
- Beneficios
- Otro (especifique)

Cubriendo el periodo de hospitalización y/o tratamiento desde:

Fecha de Admisión:___________________________  Fecha de Alta:________________________________

Esta autorización revela la siguiente información:
- Notificaciones de Admisión/Resumen de Progreso
- Exámen Físico
- Reportes del Laboratorio
- Evaluaciones psicológicas
- Evaluaciones psiquiátricas
- Otra (especifique)
- Sumario/carta de alta

Método de divulgación: ___Facsimil  ___Correo  ___Verbal

Si por Facsimil: Recibido en:___________________________________________ Fecha:_________________

Autorización:
A menos que se especifique abajo, la autorización expirará en un año. Especificaciones de la fecha, condición del evento por el cual este consentimiento expira:

Yo entiendo que el rehusar dar consentimiento en ninguna forma pondrá en riesgo el derecho a obtener tratamiento presente o futuro excepto donde la divulgación de tal comunicación y archivos sea necesario para tratamiento. Yo entiendo que este consentimiento puede ser revocado en cualquier momento excepto a tal grado que la divulgación hecha de buena fe ya haya ocurrido en confianza con este consentimiento. El consentimiento puede ser retirado en un futuro dirigiéndome por escrito al Director Médico. Yo entiendo los beneficios razonables y las desventajas de mi decisión concerniente a la divulgación de la información especificada arriba.

Fecha:___________________________  Firma:___________________________

Testigo:______________________________________________
Students

Awards for Achievement

The Board of Education encourages the professional staff to maintain a set of criteria and procedures for presenting suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be indicated.

The professional staff is authorized to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require affirmative answers to at least the following questions:

1. Can the proposed award be considered free from motives of personal or corporate gain and publicity?
2. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?
3. Are the purposes, either implied or explicit, of the proposed award consistent with the schools’ goals?

Policy adopted: September 14, 1999
Policy adopted: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Student Conduct and Discipline

I. Definitions

A. **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 "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. **Emergency** means a situation in which the continued presence of the student in school poses 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.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may
be readily assembled. A “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. **School Days** shall mean days when school is in session for students.

L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided 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 such student is granted a formal hearing as provided below.

O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. **Scope of the Student Discipline Policy**

A. **Conduct on School Grounds or at a School-Sponsored Activity:**
Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. **Conduct off School Grounds:**

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the illegal use of drugs.

III. **Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For the purposes of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and
any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-
sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

   a) causes physical or emotional harm to such student or damage to such student’s property;
   b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
   c) creates a hostile environment at school for such student;
   d) infringes on the rights of such student at school; or
   e) substantially disrupts the education process or the orderly operation of a school.

   Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

40. Any action prohibited by any Federal or State law.

41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Procedures Governing Removal

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

V. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this
policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:

   (1) in grades three to twelve, inclusive, if, during the informal hearing, (a) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or (b) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (i) the student’s previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student’s disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

   (2) in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil’s conduct on school grounds is of a violent or sexual nature that endangers persons.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal or designee, but only considered in the determination of the length of suspensions.

4. By telephone, the Principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.

11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student’s cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student’s cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student’s first such offense.

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student’s suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VI. Procedures Governing In-School Suspension
A. The Principal or designee may impose in-school suspension in cases where a student’s conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the Principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.

C. In-school suspension may be served in the school attended by the student regularly attends or in any school building under the Board’s jurisdiction.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. The parents or guardian of any minor student placed on an in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VII. Expulsion Recommendation Procedure

A. A Principal may consider recommendation of expulsion of a student in grades three through twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA. And IIB., above.

B. A Principal must recommend expulsion proceedings in all cases against any student in kindergarten through grade twelve, inclusive, whom the administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or

2. off school grounds, possessed a firearm as defined in 18 § U.S.C. 921, in violation of C.G.S. § 29-35, or possessed and used a firearm as defined in 18 U.S.C.§ 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or

3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§ 21a-277 and 21a-278.

The terms “dangerous instrument,” “deadly weapon,” electronic defense weapon,” “firearm,” and “martial arts weapon,” are defined above in Section I.
a. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.

C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term “firearm” is defined above in Section I.

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section VII(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section VII(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

VIII. Procedures Governing Expulsion Hearing

A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and Public Act 15-96, and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a.. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.
B. Hearing Panel

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.
C. Hearing Notice

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.

2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:
   a. The date, time, place and nature of the hearing.
   b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
   c. A short, plain description of the conduct alleged by the administration.
   d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student’s sole opportunity to present such evidence.
   e. The student may cross-examine witnesses called by the Administration.
   f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
   g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
   h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
   i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the
hearing procedures, and swear in any witnesses called by the Administration or
the student.

2. The hearing will be conducted in executive session. A verbatim record of the
hearing will be made, either by tape recording or by a stenographer. A record
of the hearing will be maintained, including the verbatim record, all written
notices and documents relating to the case and all evidence received or
considered at hearing.

3. Formal rules of evidence will not be followed. The Board has the right to accept
hearsay and other evidence if it deems that evidence relevant or material to its
determination. The presiding officer will rule on testimony or evidence as to it
being immaterial or irrelevant.

4. The hearing will be conducted in two (2) parts. In the first part of the hearing,
the Board will receive and consider evidence regarding the conduct alleged by
the Administration.

5. In the first part of the hearing, the charges will be introduced into the record by
the Superintendent or his/her designee.

6. Each witness for the Administration will be called and sworn. After a witness
has finished testifying, he/she will be subject to cross-examination by the
opposite party or his/her legal counsel, by the presiding officer and by Board
members.

7. After the Administration has presented its case, the student will be asked if
he/she has any witnesses or evidence to present concerning the charges. If so,
the witnesses will be sworn, will testify, and will be subject to cross examination
and to questioning by the presiding officer and/or by the Board. The student
may also choose to make a statement at this time. If the student chooses to
make a statement, he or she will be sworn and subject to cross examination
and questioning by the presiding officer and/or by the Board. Concluding
statements will be made by the Administration and then by the student and/or
his or her representative.

8. In cases where the student has denied the allegation, the Board must
determine whether the student committed the offense(s) as charged by the
Superintendent.

9. If the Board determines that the student has committed the conduct as alleged,
then the Board shall proceed with the second portion of the hearing, during
which the Board will receive and consider relevant evidence regarding the
length and conditions of expulsion.

10. When considering the length and conditions of expulsion, the Board may review
the student’s attendance, academic and past disciplinary records. The Board
may not review notices of prior expulsions or suspensions which have been
expunged from the student’s cumulative record, except as so provided in
Section V.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.

11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student’s records, make a recommendation to the Board as to the appropriate discipline to be applied.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student’s name and other personally identifiable information.

14. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection VII.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student’s parents to pay for participation in the program.

15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student’s participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
F. Stipulated Agreements

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property.
or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

C. Students eighteen (18) years of age or older

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”)

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

E. Students for whom an alternative educational opportunity is not required

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

X. Notice of Student Expulsion on Cumulative Record

Notice of 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 of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student’s period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student’s cumulative record prior to graduation if such student has demonstrated to the Board that the student’s conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.
If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student’s cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student’s cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student’s first such offense.

XI. Change of Residence During Expulsion Proceedings

A. Student moving into the school district:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. 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. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district’s expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student’s cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student’s cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an “IDEA student”) who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student’s planning and placement team (“PPT”), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student’s PPT shall consider the relationship between the student’s disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student’s behavior was a manifestation of his/her disability.

3. If the student’s PPT finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student’s PPT finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her
designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. **Transfer of IDEA students for Certain Offenses:**

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

The following definitions shall be used for this subsection XII.C.:

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. **Procedures Governing Expulsion of Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)**

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:
Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student’s Section 504 team (“504 team”), for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the Administration may proceed with the recommended expulsion.

B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team shall not be required to meet to review the relationship between the student’s disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.
XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

1. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (“SASID”).
2. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
3. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
4. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act)
§§ 10-233a through 10-233e Suspension and expulsion of students.
§ 10-233f In-school suspension of students.
§ 21a-408a through 408p Palliative Use of Marijuana
§ 29-38 Weapons in vehicles
§ 53a-3 Definitions
§ 53a-206 (definition of “weapon”)

Public Act 14-76, “An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”

Public Act 14-229, “An Act Concerning The Expungement Of A Pupil’s Cumulative Education Record For Certain Expulsions”

Public Act 14-234, “An Act Concerning Domestic Violence And Sexual Assault”


Federal law:

Honig v. Doe, 484 U.S. 305 (1988)
18 U.S.C. § 921 (definition of “firearm”)
18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)
18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)
21 U.S.C. § 812(c) (identifying “controlled substances”)
34 C.F.R. § 300.530 (defining “illegal drugs”)
Student Discipline—Suspension/Expulsion; Due Process

Early Re-Admission of Expelled Students

1. The Superintendent’s office must receive a written request for early readmission of an expelled student from the parent/guardian or student.

2. The student must have served a minimum of 50% of the expulsion period to be considered for early readmission and have an attendance rate of 95% at the alternative program.

3. An early readmission meeting is scheduled through the Superintendent’s office, or designee. This meeting will be held with the principal and assistant principal, and will be chaired by the Superintendent’s designee.

4. The student and parent must be present at the early readmission meeting.

5. The student and parent must present evidence that the student is making academic progress; has had no further behavioral incidents and that the family has followed through with any recommendations from the original expulsion hearing (ex. family counseling, drug counseling, anger management.)

6. The school administration will present a recommendation to support early readmission or not, and why.

7. The decision will be shared verbally at the conclusion of the meeting and then sent to the parent in writing. The written decision will become a part of the student’s cumulative record.

8. If the school supports early readmission, a re-entry date will be recommended by the school administration.

9. The decision of the Superintendent, or designee, is final and cannot be appealed.

Effective July 1, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Childhood Obesity and Physical Exercise in Schools

The Board recognizes that student health and success in school are interrelated. Schools cannot achieve their primary mission of education if students are not healthy and fit physically, mentally and socially.

In conformity with state statute, P.A.13-173, an Act Concerning Childhood Obesity and Exercise in Schools, the Board requires that:

1. In all District schools, full time students shall be provided a daily lunch program of not less than twenty (20) minutes.

2. All students enrolled in elementary school (grades PreK through 5 in Hartford Public Schools) shall have included in the regular school day, time devoted to physical activity, of not less than twenty minutes in total, except that this requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services according to state and federal law, as may be amended from time to time.

   **Note:** The new legislation requiring the daily period of physical activity for students in elementary school does not spell out types of activity. It can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

3. School employees (teacher, substitute teacher, administrator, superintendent, school counselor, psychologist, social worker, nurse, physician, paraprofessional, coach, or any other individual working in a District school, who in the performance of his/her duties has regular contact with students and provides services to or on behalf of students enrolled in a District school, pursuant to a contract with the Board of Education) shall not deny a student’s participation in the entire time devoted to physical exercise in the regular school day as a form of discipline or punishment; nor should they cancel it for instructional makeup time.

4. Any student in pre-kindergarten through grade twelve shall not be required to engage in physical activity as a form of discipline.

In addition, it is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served in District schools shall consist of nutritious food choices.

The Superintendent will develop administrative regulations as needed for the implementation of this policy. There shall be an annual reporting to the Board of Education on the District’s nutrition and physical activity programs.
Students

Childhood Obesity and Physical Exercise in Schools (continued)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re feeding programs.
10-216 Payment of expenses.
10-215b-1 State board of education regulation

Policy adopted: October 15, 2013
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Off-School Misconduct

Conduct of Athletes

Participation on an athletic team or in co-curricular or extracurricular activities is a privilege that carries the obligations to act responsibly and in the best interests of the student, team or group/organization, and the school. This privilege may be revoked if the student fails to meet this reasonable requirement. Students who choose to participate on athletic teams or in co-curricular or extracurricular activities voluntarily accept team or group discipline, which may include higher or stricter standards of conduct. Therefore, all athletes and co-curricular or extracurricular activity participants shall abide by the code of conduct which will earn them the honor and respect that participation in interscholastic programs and co-curricular or extracurricular activities afford.

The Board may suspend or remove students from participation or leadership positions in athletics or co-curricular or extracurricular activities in its discretion to promote or maintain the safety, welfare, and discipline of students and others involved in the activities. Such action may be based on off-school misconduct in accordance with Board policy and applicable law. Any such decisions to suspend or remove students from participation in co-curricular or extracurricular activities shall be made in compliance with state and federal discrimination laws.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy updated: June 21, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Weapons and Dangerous Instruments

Except as hereinafter noted, no weapons or dangerous instruments shall be permitted on any school premises, in, about or on school buses, nor at any school-sponsored activity, on or off school premises, except that police officers may carry weapons in performance of their duty. Further, weapons or dangerous instruments may be brought to school by persons licensed to carry such only when authorized by the principal when it pertains to an educational activity scheduled by the administration. In these instances the weapons must be cased, and the Superintendent's office must be informed prior to the event.

Legal Reference: Connecticut General Statutes
Sec. 53-206 Carrying and sale of dangerous weapons
Sec. 29-38 Weapons in vehicles
Penal Code 553a-3
P.A. 88-237 Sale, Carrying and brandishing of facsimile firearms

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Weapons* and Dangerous Instruments**

In those cases where a student has or is reported to have brought, possessed, exchanged, or used a weapon or dangerous instrument in school, on or awaiting a school bus, or at school-sponsored activities on or off school property, that student will be immediately referred to the principal or his/her designee. Upon referral the principal or designee will:

1. Investigate the referral. If a student possesses or is suspected to possess a weapon or dangerous instrument which by law requires (see policy re: Suspension and Expulsion), the principal or his/her designee will notify the police department before attempting to confiscate a firearm or weapons considered dangerous.

2. With the cooperation of the police, investigate and attempt to confiscate the mandatory weapon(s) or dangerous instrument(s) immediately.

3. Ask the student whether there are any other weapons or other dangerous instruments cached in or about the school grounds, e.g. in cars, and require that they be turned over to the principal or his/her designee.

4. Ask the student whether any other students are in possession of weapons or dangerous instruments. Act upon information received.

5. Contact the parent(s) or guardian(s) immediately, and ask the parent(s) or guardian(s) to come in for a conference.

6. Restrict the student to the office area under supervision until the parent(s) or guardian(s) can come to school.

7. Suspend the student if the parent(s) or guardian(s) cannot meet with the administration immediately.

8. In those cases where a weapon or dangerous instrument is used against another person, notify the police department and press charges.
Students

Weapons* and Dangerous Instruments**

9. Middle and High School Students

a. In any case where a student has been found to possess a weapon or dangerous instrument which by law requires a mandatory expulsion, follow the procedures outlined in the regulations for policy re Suspension and Expulsion.

b. If a student is found to possess a weapon or dangerous instrument which by law does not require a mandatory expulsion, the student will be suspended for a minimum of five (5) days. That suspension may be extended up to ten (10) days or may result in a recommendation for expulsion up to one calendar year based upon:
   - Circumstances which existed at the time of the administration's knowing of the possession of a weapon.
   - Whether the weapon was exchanged, traded, or sold in school.
   - Whether the weapon was brought in to school for other than a benign intention.
   - Other circumstances that would raise the question as to whether or not the weapon was to be used in a threatening, intimidating, or harmful manner.

c. In the case where any weapon or dangerous instrument is used, refer to policy and regulations re Suspension and Expulsion, and report the incident to the police.

10. Elementary School Students

a. In those cases where a student is found to possess a weapon or dangerous instrument which by law requires a mandatory expulsion, the principal will review the case with a team consisting of the child's teacher and Pupil Services' staff to assess the child's development age and determine whether or not the child was capable of understanding the severity of his/her actions and the ramifications of the weapons policy and regulations. If the child is deemed to be capable of understanding, he/she will be referred to the superintendent of schools for expulsion as demanded by law. The findings of the team will be utilized to determine the recommendation for the terms of the expulsion and/or suspension. If the child is deemed not capable, the administration will recommend a developmentally appropriate consequence.
Students

Weapons* and Dangerous Instruments**

b. If a student is found to possess a weapon or dangerous instrument which does not by law require a mandatory expulsion, the student will be reprimanded by the school principal and given a developmentally appropriate consequence as determined by the principal, which could be suspension or expulsion, dependent upon the following factors:
   · Circumstances which existed at the time of the administration's knowing of the possession of a weapon.
   · Whether the weapon was exchanged, traded, or sold in school.
   · Whether the weapon was brought in to school for other than a benign intention.
   · Other circumstances that would raise the question as to whether or not the weapon was to be used in a threatening, intimidating, or harmful manner.

c. In the case where any weapon or dangerous instrument is used, appropriate disciplinary action is to be taken based on the developmental age of the child and the individual circumstances of the occurrence. In the case of use, such disciplinary action can include a recommendation for expulsion.

11. In a case where one student transports a weapon or dangerous instrument and gives it to another student, discipline both students per regulation, treating both as having committed the offense.

12. Inform students of this policy on an annual basis.

* Actual or facsimile, operable or inoperable
** A "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 vehicle.
Students

Assaults/Threats

A student will not extort anything of value, threaten injury, or attempt to cause injury or behave in such a way as could reasonably be expected to cause physical injury to any person or damage to private property

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event.

An established extortion, assault or threat of injury of staff member, student or any other person will be reported in accordance with Connecticut General Statutes 10-233g and will be treated as a violation of school policy and regulation in accordance with the discipline code at each school.

(cf. 5131 - Suspension/Expulsion)
(cf. 5133 - Weapons and Dangerous Instruments)
(cf. 5136 - Vandalism)

Legal Reference: Connecticut General Statutes 10-233g Boards to report school violence. Reports of principals to policy authority.
Students

Vandalism

Vandalism by Minors

The parent/guardian of any minor / un-emancipated child who willfully cuts, defaces or otherwise injures in any way any real or personal property belonging to the school district will be held liable for all such damages up to the maximum amount allowed by state law.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent/guardian for damages done by a minor child is in addition to any other liability which exists in law.

The parent/guardian of a minor child will also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school district. The student may also be subject to disciplinary action.

Vandalism by an Adult Student

An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. The student may also be subject to disciplinary action.

(cf. 6161.21 – Fees, Fines and Charges)

Legal Reference: Connecticut General Statutes
10-221 (a) Boards of education to prescribe rules
52-372 Parental responsibility for torts of minors. Damage defined
Students

Smoking

Student Smoking and Other Tobacco Use and Possession

It is the policy of the Hartford Board of Education that there is no smoking, use, or possession of tobacco in any form, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, anywhere in school buildings, on school grounds, or at school-sponsored activities.

Legal Reference:  Connecticut General Statutes

19a-342 Smoking prohibited. Exceptions. Signs Required. Penalties
53-198 Smoking in… school buses (prohibited)

Public Act 14-76, “An Act Concerning The Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”


Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy updated: November 17, 2015

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Drug and Alcohol Use By Students

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

(1) **Controlled Drugs**: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).

(2) **Controlled Substances**: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).

(3) **Professional Communication**: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).

(4) **Professional Employee**: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).

(5) **Drug Paraphernalia**: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise
introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).

**Procedures**

1. **Emergencies.**

   If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

2. **Prescribed Medications.**

   The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

   Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

3. **Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).**

   The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

   (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).

   (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school
administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).

(c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.

(d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student from a source other than the student's confidential disclosure, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

(a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.

(b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.

(c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's
policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

(a) Any student in the Hartford Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

(b) In conformity with the Board’s student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.

(c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board’s student discipline policy.

(d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
(e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

(f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:
Connecticut General Statutes:
- Section 10-154a
- Section 10-212a
- Section 10-221

- Sections 10-233a through 10-233f
- Section 21a-240
- Section 21a-243
- Section 21a-408a through 408q

Policy adopted: September 14, 1999
Policy updated: June 21, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Chemical Health Policy for Student Athletes

The Board participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Legal References: Connecticut General Statutes:
Section 10-154a
Section 10-212a
Section 10-221
Section 21a-240
Section 21a-243
Section 21a-408a through 408q

Policy Adopted: August 18, 2015
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Gang Activity or Association

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiation, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Legal References: Connecticut General Statutes
10-16b Prescribed courses of study.
10-221 Boards of education to prescribe rules.
10-233a through 10-233f re in-school suspension, suspension and expulsion.


Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy updated: June 21, 2016
Students

Gang Activity or Association

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives. No student on or about school property or at any school activity shall wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang;

2. Present a physical safety hazard to self, students, staff, and other employees;

3. Create an atmosphere in which a student, staff or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence, including but not limited to: soliciting others for membership into any gangs, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies, inciting other students to act with physical violence upon any other person, imply gang membership or affiliation by gesture, handshakes, etc., and written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

If the student’s behavior or other attribute is in violation of the provision, the Principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The Principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influences, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorize school organizations.

Training to provide increased awareness of the threat to the safety of students, staff, and school property which gang-related activity poses, shall be provided on an as-needed basis. Additional presentation will be made available to individual schools, staff or students at the request of the principal. Presentations will provide training in current identification symbols used by those involved in gang-related activity and will include things such as the identification of hand signal, apparel, jewelry, and/or any other pertinent gang-related information.

Regulation approved: September 14, 1999
Regulation updated: November 1, 2005
Regulation updated: June 21, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Conduct

Hazing

Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials.

No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action.

(cf. 5131 - Suspension/Expulsion)
(cf. 5163 – Harassment)
(cf. 5163.1 - Sexual Harassment)
Students

Use of Communication Devices

Students shall not use a remotely activated communication device or activated communication device while in school.

The school principal may grant written permission for such use of a communication device by a student if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the use of the device.

Legal Reference: PA 95-304 An Act Concerning School Safety
PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Cell Phone/Electronic Devices

Background

Connecticut Public Act (PA 96-108) requires that schools ban remotely activated paging devices unless there is written permission from the principal, and gives schools the authority to restrict student possession or use of cell phones in school.

Hartford Public Schools has a specific policy, (#51.38.3) which was adopted in September 1999 and revised in November 2005 prohibiting the use of remotely activated paging devices. This policy emanates from the Safe Schools Act and is aimed at preventing drug exchanges and sales at school.

Hartford Public Schools also has a policy (#5131, section 24) which prohibits the possession and/or use of a cell phone, radio, walkman, beeper, walkie-talkie or other similar electronic device on school grounds or at school sponsored events. This policy would now include electronic devices such as iPods and iPhones. This policy is aimed at maintaining school order, protecting personal property and preventing disruptions to the instructional process.

Since cell phone use by students, as well as the use of other electronic devices, has become so common place in our society today, it has been recommended that a new policy that focuses on cell phone use be developed.

Purpose

The Hartford Board of Education recognizes that many students at all grade levels possess and bring cell phones, and other electronic devices, to school. These devices may include an iPod, iPhone, walkman, and other similar devices. It is recognized that parents may provide a cell phone to a student for safety or medical reasons. In consideration of the availability of electronic devices in our society, the Board will allow the possession of cell phones and other electronic devices at school, and school sponsored events, as follows:

Grades K-5

Cell phones are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school day. Other electronic devices are not permitted on school grounds or at school sponsored events.

Grades 6-12

Cell phones and other electronic devices are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school day.

Consequences:

If a student violates this policy by using or displaying a cell phone or other electronic device in school during the school day, the consequences will be as follows:
1\textsuperscript{st} Offense: Electronic device is confiscated by the administration until the end of the school day. Student will be given a warning.

2\textsuperscript{nd} Offense: Electronic device is confiscated by the administration until a parent conference is held and the electronic device is returned to the parent. Student may receive a detention or other age-appropriate consequence.

3\textsuperscript{rd} Offense: Electronic device is confiscated by administration until the end of the school year. A parent conference will be held. Student may be suspended or have other age-appropriate consequence administered.

Policy adopted: May 19, 2009

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Cheating

Cheating by students is defined as attempting to take credit or taking credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test. Teachers at all grade levels shall make students aware of what cheating is, how it undermines the learning process and breaches principles of ethics that the district places in high regard, and the punishments for it. They shall also structure tests and assignments so as to minimize the opportunity for student cheating.

The Superintendent, in conjunction with administrators and faculty, shall develop a regulation that delineates steps to be taken and appropriate penalties for students when it is determined he/she has cheated. The board believes that students should be able to defend their work as original without teachers having to conduct extensive research.

(cf. 5131 – Suspension/Expulsion; Due Process)
(cf. 6140 – Graduation Requirements)
Students

Student Attire

1. **Statement of Policy**

   It is the policy of the Hartford Board of Education to reasonably regulate the attire of students during the school day and during school-sponsored activities. To that end, all students in primary and secondary schools shall wear a school uniform. Further, in order to maintain an educational environment that is safe and conducive to the educational process, students in all grades shall abstain from wearing or possessing specified items during the school day.

2. **Statement of Purpose**

   The Hartford Board of Education has determined that reasonable regulation of school attire can further important educational interests, including:

   a. Reducing distraction and loss of self-esteem caused by teasing or competition over clothing;
   b. Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school;
   c. Providing an environment where students can focus more on learning;
   d. Enhancing school safety by making it harder to conceal weapons or contraband;
   e. Enhancing school safety by helping teachers and administrators to identify individuals that are not enrolled in the school when they encounter them on school grounds;
   f. Enhancing school safety by prohibiting gang colors and paraphernalia;
   g. Reducing the cost of school clothing;
   h. Providing an educational environment where financial disparities between students, as reflected in clothing, are minimized;
   i. Creating a greater sense of community and school pride amongst the students;
   j. Instilling discipline in students;
   k. Helping students and parents to avoid peer pressure;
   l. Helping to prepare students for future roles in the professional workplace; and
   m. Creating an atmosphere reflecting seriousness of purpose about education.

3. **Administrator Responsibilities**

   a. Principals will distribute to parents annually the names of all local uniform vendors who have confirmed that they have the capacity to provide the specifications of their uniforms, including cost.
   b. There shall be no sole source vendors of school uniforms. The superintendent, or designee, will send to the Board of Education annually, a list of all vendors that provide uniforms at each school.
Students

Student Attire (continued)

c. Changes to a school uniform or logo shall be approved by the School Governance Council. Principals will notify parents by March 1, of any school year, if all or part, of the school uniform will change for the following school year.

d. Whenever possible, the Hartford Public Schools shall provide logos that can be sewed or ironed onto the uniforms that meet the requirements of this policy, at any school that elects to have a school uniform with a specific logo.

4. Parental Responsibility

It is the responsibility of parents/guardians to ensure that their child/children dress in conformity with the requirements of this policy. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regards to school attire. Parents/guardians should support the Board’s efforts to create a level playing field for all students in Hartford and eliminate distractions, disruptions and safety concerns relating to student attire. Parents/guardians should further support the Board’s efforts to create a more serious educational environment that is conducive to learning and which helps to prepare Hartford’s students for future success in the professional workplace.

5. Staff Responsibilities

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Attire Policy. All personnel, particularly teachers and administrators, are encouraged to model their school’s uniform in their own attire.

6. Clothing and Items Prohibited for All Grades, PK-12

In order to maintain an environment that is safe and conducive to the educational process, the Board of Education prohibits the wear of following for all grades in the Hartford Public School System during regular school hours:

a. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages, or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute “fighting words”; or attire or accessories that promote or signify gang affiliation.

b. See-through clothing, clothing revealing bare midriffs, tank tops, halter tops, tube tops, undershirts or underpants worn as outer garments, clothing with plunging necklines (front or back), sleeveless shirts, exposed clothing made of spandex material, or clothing worn in such a manner as to expose undergarments.

c. Bare feet, bedroom slippers, shower style flip-flops, roller blades, roller-skates, or footwear that mars floors, causes excessive noise, or creates a safety hazard.
Students

Student Attire (continued)

d. Head coverings of any kind, including but not limited to hats, caps, scarves, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. However, approved coverings worn as part of a student’s religious beliefs shall not be prohibited under this policy.

e. Spiked or studded bracelets, oversized or multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached, “Name” or other oversized metal belt buckles, or any other items of clothing or jewelry that may present a safety hazard to the student, other students or staff.

f. Coats, jackets, windbreakers, nylon pullovers, down vests, or other attire normally worn as outerwear. Such outerwear shall not be worn, carried or kept in the classroom during regular school hours. Outerwear must be secured in the student’s locker before school starts.

g. Sunglasses, headphones, or other electronic devices not prescribed for educational purposes, or goggles, whether worn or carried.

h. Skirts, shorts, skorts, dresses, or jumpers that are shorter than four (4) inches above the knee.

7. Mandatory School Uniform for Elementary School Students

The following Uniform Policy is mandatory for all students in Hartford elementary schools:

a. Boys’ Uniforms.

(1) Individual schools may choose an authorized color scheme for shirts and pants. Shirts must have a collar and may be button down, polo or turtleneck. Shirts must be tucked in at all times. Sleeves may be long or short. No tee shirts may be worn. Pants or shorts may be dress or “docker” style and must be worn or belted at the waist.

(2) Shoes or sneakers with socks. Laces on shoes or sneakers must be tied. Footwear may not mar floors, cause excessive noise, or create a safety hazard.

(3) Individual schools may choose additional colors and styles for sweaters, blazers and vests.

(4) Gym Day Attire: Students may wear sweats to school on scheduled gym day. Individual schools may choose authorized additional gym attire.

(5) Backpacks and/or book bags are permitted, but shall not obstruct safe passage in the classroom or in the corridors.
Students

Student Attire (continued)

b. Girls’ Uniforms

(1) Individual schools may choose an authorized color scheme for blouses, jumpers, skirts, pants or knee-length shorts. Blouses must have a collar and may be button down, polo or turtleneck. Blouses must be tucked in at all times. Sleeves may be long or short. No tee shirts may be worn. If pants or shorts are worn, they must be “dress” or “docker” style and must be worn or belted at the waist.

(2) Shoes or sneakers with socks or tights. Laces on shoes or sneakers must be tied. Footwear may not mar floors, cause excessive noise, or create a safety hazard.

(3) Individual schools may choose additional colors and styles for sweaters, blazers and vests.

(4) Gym Day Attire: Students may wear sweats to school on scheduled gym day. Sweats must reflect the color of the school uniform. Individual schools may choose authorized additional gym attire.

(5) Backpacks and/or book bags are permitted, but shall not obstruct safe passage in the classroom or in the corridors.

c. Compliance

(1) All students are required to adhere to their school’s uniform and are expected to attend classes in a complete uniform. For financial and emergency reasons schools should maintain a supply of uniforms which students may borrow, to enable all students to attend class. Principal discretion may be used in unique situations.


At the point of inception, Independent Secondary Schools and Academies will designate complete uniforms reflective of their mission, career theme and/or post-secondary education focus in a single color scheme. Dress uniforms or blazers and ties are required for upper classmen and women (grades 11-12) participating in internships.

All students are required to adhere to the required attire and are expected to attend classes in a complete uniform. For financial and emergency reasons schools shall maintain uniform components that students may borrow to ensure that all students may attend class. Principal discretion may be used in unique situations.

9. Exceptions for Designated Days or Events.

Each school principal may periodically designate specific days or events (i.e. school picnic, field day, or spirit week) during which deviations from the approved uniform will be permitted,
Students

Student Attire (continued)

provided the principal determines that such exceptions will facilitate the event, promote school spirit, or otherwise serve an educational interest.

10. Religious and Health Accommodations.

Where the bona fide religious beliefs or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any parent or student desiring accommodation shall notify their school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student’s bona fide religious practices or beliefs shall not be prohibited under this policy. The superintendent shall develop procedures for the verification of religious and health exemptions.

11. Clothing Assistance.

It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the Board’s Attire Policy. Any student, for whom compliance with the school attire policy poses a bona fide financial burden, may submit a written request for clothing assistance to their school principal specifying the clothing needed together with a statement of financial need. School principals or their designees shall assist families in financial need to obtain clothing that complies with the school attire policy. In meeting requests for assistance, principals or their designees shall consider community resources such as clothing or financial donations from corporations, members of the community, local businesses, parent organizations, and charitable organizations; clothing discounts from local merchants; and providing additional time for a student to obtain clothing that complies with the School Attire Policy. Where other resources or accommodations are inadequate, a principal may submit a request for assistance to the Assistant Superintendent of Schools. The Assistant Superintendent or his/her designee shall ensure that necessary clothing or financial assistance is provided to the principal, who in turn shall address the clothing needs of the student.

12. Accommodation of Free Expression

An item of approved clothing containing an expressive message is permitted. For example, a small button supporting a political candidate may be worn. However, expressive items are prohibited if, in the reasonable judgment of school officials, they may tend to disrupt or interfere with educational interests. For example, racist messages, sexist messages, gang insignia, messages promoting drug or alcohol abuse, and profane or pornographic messages or images are prohibited. Also prohibited during the school day are items of clothing that undermine the integrity of required attire, such as a windbreaker that contains expressive writing.

13. Administrative Review.

Any student who believes that their school has not reasonably accommodated his or her bona fide religious, health or financial needs or right of free expression, may submit a written
Students

Student Attire (continued)

objection on their own or through their parents/guardians to the school's principal. The principal shall respond in writing to the student and his or her parents/guardians within fourteen (14) days. Any student or parent/guardian dissatisfied with the principal’s response may submit a written appeal to the Hartford Public Schools Board of Education. The Board or its designee may request such additional information from the school, the student, and/or the parents/guardians as it deems necessary. The Board or its designee shall issue a written decision on the appeal within twenty-one (21) days.

Legal Reference: Connecticut General Statute Section 10-221f (1996) ("[a] local or regional board of education may specify a school uniform for students under its jurisdiction.").

Policy Number 5131.1(a), Students, Dress and Grooming, School Uniforms is rescinded.
Policy Number 5140(a), Student Dress, adopted 9/14/99 and updated 11/1/05 is rescinded.
Policy Number 5140, Hartford Public Schools School Attire Policy dated 6/6/06 is rescinded.
Policy Number 5140, Hartford Public Schools School Attire Policy dated 7/11/06 is revised.
Policy Number 5140, Hartford Public Schools School Attire Policy dated 6/13/08 is revised.
Policy Number 5140, Hartford Public Schools School Attire Policy dated 8/19/08 is adopted.
Policy Number 5140, Hartford Public Schools School Attire Policy dated 12/21/10 is revised.

Revised: January 15, 2013
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Bullying Prevention and Intervention

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

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior, or teen dating violence, shall be subject to school discipline, up to and including expulsion, in accordance with the Board’s policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. Causes physical or emotional harm to such student or damage to such student’s property;
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. Creates a hostile environment at school for such student;
4. Infringes on the rights of such student at school; or
5. Substantially disrupts the education process or the orderly operation of a school.

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

Hazing

Bullying Prevention and Intervention (continued)

For purposes of this policy, “Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, “Teen Dating Violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

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

As provided by state law, such Safe School Climate Plan shall:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;

2. Enable the parents or guardians of students to file written reports of suspected bullying;

3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

4. Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;

5. Require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

6. Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
Students
Hazing
Bullying Prevention and Intervention (continued)

7. Provide for the inclusion of language in student codes of conduct concerning bullying;

8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;

9. Require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;

10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;

11. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

12. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

13. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

14. Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

15. Require the principal of a school, or the principal’s designee, to notify the appropriate local law enforcement agency when such principal, or the principal’s designee, believes that any acts of bullying constitute criminal conduct;

16. Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom
such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

17. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district’s safe school climate plan; and

18. Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

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

The Hartford Board of Education shall submits its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board’s and each individual school in the school district’s web site and ensure that the Safe School Climate Plan is included in the school district’s publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References: Connecticut State Statutes:
10-145a Certificate of qualification. Specific components of teacher preparation programs
10-220a In-service training. Professional development committees
10-222d Policy on bullying behavior
10-222g Prevention and intervention strategy re: bullying
10-222h Analysis of bullying policies
10-233a through 10-233f re: suspension and expulsion
Students
Student Health Services

School District Medical Advisor

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

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

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

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. Health records shall be maintained in accordance with the Board's Access to Student Records and Confidentiality Policy.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a pupil whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities, as well as the administration of medication to students, in accordance with Board policy and state law and regulations.

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

Legal Reference:  Connecticut General Statutes
10-203 Compliance with public health statutes and regulations.
10-205 Appointment of school medical advisors.
10-207 Duties of medical advisers.
10-209 Records not to be public.
10-212 School nurses and nurse practitioners.

Policy adopted: September 14, 1999  HARTFORD PUBLIC SCHOOLS
Policy updated: November 1, 2005
Policy updated: November 17, 2015  Hartford, Connecticut
Students

Administration Of Student Medications In The Schools

Definitions

1. **Administration of medication** means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.

2. **Authorized prescriber** means a physician, dentist, advanced practice registered nurse or physician assistant.

3. **Controlled drugs** means those drugs as defined in Conn. Gen. Stat. Section 21a-240.


5. **Error** means: (1) the failure to do any of the following as ordered:
   a. administer a medication to a student;
   b. administer medication within the time designated by the prescribing physician;
   c. administer the specific medication prescribed for a student;
   d. administer the correct dosage of medication;
   e. administer medication by the proper route; and/or
   f. administer the medication according to generally accepted standards of practice; or
   (2) administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.

6. **Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

7. **Medication** means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

8. **Medication Emergency** means an untoward reaction of a student to a medication.

9. **Medication order** means the authorization by an authorized prescriber for the administration of medication to a student during school hours for no longer than the current academic year.
Students

Administration Of Student Medications In The Schools

Definitions (cont.)


11. Principal means the administrator in the school.

12. School means any educational facility or program which is under the jurisdiction of the Board.


14. Self administration of medication means that a student is able to identify and select the appropriate medication by size, color, amount, or other label identification; knows the frequency and time of day for which the medication is ordered; and consumes the medication appropriately.

15. Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

General Policies On Administration of Medications

1. No medication, including non-prescription drugs, may be administered by any school personnel without:
   a. the written medication order of an authorized prescriber; and,
   b. the written authorization of the student's parent or guardian.

2. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

3. Medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse:
   a. in the case of oral, topical, or inhalant medications, a principal or a teacher who has been properly trained to administer such medications to students;
   b. in the case of injectable medications, a principal or a teacher, but only when a student suffers a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death; or
Students

Administration Of Student Medications In The Schools

General Policies (cont.)

c. students who are able to self administer medication, provided;
   i. an authorized prescriber provides a written order for such self administration;
   ii. there is a written authorization from the student's parent or guardian;
   iii. the school nurse has evaluated the situation and deemed it safe and appropriate, has documented this in the student's cumulative health record, and has developed a plan for general supervision;
   iv. the principal and appropriate teachers are informed the student is self administering prescribed medication;
   v. such medication is transported to school and maintained under the student's control in accordance with this policy.

Documentation and Record Keeping

1. Each school where medications are administered shall maintain a medication administration record for each student who receives medication during school hours. This record shall include the following information:
   a. the name of the student;
   b. the name of the medication;
   c. the dosage of the medication;
   d. the route of the administration, (i.e., oral, topical, inhalant, etc.);
   e. the frequency of administration;
   f. the name of the authorized prescriber;
   g. the date on which the medication was ordered;
   h. the quantity received at school;
   i. the date the medication is to be reordered (if any);
   j. any student allergies to food and/or medication(s);
   k. the date and time of each administration or omission, including the reason for any omission;
   l. the dose or amount of each medication administered; and,
   m. the full legal signature of the nurse, principal or teacher administering the medication.

2. All records are to be made in ink, and shall not be altered.

3. Written orders of authorized prescribers, written authorizations of parent or guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
Students

Administration Of Student Medications In The Schools

Documentation (cont.)

4. Authorized prescribers may make verbal orders, including telephone orders, for a change in medication. Such verbal orders may be received only by a school nurse and must be followed by a written order within three (3) school days.

5. Medication administration records will be made available to the Connecticut Department of Public Health upon its request.

Errors In Medication Administration

1. Whenever any error in medication administration occurs, the following procedures shall apply:
   a. the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary, and shall immediately notify the school nurse and the authorized prescriber;
   b. the person making the error in medication administration shall thereafter notify the principal (if the principal was not the person who made the error);
   c. the principal shall notify the Superintendent of the Superintendent's designee, who shall thereafter notify the student's parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).

2. A report shall be completed using the authorized accident/incident report form.

3. Any error in the administration of medication shall be documented in the student's cumulative health record.

Medication Emergency Procedures

1. Whenever a student has an untoward reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
Students

Administration Of Student Medications In The Schools

Medication Emergency Procedures (cont.)

2. Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
   a. use of the 911 emergency response system;
   b. application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
   c. contact with a poison control center; and
   d. transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

3. As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

Supervision

1. The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

2. The school nurse’s duty of general supervision includes, but is not limited to the following:
   a. availability on a regularly scheduled basis to:
      i. review orders or changes in orders, and communicate these to personnel designated to give administer medication for appropriate follow-up;
      ii. set up a plan and schedule to ensure medications are given;
      iii. provide training to licensed nursing personnel, principals and teachers in the administration of medications;
      iv. support and assist other licensed nursing personnel, principals and teachers to prepare for and implement their responsibilities related to the administration of specific medications during school hours; and,
      v. provide consultation by telephone or other means of telecommunications.
Students

Administration Of Student Medications In The Schools

Supervision (cont.)

b. in addition, the school nurse shall be responsible for:
   i. implementing policies and procedures regarding the receipt, storage, and administration
      of medications;
   ii. reviewing, on a monthly basis, all documentation pertaining to the administration of
      medications for students;
   iii. performing work-site observation of medication administration by teachers and principals
      who have been newly trained to administer medications; and,
   iv. conducting periodic reviews, as needed, with licensed nursing personnel, principals and
      teachers, regarding the needs of any student receiving medication.

Training of School Personnel

1. Principals and teachers who are designated to administer medications shall receive training in
   their safe administration, and only trained principals and teachers shall be allowed to administer
   medications.

2. Training for principals and teachers shall include, but is not necessarily limited to the following:
   a. the procedures for administration of medications, the safe handling and storage of
      medications, and the required record-keeping;
   b. the medication needs of specific students, medication idiosyncrasies and desired effects,
      potential side effects or untoward reactions.

3. The Board shall maintain, and annually update, a list of principals and teachers who have been
   trained in the administration of medications pursuant to this Policy.

4. The Board shall provide for an annual review and informational update for principals and teachers
   trained in administration of medications.
Students

Administration Of Student Medications In The Schools

Handling, Storage and Disposal of Medications

1. All medications, except those approved for transporting by students for self medication must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school. The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

2. All medications, except those approved for keeping by students for self medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

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

4. All medications, prescription and non prescription, shall be stored in their original containers and in such a manner that renders them safe and effective.

5. Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit.

6. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian, or with the permission of the parent or guardian, destroyed.

7. Non controlled drugs shall be destroyed in the presence of at least one witness. Controlled drugs shall be destroyed in accordance with Part 1307.21 of the Code of Federal Regulations, or by surrendering them to the Commissioner of the Department of Consumer Protection.

8. In no event shall a school store more than a forty-five (45) day supply of a medication for a student.

Legal References: Connecticut General Statutes:
Section 10-206
Section 10-212
Section 10-212a
Section 21a-240
Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-7, inclusive
Code of Federal Regulations:
Title 21 Part 1307.21

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease

The Hartford Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Hartford Public Schools adopt the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies and/or glycogen storage disease (GSD) is important. The district therefore encourages parents/guardians of children with a life-threatening food allergy to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also encourages parents/guardians of children with GSD to notify the school of the disease, providing as much medical documentation about the type of GSD, nature of the disease, and current treatment of the student.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the district obtains medical documentation that a child has a life-threatening food allergy or GSD, the district shall develop an individualized health care plan (IHCP) for the child. Each IHCP should contain information relevant to the child’s participation in school activities, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the child.

2. The IHCP should be developed by a group of individuals, which shall include the parents, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school’s medical advisor, as needed.
3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child’s health and safety needs within the school environment and should address the student’s needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student’s risk for exposure. For the student with GSD, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student’s participation in the classroom. IHCPs for such students may include such considerations:

a. classroom environment, including allergy free considerations, or allowing the student with GSD to have food/dietary supplements when needed;

b. cafeteria safety;

c. participation in school nutrition programs;

d. snacks, birthdays and other celebrations;

e. alternatives to food rewards or incentives;

f. hand-washing;

g. location of emergency medication;

h. who will provide emergency and routine care in school;

i. risk management during lunch and recess times;

j. special events;

k. field trips, fire drills and lockdowns;

l. extracurricular activities;

m. school transportation;

n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;

o. staff notification, including substitutes, and training; and

p. transitions to new classrooms, grades and/or buildings.

4. The IHCP should be reviewed annually, or whenever there is a change in the student’s emergency care plan, changes in self-monitoring and self-care abilities of the student,
or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

5. For a student with GSD, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with GSD on school grounds during the school day.

6. In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

   a. The child’s name and other identifying information, such as date of birth, grade and photo;
   b. The child’s specific allergy;
   c. The child’s signs and symptoms of an allergic reaction;
   d. The medication, if any, or other treatment to be administered in the event of exposure;
   e. The location and storage of the medication;
   f. Who will administer the medication (including self-administration options, as appropriate);
   g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
   h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
   i. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the district shall also develop an ECP for each child identified as having GSD. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD, the ECP should include the following information:

   a. The child’s name and other identifying information, such as date of birth, grade and photo;
b. Information about the disease or disease specific information (i.e. type of GSD);

c. The child’s signs and symptoms of an adverse reaction (such as hypoglycemia);

d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glycogen)

e. The location and storage of the medication;

f. Who will administer the medication (including self-administration options, as appropriate);

g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;

h. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and

i. Emergency contact information for the parents/family and medical provider.

8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student’s health care provider, including the student’s emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the child’s health care providers to clarify medical needs, emergency medical protocol and medication orders.

9. A student identified as having a life-threatening food allergy or GSD is entitled to an IHCP and an ECP, regardless of his/her status as a child with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 (“Section 504”), or the Individuals with Disabilities Education Act (“IDEA”).

10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district’s policies and procedures regarding the administration of medications to students.

11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if
there is reason to suspect that the student has a qualifying disability and requires specialized instruction.

12. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life threatening food allergies and GSD. Such training may include an overview of life-threatening food allergies and GSD; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD, and what to do in the event of an emergency. Staff training and education will be coordinated by [insert name of appropriate administrator/school nurse]. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

2. Each school within the district shall also provide age-appropriate information to students about food allergies and GSD, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

IV. Prevention

Each school within the district will develop appropriate practices to minimize the risk of exposure to life threatening allergens and the risks associated with GSD. Practices that may be considered may include, but are not limited to:

1. Encouraging handwashing;

2. Discouraging students from swapping food at lunch or other snack/meal times;

3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations.
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia.
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication between parents, a student’s individual health care provider and the school regarding a student’s life threatening allergic condition and/or GSD. School staff responsible for implementing a student’s IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.

2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.

3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child’s classroom or school.

4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

5. The district shall make the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease available on the Board’s website.

6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the District’s Plan and Procedures

The district should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease. Such assessments should occur at
least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy or GSD to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease.

Legal References:

**State Law/Regulations/Guidance**

Conn. Gen. Stat. § 10-212a Administration of Medications in Schools
Conn. Gen. Stat. § 10-212c Life-threatening food allergies: Guidelines; district plans
Conn. Gen. Stat. § 10-220i Transportation of students carrying cartridge injectors
Conn. Gen. Stat. § 19a-900 Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.
Conn. Gen. Stat. § 52-557b “Good Samaritan law.” Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render.

Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 Administration of Medication by School Personnel

**Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).**

**Federal Law:**
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.

Policy adopted: November 8, 2006  HARTFORD PUBLIC SCHOOLS
Policy revised: June 21, 2016 Hartford, Connecticut
The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine the health status of a student, and determine if a student is suffering from any physical disability tending to prevent such student from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education, the Board of Education requires that students have health assessments in accordance with state law.

The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny admission or continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing and in accordance with state law. This request must be signed by the parent/guardian.

No record of any student's medical assessment may be open to the public.
(cf. 5111 – Admission/Placement)

Legal Reference: Connecticut General Statutes

10-204a Required immunizations
10-204c Immunity from liability
10-206 Health assessments
10-206a Free health assessments
10-208 Exemption from examination or treatment
10-209 Records not to be public. Provision of reports to schools.
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results,


Connecticut Agencies Regulations § 10-204a-2a Adequate Immunization


Federal Law:


Policy adopted: November 1, 2005
Policy Revised: November 17, 2015

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students
Health Assessments, Screenings and Immunizations

A. Immunizations

In accordance with Connecticut laws and regulations, the following health assessment procedures are established for students in the district:

1. The Board requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. Proof of immunization shall be required prior to school entry. A "school-aged child" also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enrollees and must include complete documentation of those immunizations requiring a full series.

2. In those instances at entry to seventh grade, where an individual has not received a second dose of measles, and tetanus, dipheria and pertussis (Tdap), contained vaccines, a second dose shall be given. If an individual has received no measles containing vaccines, the second dose shall be given no less than thirty (30) days after the first. The Board also requires each child to be vaccinated against meningococcal disease before being permitted to enter the seventh grade.

3. Each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

4. By January 1 of each year, children aged 24-59 months enrolled in the Board's preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the Board’s preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.
5. Exemption shall be granted from the Board’s immunization requirements if a student, prior to enrollment:

a. presents a certificate from a physician, physician assistant, advanced practice registered nurse, or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health;

b. presents a certificate from a physician, physician assistant, or advanced practice registered nurse stating that in the opinion of the physician, immunization is medically contraindicated because of the physical condition of the child;

c. presents a statement from the parents or guardian of the child that such immunization would be contrary to religious beliefs of the child or the parents or guardian of such child, which statement shall be acknowledged by

(A) a judge of a court of record or a family support magistrate,
(B) a clerk or deputy clerk of a court having a seal,
(C) a town clerk,
(D) a notary public,
(E) a justice of the peace,
(F) an attorney admitted to the bar of the State of Connecticut, or
(G) a school nurse; or;

d. in the case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child’s present or previous town of residence, stating that the child has had a confirmed case of such disease; or

e. in the case of hemophilus influenzae type B, has passed his/her fifth birthday; or

f. in the case of pertussis, has passed his/her sixth birthday.

Before being permitted to enter the seventh grade, the parents or guardian of any child who is exempt on religious grounds from the immunization requirements, pursuant to subsection (c) above, shall present to the Board a statement that such immunization requirements are contrary to the religious beliefs of such child or the parents or guardian of such child, which statement shall be acknowledged in the same manner as required by subsection (c) above.

6. Students failing to meet the above requirements shall not be allowed to attend school.
B. Health Assessments

1. A physical examination shall be required for all new school enrollees, and students in grade 6 and grade 10. Such health assessments must be conducted by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, who is licensed under state statute, a physician assistant, who is licensed under state statute, the school medical advisor, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. This health assessment must be completed either prior to school entry or 30 calendar days after the beginning of school for new school enrollees. This assessment must be conducted within the school year for students in grade 6 and 10. Parents of students in grade 6 and 10 shall be notified, in writing, of the requirement of a health assessment and shall be offered an opportunity to be present at the time of assessment. Health assessments completed within one calendar year of new school entry will be accepted by the school system.

2. Health assessments shall include:
   
a. a physical examination which includes hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include; but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

b. an updating of immunizations as required by state law;

c. vision, hearing, speech and gross dental screenings;

d. such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley’s anemia, and tests for lead levels in the blood (only for pre-enrolment) if, after consultation with the school medical advisor and the local health department, the Board determines that such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician’s assistant, licensed under state law, or an advanced practice registered nurse, licensed under state law.

3. Failure of students to satisfy the above mentioned health assessment timeliness and/or requirements shall result in exclusion from school.

4. Parents or guardians of students being excluded from school due to failure to meet health assessment requirements shall be given a thirty calendar day notice in writing, prior to any effective date of school exclusion. Failure to complete required health assessment components within this thirty day grace period shall result in school
Students
Health Assessments, Screenings and Immunizations (continued)

exclusion. This exclusion shall be verified, in writing, by the Superintendent of Schools or his/her designee.

5. Health assessment and health screening requirements of these regulations are waived if the parent legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds.

6. The Board of Education shall provide such assessments free of charge to students whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk program.

C. Screenings

1. The Board of Education will provide annually to each student enrolled in kindergarten and grades one and three to five, inclusive, a vision screening using a Snellen chart or equivalent screening. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any defect of vision or disease of the eyes, with a brief statement describing the defect or disease, and (2) who did not receive such vision screening, with a brief statement explaining why such pupil did not receive such vision screening.

2. The Board of Education will provide annually to each student enrolled in kindergarten and grades one and three through five, inclusive, audiometric screening for hearing. The Superintendent shall give written notice to the parent or guardian of each student (1) who is found to have any impairment or defect of hearing, with a brief statement describing the impairment or defect, and (2) who did not receive an audiometric screening for hearing, with a brief statement explaining why such student did not receive an audiometric screening for hearing.

3. The Board of Education will provide postural screenings for (1) each female student in grades five and seven, and (2) each male student in grade eight and nine. The Superintendent shall give written notice to the parent or guardian of each student (A) who evidences any postural problem, with a brief statement describing such evidence, and (B) who did not receive a postural screening, with a brief statement explaining why such student did not receive such postural screening.

4. All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.
Students
Health Assessments, Screenings and Immunizations (continued)

E. Athletics

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

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

F. Assessment/Screening Results:

The results of each assessment and screening required by these administrative regulations shall be recorded on forms supplied by the State Board of Education. Each physician, advanced practice registered nurse, registered nurse, or physician assistant performing health assessments under these administrative regulations shall sign each form and any recommendations concerning a student shall be in writing. Assessment/screening forms shall be included in the cumulative health record of each student and they shall be kept on file in the school attended by the student. If a student transfers to another school district in Connecticut, his/her original cumulative health record shall be sent to the chief administrative officer of the new school district and a true copy retained by the Hartford Board of Education. For a student leaving Connecticut, a copy of the records, if requested, should be sent and the original maintained.

Appropriate school health personnel shall review the results of each assessment and screening. If the reviewing school health personnel judge that a student is in need of further testing or treatment, the Superintendent shall give written notice to the parent or guardian of such student and shall make reasonable efforts to ensure that such further testing or treatment is provided. Reasonable efforts shall include determination of whether the parent or guardian has obtained the necessary testing or treatment for the student, and, if not, advising the parent or guardian how such testing or treatment may be obtained. The results of such further testing or treatment shall be recorded, kept on file and reviewed by appropriate school health personnel in the same manner as the results of the health assessments and screenings required under these administrative regulations.

G. Other Non-Emergency Invasive Physical Examinations and Screenings:

1. In addition to the screenings listed above, the district may, from time to time, require students to undergo additional non-emergency, invasive physical examination(s)/screening(s).

2. A non-emergency, invasive physical examination or screening is defined as:
Students
Health Assessments, Screenings and Immunizations (continued)

(a) any medical examination that involves the exposure of private body parts; or

(b) any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening; and

(c) is required as a condition of attendance, administered by the school and scheduled by the school in advance; and

(d) is not necessary to protect the immediate health and safety of the students.

3. If the district elects to conduct any such examinations, then, at the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to conduct the non-emergency invasive physical examination(s) and/or screening(s) described in this subsection. Such notice shall include the specific or approximate dates during the school year of the administration of such non-emergency invasive physical examination(s)/screening(s).

4. Upon request, the administration shall permit parents or students over the age of eighteen (18) (or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

H. School Representative to Receive Information Concerning Health Assessments:

The Board of Education designates [insert name of responsible staff member] as the representative for receipt of reports from health care providers concerning student health assessments.

Legal Reference: Connecticut General Statutes

10-204a Required immunizations
10-204c Immunity from liability
10-206 Health assessments
10-206a Free health assessments
10-208 Exemption from examination or treatment
10-209 Records not to be public. Provision of reports to schools.
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results,


Connecticut Agencies Regulations § 10-204a-2a Adequate Immunization
Students
Health Assessments, Screenings and Immunizations (continued)


Federal Law:


Regulation adopted: September 14, 1999 HARTFORD PUBLIC SCHOOLS
Regulation updated: November 1, 2005 Hartford, Connecticut
Regulation updated: November 17, 2015 Hartford, Connecticut
Students

Accident Prevention

An accident prevention program shall be sponsored by the Hartford public and parochial schools and the Hartford Police Department with various cooperating community agencies.
Students

Accident Prevention

Care of Accidents Occurring At School

1. **First aid procedures.** Members of the school staff should be acquainted with proper first aid procedures. These are adequately covered in the Health Services Manual. A copy of this guide should be included in each school health room.

   In the absence of the nurse, a member of staff designated by the Principal should care for the frequent minor scratches, cuts, and bruises which are common among children. In severe accident cases it is important that first aid be given by the one nearest the injured person. If the accident can await the arrival of a nurse, the Principal may call the nurse at the nearest school. If the nurse is not readily available, the physical education teacher may be called for first aid work. These teachers are usually better prepared than other teachers to administer first aid. The nursing supervisor may be called in accident cases whenever his/her presence is deemed desirable by the school Principal. Nursing supervisor will administer first aid and advise relatives of the need for further care, but will not be responsible for treatment. When the nursing supervisor cannot be immediately located, and the need for a physician is urgent the Principal may call the medical director.

2. **Notifying parents.** If parents have a phone, they should be notified of the accident and asked regarding the procedure they wish followed in securing medical attention or hospital care.

3. **Taking child home.** If parents have no phone, the child should be taken home as soon as first aid treatment has been given. If the injury is of such severity that movement of the child to the home would appear harmful, the child should be transferred via ambulance to the nearest hospital. The child may be taken home by anyone designated by the Principal. The nurse, if available, is the preferable one to do this. If it appears that the child is in need of medical attention, the parent should be informed that the family physician should examine and treat the child. If the family is unable to afford the services of a physician, they should be informed of the community agencies through which medical aid can be secured and given every possible assistance in getting to such agencies. The school’s responsibility in accident cases does not end until it is certain that the child will receive proper attention.

4. **Taking child to hospital.** In any case where parents are not home or cannot be located, the child in need of urgent medical attention other than first aid should be transferred via ambulance to the nearest hospital. If further medical treatment is not needed, the child may be kept at school until the parents are located.
Students

Accident Prevention

Care of Accidents Occurring At School (continued)

5. **Filling out accident report blank.** A special form shall be filled out in duplicate; one copy is to be kept at school and the other sent to the office of the supervising physician.

The Assistant Superintendents shall be in charge of the program, whose purpose is to prevent traffic accidents involving school children, stimulate interest in traffic safety education, and encourage boys and girls to become safety conscious by observing traffic safety rules on our streets.
Students

Communicable/Infectious Diseases

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

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

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

(cf. 5111 – Admission/Placement)
(cf. 5153 - Health Assessments and Immunizations)
Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes
10-76(d)(15) Duties and powers of boards of education to provide special education programs and services.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-209 Records not to be public.
10-210 Notice of disease to be given parent or guardian.
19a-221 Quarantine of certain persons.
19a-581-585 AIDS testing and medical information.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Communicable/Infectious Diseases

Exclusion Procedures

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

1. The nature of the disease.
2. Whether transmission may be controlled.
3. Whether the personal characteristics of the student involved are such that exclusion of the affected student from the regular classroom is clearly necessary to protect the health of other students.
4. As medical knowledge and circumstances may change rapidly, the school nurse and school medical advisor will monitor current medical information and assess the student's medical condition and the school's ability to accommodate that student in light of the most current medical information. New facts may warrant a different result from the one previously reached.
5. Where a student or student's parents object to the board's decision to exclude that student, the board of education will provide a hearing to adjudicate pertinent facts concerning the exclusion.

Medical Intervention

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

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

Consideration will be given to temporary removal of a student from school, if in the opinion of the school medical advisor and the child's physician, illness in the school might be detrimental to the child's health.
Students

Communicable/Infectious Diseases (continued)

Medical Intervention (continued)

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

Confidentiality

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

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

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

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

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

Communicable/Infectious Diseases (continued)

Legal Reference:
Connecticut General Statutes
"Americans with Disabilities Act", 42 U.S.C 12101 et seq.
1232g, 45 C.F.R. 99.
10-15b Access of parent or guardian to student's records.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune
deficiency syndrome.
10-66b Regional Educational Service Centers.
10-76(d)(15) Duties and powers of boards of education to provide special
education programs and services.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-209 Records not to be public.
10-210 Notice of disease to be given parent or guardian.
19a-221 Quarantine of certain persons.
19a-581-585 AIDS testing and medical information.
Students

Suicide Prevention and Intervention

The Hartford Board of Education recognizes that suicide is a complex issue and that schools are not mental health treatment centers. School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.

The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.

Any Board employee who has knowledge of a suicidal threat, attempt or ideation must immediately report this information to the building principal or his/her designee, who will, in turn, the Student Assistance Team. The SAT, with administrative assistance, if necessary, will contact the student's family and appropriate resources outside and within the school system. Information concerning a student's suicide attempt, threat or risk will be shared with others to the degree necessary to protect that student and others.

Legal Reference: Connecticut General Statutes §10-221(e)
Students

Suicide Prevention and Intervention

Management of Suicidal Risk

The school cannot be expected to thoroughly evaluate and eliminate suicidal risk. Nevertheless, the Board is committed to respond in a supportive manner, both aggressively and immediately, to a student who has attempted, has threatened, or is seriously considering attempting suicide. The following procedures shall be implemented toward this end.

1. Any staff member who becomes aware of a student who may be at risk of suicide must immediately notify the building principal or his/her designee. This must be done even if the student has confided in the staff person and asked that his/her communication be kept confidential. The principal or designee will then notify an appropriate Student Assistance Team (SAT) staff member. (Note: The principal may have multiple designees.)

2. The SAT staff member shall interview the student, consider available background information and determine whether the student is "at-risk" or in "imminent danger."

3. If the student is assessed to be "at-risk":

a. The SAT staff member shall notify the student’s parent/guardian and request a meeting with them as soon as possible, preferably that same day.

b. When the parent/guardian arrives at school, the SAT staff member shall meet with him/her to discuss:
   · the seriousness of the situation;
   · the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
   · the need for continued monitoring of the student at home if he/she is released following the evaluation;
   · referral to appropriate professional services outside the school system; and
   · a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.

c. The SAT staff member shall document in writing the course of events, including what transpired at the meeting, and the outcome.
Students

Suicide Prevention and Intervention

Management of Suicidal Risk (cont.)

d. If the parent/guardian does not follow through, thereby leaving the student "at-risk", a medical referral to the Department of Children and Families (DCF) should be made (if the student is less than 18 years of age). The parent/guardian should be notified as soon as possible that such a referral has been made.

e. The SAT staff member may notify other staff, as necessary to protect the student and others.

f. The SAT staff member may refer student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning Placement Team or other staff as appropriate for further consultation and planning.

g. The SAT staff member or the team shall monitor the student's progress and shall consult as necessary with family, outside professionals and school staff.

4. If the student is assessed to be "in imminent danger":

a. The SAT staff member shall ensure that the student is not left alone.

b. The SAT staff member shall notify the parent/guardian and request that the student be picked up at school and taken to a medical or mental health professional for thorough suicidal risk evaluation.

c. When the parent/guardian arrives at school, the SAT staff member shall meet with him/her to discuss:
   - the seriousness of the situation;
   - the need for an immediate suicide risk evaluation at a medical or mental health facility, or other appropriate evaluation(s);
   - the need for continued monitoring of the student at home if he/she is released following the evaluation;
   - referral to appropriate professional services outside the school system; and
   - a request for the parent/guardian to sign a release of information form permitting communication between the school and the facility to which the student will be taken, the student's therapist and other appropriate individuals.

d. The SAT staff member shall document in writing the course of events, including what transpired at the meeting, and the outcome.
Students

Suicide Prevention and Intervention

Management of Suicidal Risk (cont.)

e. The SAT staff member shall inform the principal of the course of events and the outcome.

f. The SAT staff member may notify other staff, as necessary to protect the student and others.

g. The SAT staff member may refer the student to the school's Child Study Team, Mental Health Team, Crisis Intervention Team, Student Assistance Team, Planning and Placement Team or other staff as appropriate for further consultation and planning.

h. If the parent/guardian is unable to come to school:
   · the SAT staff member shall provide over the telephone information as to available resources outside and within the school system, and shall plan follow-up contacts.
   · the SAT staff member will notify the parent/guardian of his/her intent to and arrange transport of the student to an appropriate evaluation/treatment site by means of emergency vehicle (e.g., ambulance or police cruiser).
   · police may be notified if the student poses a threat to the safety of him/herself or others, or as dictated by other circumstances.
   · the SAT staff member shall document in writing the course of events and the outcome.
   · the SAT staff member shall inform the principal of the course of events and the outcome.

i. If the parent/guardian does not agree with the school's determination that the student is in imminent danger or for any other reason refuses to take action.
   · the SAT staff member shall meet with the building principal to develop an immediate plan focused on protection of the student.
   · the SAT staff member shall notify the parent/guardian of the plan and shall inform the parent/guardian that the Department of Children and Families (DCF) will be contacted and a medical neglect referral made, if the parent/guardian remains uncooperative (if the student is less than 18 years of age).
   · the SAT staff member shall arrange for an emergency vehicle to transport the student to the hospital or an appropriate mental health facility; shall inform hospital staff of the situation; shall plan follow-up in relation to hospital staff or mental health facility staff decisions as to how to proceed.
   · the SAT staff member shall consult and cooperate with DCF as necessary.
   · the SAT staff member shall document in writing the course of events and the outcome.
Students

Suicide Prevention and Intervention

Management of Suicidal Risk (cont.)

j. When a student assessed to have been "in imminent danger" returns to the school, the PPS staff member or the appropriate school-based team (if such referral has been made) shall coordinate consultation with outside professionals, supportive services in school, and changes in the instructional program, when necessary.

Suicide Education/Prevention - Students and Staff

As part of the Hartford Public Schools' Health Education Curriculum and Developmental Guidance Curriculum, students will be educated regarding suicide risk factors and danger signals, and how they might appropriately respond if confronted with suicidal behavior, verbalizations, or thoughts.

Annually, in-service training for school staff will be held in each school building to discuss suicide risk factors, danger signals, and the procedures outlined in these regulations.
Students

Student Insurance

Two types of accident insurance shall be made available to students. One covers students while traveling to and from school and at school. In addition, the policy usually covers students while attending religious instruction, including travel to and from services, and students participating in interscholastic sports except football. The policy does not provide coverage during vacation periods. The other type of policy, higher in cost, provides year-round coverage, twenty-four hours per day. It is also available to all full-time staff members, including custodians, cafeteria workers, and maintenance workers. Students who wish this higher cost insurance shall make their own arrangements directly with the insurance company. Students shall pay the full cost of both types of insurance, which are renewable in October. Principals are referred to the detailed instructions regarding filing of claims and other matters relating to this insurance which are issued by the finance department. In case of serious accident, vehicular or otherwise involving students, a memo shall be sent to the finance department as well as forwarding the accident report form to the Health Department. These requirements shall be in addition to the filing of claim forms under the student insurance.

Athletic Participant Coverage

The City of Hartford shall pay for insurance to cover all freshman, junior varsity, and varsity supervised sports, special extramural events, and 7th and 8th grade basketball.

Insurance Firms Insurance coverage is provided by the Reliance Standard Life, the servicing firm is Community Insurance, and the Administration Office for our school system is the Liegeot Insurance Agency.

Forms

The Insurance Agency has provided each school with:

1. Insurance Applications: This form is a two-part document -- the Application Envelope and the Insurance Coverage Brochure.

2. Injury Claim Forms: These forms are enclosed with the applications.
Students

Student Insurance

Insurance Coverage Basically, the plans outlined on the Application Form are self explanatory. However, note:

1. There are 3 Plans: a School Time Plan for $6 for the School Year; a School Time Plan for $9 for the School Year which includes Dental Coverage; a 24-Hour Full Time Plan for $30 for full 12 months which includes Dental Coverage.

2. The available $2,500 Student Life Insurance Plan cost is $10 for a 12-months period.

3. Student Accident Insurance does not cover injuries resulting from participation in interscholastic sports. The City of Hartford has purchased insurance coverage for these activities.

Participation Those who want insurance should return the completed Application Form to the school with the payment enclosed. Check or money order payments should be made payable to: Community Insurance. Also, parents should retain the Insurance Coverage Brochure as a detailed record of their student's insurance coverage.

Effective Date of Insurance for Participants:

1. For those enrolled in the Student Accident Insurance program last year and for new students (kindergarten and transfers) to the Hartford Public School System the effective date for accident insurance coverage will be the first day of the school year. Life Insurance coverage will be effective upon approval by the insurance company.

2. For all other students - The effective date for accident insurance coverage will be the date the application is received at the school.

Processing of Forms Parents/students will return completed applications to the school. Schools will deliver completed applications to the finance department. Schools should ensure that the school name is on the application before forwarding them. The finance department will deliver applications to Liegeot Ins. Agency and provide principals with a report of all applications received.

Regulation adopted: September 14, 1999
Regulation update: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Fundraising Activities

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fund-raising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.
Students

Healthy Foods and Beverages

Connecticut’s Healthy Snack Standards for Food in Schools

Connecticut’s Healthy Snack Standards focus on decreasing fat and sugar, increasing nutrient density and moderating portion sizes for snack foods and beverages in school. The standards are consistent with the U.S. Dietary Guidelines, My Pyramid and recommendations from national organizations, such as the American Cancer Society, American Heart Association, American Dietetic Association and American Academy of Pediatrics.

The Connecticut State Department of Education (CSDE) has developed the Connecticut Nutrition Standards in response to Section 10-215e of the Connecticut General Statutes. Section 10-215e requires CSDE to publish a set of nutrition standards for all food items offered for sale to students separately from a school lunch or breakfast that is reimbursable under the U.S. Department of Agriculture’s School Breakfast Program or National School Lunch Program.

The standards established under Sec. 10-215e apply to all sources of food sales to students on school premises, including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether sponsored by the school or an outside group.

Nutrition Standards for School Foods and Beverages in Hartford Public Schools

Hartford Public Schools will provide students with nutritious and appealing foods that meet students’ health and nutrition needs and accommodate ethnic and cultural food preferences to help develop lifelong healthy eating habits.

The district shall follow all federal and state regulations in regards to foods and beverages available during the school day, and will comply with Sec. 10-215e of the Connecticut General statues, as follows:

1) Fundraising with Beverages

The sale of beverages to students in public schools is addressed by Section 1 of Public Act 06-63. Only five categories of beverages can be sold to students at all times and from all sources, including fundraisers.

The five categories are:

1. Milk (flavored or plain) with no more than 4 grams of sugar per ounce and no artificial sweeteners
2. Nondairy milks such as soy or rice milk, which may be flavored but contain no artificial sweeteners, no more than 4 grams of sugar per ounce, no more than 35 percent of calories from fat per portion and no more than 10 percent of calories from saturated fat per portion
3. 100 percent fruit juice, vegetable juice or combination of such juices, containing no added sugars, sweeteners or artificial sweeteners
4. Beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners or artificial sweeteners
5. Water, which may be flavored but contains no added sugars, sweeteners, artificial sweeteners or caffeine

Portion sizes of allowable beverages are limited to no more than 12 ounces, with the exception of water.

**Beverage Exemptions:**
The Hartford Board of Education will allow the sale to students of beverages not listed in state statute provided that the following conditions are met:

(1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
(2) the sale is at the location of the event; and
(3) the beverages are not sold from a vending machine or school store.

For the purposes of this exemption, an event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The regular school day is the period that begins with the arrival of the first child at school and ends after the last instructional period.

Following are examples of beverages that require an exemption in order to be allowed for sale to students during events on school premises: soda (regular and diet), sports drinks, coffee, iced coffee, tea, iced tea, herbal tea, hot cocoa, lemonade, drinks that are not 100 percent juice, waters with added sugars or artificial sweeteners, and any other beverages that are not specified as allowable beverages in Public Act 06-63.

2) Fundraising with Food

**All food items offered for sale to Hartford Public School students separately from a reimbursable breakfast or lunch at all times and from all sources must meet the Connecticut Nutrition Standards.** This includes all fundraising activities on school premises, regardless of whether the fundraising activity is sponsored by the school or an outside group.

**Food Items:** The Hartford Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met:

(1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
(2) the sale is at the location of the event; and
(3) the food items are not sold from a vending machine or school store.

For the purposes of this exemption, an event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The regular school day is the period that begins with the arrival of the first child at school and ends after the last instructional period.
**Bake Sales:** A bake sale cannot be held during the school day on school premises unless all food items meet the Connecticut Nutrition Standards and the selling time frame complies with state competitive foods regulation (see “Competitive Foods Regulation” below).

A bake sale can be held on school premises if the **bake sale is connected to and held at the location of an event that occurs after the end of the regular school day or on the weekend**, e.g., a bake sale at a weekend football game or school concert.

**Candy Sales:** Candy and sugarless candy (including mints and gum) cannot be sold to students on school premises at any time, unless they are sold at an event that meets the three exemption conditions (noted above). The state competitive foods regulation regarding candy still applies. Section 10-215b-1 of the Regulations of Connecticut State Agencies prohibits schools from selling or dispensing candy to students anywhere on school premises from 30 minutes before the start of any state or federally subsidized milk or meal program until 30 minutes after the end of the program.

**Sales of Food Tickets:** Selling fundraisers of coupons, tickets, gift cards, tokens or similar items **that are redeemable for food** is the same as selling food to students. The dictionary defines “sale” as “the exchange of property or services for a determined amount of money or its equivalent.” All food items sold to students must either 1) meet the Connecticut Nutrition Standards or 2) be exempted by the Hartford Board of Education and sold at an event that meets the three exemption conditions.

**Fliers or Catalogs for Food Fundraisers:** Students can take home fundraising fliers and catalogs, and sell food items such as cakes, pies, candy and cookie dough to anyone off school premises. However, if the student is involved in delivering money to school for the food item **and picking up the food item at school**, the fundraiser is selling food to students on school premises and is not allowed. In order for the fundraiser to be in compliance with Public Act 06-63, it must be structured so that parents or other adults pick up the food item instead of students. This must be clearly indicated on the fundraising flier and any written communication regarding the fundraiser.

**Other Options for Fundraisers:** If a food item meets the Connecticut Nutrition Standards, it can be sold to students without meeting the three exemption conditions, as long as the fundraiser complies with the state competitive foods regulation (see “Competitive Foods Regulation” below).

**Competitive Foods Regulation:** Regardless of whether the district certifies for the healthy food option, Connecticut’s competitive foods regulation still applies to the sale of all food items, including those that meet the Connecticut Nutrition Standards. Section 10-215b-23 of the Regulations of Connecticut State Agencies specifies that the income from the sale to students of any food items sold anywhere on school premises from 30 minutes before the start of any state or federally subsidized milk or meal program (National School Lunch Program, School Breakfast Program, After-School Snack Program and Special Milk Program) until 30 minutes after the end of the program must accrue to the food service account.

Policy adopted: September 18, 2007

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Physical Education

School Pool Safety

The Hartford Public Schools Board of Education considers swimming an important life skill. The Board believes that our students should be given the best chance to learn to swim, and as early as possible.

The Board believes it is fortunate to be able to have a pool in a school facility or to have access to a pool for aquatic activities. Therefore, safety is of paramount importance. Students are not allowed to utilize the pool for any aquatic activity without certified staff supervision as required by P.A. 13-161.

The instructional program serves as a vehicle and vital component of the health, physical education, and co-curricular activities within the District’s public schools. The program’s primary goal is to teach safety awareness, develop basic swimming skills, and enhance the proficiency level of all aquatic skills. The program also aims to improve personal and community safety skills and help students develop a commitment to lifetime fitness.

Students at the high school level may also participate in interscholastic swimming competition. The athletic program shall provide opportunities for students to demonstrate swimming proficiency through competitive events as well as an opportunity for students to excel and experience success, while promoting and applying concepts of teamwork, sportsmanship, respect for others and high standards of conduct and honor.

All District schools, which have swimming pools and/or any pool the Board approves for aquatic instruction and activities, and offer instruction in swimming and/or diving are covered by this policy. In addition those schools also may offer extracurricular aquatic activities, including swimming and diving teams. This policy is designed to promote safety for students, staff, and community members by requiring appropriate staffing, a swimming pool safety plan, and appropriate water safety equipment at these pools while any aquatic activities are being conducted. All persons involved in the instruction, supervision, and coaching of such activities shall be appropriately trained, certified and recertified as required.

This policy applies to all aquatic activities. Aquatic activities include swimming, wading, diving, water polo and any other curricular and extracurricular activities the District conducts or may conduct in the future in any pool owned, leased, or used by the Board of Education.

Definitions

School swimming pool means any swimming pool approved for use by a local or regional Board of Education for student aquatic activities.
Physical Education

School Pool Safety (continued)

Student aquatic activities means any physical education class, interscholastic athletics or extracurricular activities offered to students by the Board of Education that makes use of a school swimming pool.

Qualified swimming coach means any person who (A) holds a valid coaching permit issued by the State Board of Education, and (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool.

Qualified educator means any person who (A) holds a valid certificate issued by the State Board of Education, pursuant to section 10-145b of the general statutes, with an endorsement in physical education, (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.

Qualified lifeguard means any person who (A) is sixteen years of age or older, (B) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.

Minimum Staffing and Qualifications

Any physical education course using a swimming pool shall have at least one qualified/certified instructor with an endorsement in physical education. Such instructor must also be a certified lifeguard, certified in cardiopulmonary resuscitation offered by the American Heart Association (AHA) or the American Red Cross (ARC) and has completed a first aid course offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health, as certified by the agency or director of health offering the course.
Physical Education

School Pool Safety (continued)

In addition to the aforementioned qualified/certified instructor, another individual, either a qualified educator, qualified swimming coach or a qualified lifeguard is required to be on duty to supervise the students for all pool classes. This additional individual is also required to be a certified lifeguard, certified in cardiopulmonary resuscitation and completed a first aid course, as described above. The Board of Education, to fulfill this statutory requirement of a second person to be present during classes using a swimming pool, allows the hiring of a lifeguard to help the swimming instructor supervise the swimming class if such lifeguard is at least sixteen (16) years of age or older and meets the above criteria for an instructor. Such lifeguard must be under the supervision of the certified instructor.

NOTE: P.A. 13-161: AAC Pool Safety at Public Schools, requires, for the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall offer a physical education course that makes use of a school swimming pool unless there is at least one qualified educator who shall serve as the instructor of such physical education course and be responsible for implementing the provisions of the school swimming pool safety plan and at least one qualified educator, qualified swimming coach or qualified lifeguard who shall be solely responsible for monitoring such school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

For the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall permit any student to participate in any interscholastic athletic activity that makes use of a school swimming pool unless there is at least one qualified swimming coach who shall serve as a coach of such participating students and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

For the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall offer any extracurricular activity that makes use of a school swimming pool unless there is at least one qualified lifeguard who shall (1) monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary, and (2) be responsible for implementing the provisions of the school swimming pool safety plan.
Physical Education

School Pool Safety (continued)

Pool Safety Plan

The Board, offering a physical education course and aquatic programs that make use of a swimming pool, shall adopt a Swimming Pool Safety Plan, not later than July 1, 2014. Such Swimming Pool Safety Plan shall include, but is not limited to, required staffing patterns, best practices regarding swimming pool safety, the requirements of the Public Health Code, and any other provisions deemed necessary and appropriate for ensuring the safety of students who use such swimming pools for student aquatic activities. The Swimming Pool Safety Plan shall be reviewed and updated as necessary prior to the start of each school year.

The District will adhere to the regulations of the Connecticut Department of Public Health, 19-13-B33b, applicable to public pools.

Legal References:

Connecticut General Statutes
PA 13-161 An Act Concerning Public School Pool Safety

Policy Adopted: June 17, 2014
Hartford Public Schools
Hartford, Connecticut
Students

First Amendment Rights

The Board of Education recognizes that students have the right to express themselves verbally, in writing, and by posting of materials in the schools. Such expressions shall be done in a judicious manner and shall be subject to review by the appropriate authority to determine that the content and the form are not obscene, libelous, vulgar or substantially disruptive to the educational process.
Students

First Amendment Rights

1. The intent of the Board’s policy is to encourage student expression in school-sponsored, classroom, and other activities. The administration is charged to create an oversight process that would disallow only those forms of expression that would be judged obscene, libelous, seriously disruptive, or vulgar, and thus, interfere with legitimate pedagogical process.

2. If the principal or his designee decides to disallow the student(s) expression, the student may appeal such action to the decision-maker(s). The appeal should take place within three school days of request.

3. Should the decision-maker(s) uphold the original decision, the student(s) may appeal to the principal. (If the decision-maker is the principal, the student would go directly from step 2 to step 4). The appeal should take place within three school days of request.

4. If all appeals at the school level uphold the original decision, the student may apply for a review of the decision to a panel consisting of the Assistant Superintendent and the student representative to the Board from the high school that is involved in the review question. The panel should respond to the student(s) within five days of receipt of the request for review.

5. The appeal process must be completed in a timely fashion so that the mechanics of due process do not accomplish a rejection de facto.

6. These regulations will be published in the student handbook annually.

For administrative guidance, herein are illustrated terms used in #1:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obscene</td>
<td>those expressions that contain overt or explicit displays of sex</td>
</tr>
<tr>
<td>Seriously disruptive*</td>
<td>those expressions that advocate violence, use of alcohol or drugs attack individuals, races, religions, creeds, ethnic or sexual groups, or others</td>
</tr>
<tr>
<td>Libelous</td>
<td>those expressions that contain unsubstantiated character assaults on individuals or groups of people statements that are personally insulting</td>
</tr>
<tr>
<td>Vulgar</td>
<td>those expressions that use sex, anatomy or slurs in the form of &quot;jokes,&quot; parodies or other forms that degrade individuals, racial, ethnic, religious or sexual groups expletives lewdness</td>
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</tbody>
</table>

*In the opinion rendered in Hazelwood, the judges stated that the criteria for determining what is seriously disruptive must be concrete. "Undifferentiated fear or apprehension is not enough to overcome the right of freedom of expression."
Students

Nondiscrimination

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

Legal Reference:
- Connecticut General Statutes § 10- 15c and 46a-8 1 a, et seq.
- Discrimination on basis of sexual orientation
- PA 11-55 Discrimination on account of gender identity or expression

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy revised: May 21, 2013
Students

Harassment

It is the policy of the Hartford Board of Education that all faculty, staff and students, parents and all other members of the school community treat each other with dignity and respect. All are entitled to freedoms from any kind of personal harassment. No form of harassment will be tolerated whether related to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance.

Definitions

Harassment is defined at unwelcome discriminatory behavior toward an individual or individuals on the basis of race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, learning disability or physical disability, or genetic information:

- Submission to such conduct is made either explicitly or implicitly a term or condition of school accommodations.
- Submission to or rejection of such conduct is used as a basis for education affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s school or creating an intimidating, hostile, or offensive school.

Forms of harassment may include spoken and/or written remarks, symbols, caricatures, physical contact, gestures and innuendo, the display of posters, book covers, T-shirts or other items that contain images or words that can be interpreted as harassing.

No form of harassment will be tolerated in the Hartford Public Schools.

All reported incidents of harassment will be promptly and thoroughly investigated. Any person, engaged in an action or continuing harassment will be subject to appropriate disciplinary action, up to and including expulsion. The Hartford Public School System will also discipline any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment complaint. Other members of the school community are within the jurisdiction of this policy and are subject to its terms.

Legal Reference
Title IX of the Education Amendments of 1972 (42 U.S.C. 1134n et seq.)
Connecticut General Statutes 10-15c Discrimination in public schools prohibited
42 USC, s2000(e), (Title VII)
29 CFR, s1004.11 (EEOC Guidelines on Sexual Harassment)
PA 11-55 Discrimination on account of gender identity or expression

Policy adopted: July 6, 1999
Policy updated: November 1, 2005
Policy revised: May 21, 2013
Policy revised: June 17, 2014

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students
Harassment

Reporting Procedure

The principal or other department head shall issue a report to the superintendent or his/her designee, including the Central Harassment Prevention Team, once a year in June. This report should include:

- Planned programs for the following school year outlining how and when staff and student training will take place, along with any other planned anti-harassment activities or initiatives.
- A summation of activities conducted the previous year pertaining to initiatives implemented to train teachers, students, parents, and staff.
- A description of how issues relating to harassment are being implemented in the curriculum.
- A summation of the number of complaints received and the actions taken for resolution (mediation, disciplinary action, etc.)

Central Harassment Prevention Team

The superintendent shall appoint a Central Harassment Prevention Team to assume primary responsibility for initially addressing reports of harassment in violation of this policy and making recommendations to the appropriate school principal for remedial action in the case of student violators, or to the superintendent in the case of staff and other non-student violators, including vendors and visitors. The Central Team shall also be responsible to reviewing the reports issued by each school and making suggestions and/or recommendations regarding policy implementation at each school site as needed. This will insure uniformity in school policies and procedures throughout the system.

The Central Team shall consist of at least the following:

- Director of Human Resources and his/her designee
- Title IX Coordinator
- Assistant Superintendent for Support Services and his/her designee
- At least one school principal
- At least one school guidance counselor or social worker
Students

Harassment

School Site Harassment Prevention Team

Each site will have a Harassment Prevention Team. The Team will be responsible for:

- Establishing an anti-harassment plan for their school based on the needs of the school and its community.
- Developing a plan, in conjunction with school administration, parents, staff and students outlining strategies aimed at stopping and preventing the behavior and ensuring that mediation and adult/student interventions are used.
- Ensuring that formal procedures for reporting harassment incidents are followed as per system guidelines.
- Ensuring that all complaints are handled promptly.
- Encouraging staff to include anti-harassment issues as part of the curriculum, and designate at least one bulletin board in the school that provides age appropriate information on harassment issues.
- Reporting harassment complaints involving students to the Central Harassment Prevention Team for additional action as needed, and logging the complaint.
- Organizing parent outreach programs aimed at informing and educating parents about harassment and this policy.

Each site shall have an anti-harassment plan. Each plan must address the following elements:

- Students/staff need to identify what constitutes harassing behaviors.
- Students/staff need to be aware of the effect of harassment on student that have experiences unwanted behavior.
- Students/staff need to be informed of laws pertaining to student fights in regard to harassment.
- Strategies to help students/staff combat unwanted behaviors when and where they occur.
- Students/staff need to be aware of the district's anti-harassment policy, procedures for reporting harassing behaviors, and to whom to report the information.

Enforcement – Student/Student and Student/Staff Complaints

All non-school staff is responsible for reporting information concerning potential violations of this policy involving staff and other non-student violators directly to the Central Team. All school staff and students are responsible for reporting potential violations of this policy to the Site Team, which will immediately notify the Central Team of potential violations of this policy.
Students

Harassment

Enforcement – Student/Student and Student/Staff Complaints (continued)

Reports made by staff or students relating to student/student harassment may be made to any Team as appropriate. Such reports may be made verbal or in writing, and may be made anonymously.

Upon receipt of any report or other information concerning a potential violation of this policy by any person, the Central Team shall convene to evaluate the information received. If any member of the Central Team is a potential witness or violator, that person shall be removed from all proceedings with respect to the report. The Central Team shall determine whether the information is sufficiently substantive to warrant further action, and shall determine what further action, if any, shall be taken.

Such further action may include investigation, counseling, referral to other persons of agencies, notification of other agencies or other appropriate action. All incidents involving significant physical contact shall be referred for further investigation. In the case of student offenders, such investigation shall be conducted by individuals deemed appropriate by the Central Team. In the case of non-student offenders, including visitors and vendors, such investigation will be conducted by the Director of Human Resources or his/her designee. It is the responsibility of the Central Team and the superintendent to appoint proper investigators in each instance and to assure that the investigation is completed in a timely manner. No incident shall be determined to be not substantive solely because a complainant is unable or unwilling to file a written complaint concerning the incident.

The Central Team and the Site Teams shall maintain a log of all reports and information received, indicating the date received, a summary of the information, and the informant (if not anonymous), whether further action was taken and what that action was, and the resolution of the incident.

If further investigation is required, the Central Team shall refer the report to the Director of Human Resources in the case of complaints involving staff, or the superintendent or his/her designee in the case of complaints involving students.

Enforcement – Staff/Student and Staff/Staff

The Director of Human Resources or his/her designee (investigator) shall meet with both the complainant and the alleged offender (in cases involving staff and other non-students) and all appropriate witnesses in order to give all parties involved the opportunity to provide information concerning the incident in as non-threatening and environment as possible.
Students

Harassment

Enforcement – Staff/Student and Staff/Staff (continued)

The investigator will maintain a record of his/her investigation, with reference to the log of reports and information received.

The investigator will encourage all complainants to keep a record of all objectionable incidents and the steps taken to resolve the problem. The investigation will be completed as promptly as possible and within fifteen (15) school days after the formal complaint is filed unless the time for completion is extended by the Central Team. Based on the investigation, the Director of human Resources will file a report with the Central Team if the factual findings of the investigation. The Central Team will convene as soon as possible to review the report and consider whether to make any recommendations concerning remedial action to the superintendent. The superintendent or school principal shall review the report and recommendation of the Central Team as soon thereafter as possible, and take appropriate remedial action.

Staff members and students and their parents who are subject to remedial action shall have the right to review the decision otherwise available to them. Student complainants who are dissatisfied with the school principal’s action with respect to an incident may appeal to the superintendent.

Vendors and Other Visitors

All persons engaged in business with and/or visiting the Hartford Public School System must abide by this policy. Any reported incident involving vendors or visitors must be immediately reported to the Central Team for investigation pursuant to this regulation.

Training

The anti-harassment policy shall be part of the ongoing education and training of students and staff as determined by the superintendent. Such education and training shall address not only the provisions of this policy and regulation, but also stereotyping, cultural sensitivity, diversity, and mutual respect. The training shall include the following objectives for the participants:

- To become acquainted with this policy.
- To acquire techniques for preventing incidents of harassment and violence.
- To acquire techniques for successfully coping with incidents of harassment.
- To become aware of cultural roots and personal attitudes toward self and others.
- To acquire techniques for ensuring compliance to state policy and procedures.
- Knowledge of the ramifications of noncompliance with this policy.
Students

Harassment

Training (continued)

In addition, all managers of employees shall receive this and other training and education in accordance with the requirements of C.G.S Sec. 46a-54-204, as it may be amended from time to time.

Training will be provided for members of the board of education, central and school administrators and staff, and every member of the Central and Site Teams.

Training – Student/Student Harassment

The training of administrators, teachers, support staff, students and parents is critical. To facilitate staff training, a team of site-based personnel (Site Team) will be identified for each school. This team should consist of at least one administrator who will serve as team leader, one teacher or counselor, one member of the support staff (nurse, social worker, etc.), and one parent. Schools are encouraged to have students participate where appropriate. Site Teams may consist of a team specifically selected to focus on harassment issues or may consist of members of an already establish team (crisis intervention, governance, etc.). It is strongly recommended that the teams be composed of diverse members to the greatest extent possible.

The teams will undergo comprehensive anti-harassment training addressing the various areas included in this policy. Other administrative personnel, such as department chairpersons, program coordinators, and others as determined by the superintendent will also participate in training.

Training will be conducted by various groups as deemed qualified by the Central Team, such as the State Department of Education, the CT Women’s Education and Legal Fund, and other appropriate agencies. Teams will be trained in day-long sessions set-up by the Central Team. Site Team members will then train their school staff or arrange for training in their school. Site Tram members in collaboration with the Central Team will provide information sessions for parents. (Parents may be included in staff training workshops as appropriate).

Site Team training will be ongoing (at least annually). This will provide updated information on harassment laws and issues to be shared, give the opportunity to update and modify existing programs, and ensure the continuation of this policy when founding team members leave the team.
Students

Harassment

Training – Student/Student Harassment (continued)

After the school staff has been trained by the Site Team or outside agency, all teachers in all subject areas will be required to incorporate anti-harassment topics into their teaching and subject areas, in a manner deemed appropriate by the teachers and the site administrator.

Student Training

The Hartford Public School Health Services/Education Department has developed a K-12 curriculum that will become the basis for initial anti-harassment training for students. The curriculum will be periodically reviewed and updated, with supplemental materials added as needed. Students will receive initial information through the classes offered by the Health Services/Education Department, along with supplemental training provided by various agencies.

“Students training other students” has proven effective. Site Teams at each school will identify students willing to be trained as presenters to other students within the schools and, if appropriate, for lower grades.

Enhancement training provided by other groups and individuals will be incorporated to the greatest extent possible when deemed appropriate.

The curriculum and training must address the following elements:

- Activities to identify what constitutes harassing behavior(s).
- Awareness of the effects of harassment on individuals that have experienced unwanted behavior(s).
- Clear understanding of the laws pertaining to victim/victimizer student fights in regard to harassment.
- Awareness of the district’s anti-harassment policy, procedures for reporting harassing behavior(s), and to whom to report the information.
- The importance of keeping a written log of incidents.

Publication

All staff is responsible for ensuring compliance with this policy and regulation and procedures at their school site, and ensuring an atmosphere free of harassment for all individuals, staff, and students alike.
Students

Harassment

Publication (continued)

All employees and students will be provided with a copy of this policy, and a copy of this policy and regulation will be posted in a prominent place where employees, students, parents, visitors, and others congregate and will see it. Additional copies of this policy and regulation will be made available at all school system sites for parents and members of the public. In addition, the Hartford Public Schools will disseminate this policy and regulation to the community at large.

Under the direction of the Central Team, a separate handbook will be developed for students in grades 7-12 and their parents which will include a statement of this policy and procedures contained in this regulation. Each handbook will contain a listing of current school staff to be contacted to report incidents of harassment. For elementary school students and parents, age appropriate literature will be provided outlining this policy and regulation, and school-based contact people. The handbooks and information distributed to students and parents will contain age appropriate and easily comprehensible language outlining this policy. The handbooks and literature will also be available in languages other than English to accommodate the needs of students and parents.

The handbooks will explain this policy in easily comprehensible language for parents and students and will include definitions and examples of key terms in this policy, i.e. harassment, marital status, mental disorder, physical disability, stereotyping, etc..

Updated anti-harassment handbooks will be distributed to students along with their regular student handbooks at the beginning of the school year, and will be immediately provided to each student that transfers in during the school year.

A copy of this policy shall be added to all publications relating to employee and student disciplinary procedures.

Parent Rights and Responsibilities

The Hartford Public School System shall make every effort as required by this document to inform parents of this policy and provide workshops for parents to familiarize them with this policy and their rights and responsibilities regarding this policy.

Regulation adopted: July 6, 1999
Regulation updated: November 1, 2005
Students

Sexual Harassment

Sexual harassment will not be tolerated among students of the school district. It is the policy of the board of education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.

Definition

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

Procedure

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation which occur as a result of the good faith reporting of charges of sexual harassment will result in disciplinary action against the retaliator.

The school district will provide staff development for district administrators and will periodically distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

Legal Reference:
- Title IX of the Education Amendments of 1972, 34 CFR Section 106.
- Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited.
Students

Sexual Harassment (continue)

Sexual harassment is prohibited in the school system. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

2. The conduct has the purpose or effect of having a negative effect upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.

4. Suggestive or obscene letters, notes, invitations, slurs, jokes, epithets, or gestures, derogatory comments, assault, touching, impeding or blocking movement, leering, display of sexually suggestive objects, pictures or cartoons.

5. Continuing to express sexual interest after being informed that the interest is unwelcome.

6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).

7. Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.

Complaint Procedure

1. Any complaint must be initiated within 180 days from the date one knew or should have known the alleged harassment took place.

2. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
Students

Sexual Harassment (continue)

Complaint Procedure (continue)

3. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the principal, or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.

4. The complaint should state the:
   a. Name of the complainant,
   b. Date of the complaint,
   c. Date of the alleged harassment,
   d. Name or names of the harasser or harassers,
   e. Location where such harassment occurred,
   f. Detailed statement of the circumstances constituting the alleged harassment.

5. Any student who makes an oral complaint of harassment to any of the above-mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.

6. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.

7. All complaints are to be forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.

8. If possible, within five (5) working days of receipt of the complaint, the principal, designee or Title IX Coordinator shall commence an effective, thorough, objective, and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

9. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter.
Students

Sexual Harassment (continue)

Complaint Procedure (continue)

10. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment. The Title IX Coordinator or superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Title IX Coordinator or superintendent shall respond to the complainant, in writing, as soon as possible.

11. If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include appropriate intervention, reassignment, transfer, or disciplinary action.

The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the Hartford Board of Education is the Assistant Superintendent for Student Support Services whose office is located at 153 Market Street and whose telephone number is 297-8430

Title IX of the Education Amendments of 1972, 34 CFR Section 106.
Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited.

Regulation adopted: September 14, 1999
Regulation updated: November 1, 2005
Hartford Board of Education
Sexual Harassment Report Form

The Hartford Board of Education maintains a firm policy prohibiting all forms of discrimination based on sex. All employees and students are to be treated with respect and dignity. Sexual advances or other forms of personal harassment as set forth in more detail in the Hartford Board of Education Sexual Harassment Policy will not be tolerated under any circumstances.

Complainant__________________________________________
Home Address________________________________________
Work Address________________________________________
Home Phone__________________________________________
Work Phone__________________________________________
Date of Alleged Incident(s)______________________________
Name of Person You Believe Sexually Harassed You__________
List of Any Witnesses____________________________________
Where Did Incident Occur?________________________________

Describe the incident(s) as clearly as possible, including such things as: what force or physical contact, if any, was used, any verbal statements such as threats, requests, demands, etc., what response(s) did you give; attach additional pages if more space is needed.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Complainant Signature______________________________________ Date____________

Received by_________________________________________ Date____________
Students

Police Questioning School Children in School During School Hours

Students may be questioned by police in school regarding a school-related matter. Students may be questioned in school during school hours in the presence of school principal or designee, and a parent when possible and appropriate. The parent will be notified prior to questioning except in the event of an emergency or when the parent cannot be reached. In that event, the parent will be notified of what transpired as soon as practicable.

The Hartford Board of Education opposes the practice of questioning students in school for events which occur outside of school.
1. Search of a Student and His/Her Effects

   a. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

2. Search of a Locker, Desk and Other Storage Area

   a. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to conduct random inspections of lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

   b. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

   c. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

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

Legal References:

Connecticut General Statutes:
   Section 10-221, Boards of Education to prescribe rules
   Section 54-33n, Searches
1. Search of a Student and His/Her Effects

   a. All searches of students shall be conducted or directed by an authorized school and/or district-level administrator, e.g., the principal or vice principal, in the presence of a witness.

   b. A search of a student’s handbag, gym bag, cellular phone, personal electronic device or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student’s other effects are also subject to the same rule. Effects may include motor vehicles located on school property.

   c. A search of a student’s person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Metal detectors, breathalyzers and/or drug sniffing dogs may be used to detect the presence of contraband, including weapons, drugs or alcohol, in furtherance of this policy and to the extent authorized by law.

   d. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.

   e. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of an authorized central office official, or designee, such evidence shall be submitted to the police department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

   a. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.
b. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.

c. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.

d. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).

e. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5142.12, Section 2(A).

f. When required by law and otherwise at the option of an authorized central office official, or designee, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by an authorized central office official, or designee.

3. Notice to Parents/Guardians

a. The District shall provide notice to a student’s parent/guardians when that student or his/her effects are subject to a search by District officials in accordance with this policy and these regulations.

Legal References:

Connecticut General Statutes:
Section 10-221, Boards of education to prescribe rules
Section 54-33n, Searches

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

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

The use of trained detection dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.

2. All school property such as lockers, classrooms, parking areas and storage areas may be searched.

3. Dogs shall not be used in rooms occupied by persons except as part of a program designed to inform students/parents of the capabilities of the dogs. Individual(s) shall not be subjected to a search by dogs.

4. Parents and students shall be notified of the Board’s policy concerning search and seizure and this regulation, which shall be publicized to students. Specific dates of planned searches need not be released.

5. When conducting a search of an individual or his/her effects based upon a dog’s signal, the Principal or his/her designee shall conform to the requirements of the Board’s policy and regulation pertaining to searches of a student, his/her effects and/or locker searches.

6. The administration of the district shall have sole authority for determining internal disciplinary action in regard to illegal substances or contraband on school property.

7. Although detection dogs may be under the control of law enforcement agencies, the administration of the district shall have sole determination as to when a sweep of school property will be conducted.

8. When detection dogs are employed, the school should follow standard protocol for a lockdown procedure prior to the dogs and their handlers entering the building.
ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

The Board of Education (the “Board”) supports the use of both passive alcohol screening (“PAS”) devices and breathalyzers during the school day or at school-sponsored events, on or off campus, to deter the use of alcohol by students in the Hartford Public Schools (the “District”) and to promote the health and safety of all students.

This regulation provides the basic structure for the use of passive alcohol sensors and breathalyzers in this District to detect/confirm alcohol consumption by students. Such instruments shall be used by the District to 1) to confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the school day, or at a voluntary, extracurricular school-sponsored event; and/or 2) systematically screen students attending extracurricular/voluntary school-sponsored events for possible alcohol use.

The passive alcohol sensor (“PAS”) device is a non-invasive high-speed breath alcohol-screening instrument which can be used as a “sniffer” for overt or covert alcohol detection. This device may be used to sample a student’s breath in order to detect alcohol use, with results reported as either “positive” or “negative.” A breathalyzer is a device that detects and measures alcohol in expired air so as to determine the concentration of alcohol in a person's blood.

Only designated school personnel will be trained in the use of the PAS device and/or breathalyzer test. All testing instruments shall be properly calibrated and will be checked for accuracy and for full calibration in accordance with the manufacturer’s standards. Testing of students using these devices will be conducted in a separate area, to the extent practicable, to maintain student privacy.

Results from a PAS device or breathalyzer will be maintained in a confidential manner, and released in accordance with district policy and state and federal law.

A. Testing to Confirm Reasonable Suspicion of Alcohol Use

If there is reasonable suspicion that a student is under the influence of alcohol at school or at a school-sponsored event, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. The student will be informed as to how the PAS device operates and will be asked to breathe across the intake part of the device. Testing will be conducted by trained personnel, in a separate area whenever possible, to maintain student privacy. Any student who tests positive will be asked to submit to a second test using a breathalyzer. If the student tests positive for a second time, the school will contact his/her parents. If necessary, the student will be brought to the school nurse for medical treatment and emergency medical protocols shall be followed.

If the student tests positive on either test, or if the student refuses to take the test when there is reasonable suspicion of alcohol use, the student may be subject to appropriate disciplinary action consistent with District policies and procedures.

Reasonable suspicion shall include, but not be limited to, any of the following:

1. Observed use or possession of alcohol;
2. Alcohol odor or the presence of an alcohol container;
3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or

4. Marked changes in personal behavior not attributable to other factors.

B. Extracurricular/Voluntary School-Sponsored Events

The Board also allows for the use of PAS devices and breathalyzers in connection with students’ participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such suspicionless testing will occur only if students are notified prior to the event or school-sponsored activity that a PAS or breathalyzer may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use. Students will be notified through a variety of means, including orientation programs, student handbooks and/or electronic publication.

When PAS devices and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

1. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.

2. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a breathalyzer test to confirm the presence of alcohol.

3. Should the student test positive after the second test, school personnel will contact the student’s parents and the student shall be removed/denied entry to the activity or school-sponsored event.

4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.

5. The district retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with district practice and policy.
Students

Search and Seizure

Use of Metal Detectors

1. Deployment of Metal Detecting Devices

   A. In view of the escalating presence of weapons in America’s schools today, the Hartford Board of Education for the Hartford Public Schools authorizes the use of handheld metal detectors to check a student’s person or personal effects.

2. Non-discriminatory Metal Detector Searchers

   A. School officials or law enforcement officers may conduct metal detector checks of groups or individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., upon students entering the school; all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups or individuals may not be used to single out a particular individual or category of individuals.

   B. If a school official or a law enforcement officer has a reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student’s person and personal effects. A student’s failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

3. Notification of Metal Detector Use

   A. Upon enrollment and at the beginning of each school year, students and parent/guardians shall receive notice that the district may use handheld metal detector checks as a part of its program to promote safety and deter the presence of weapons.

   B. If a school principal or his/her designee determine that they want to deploy hand-held metal detectors on a random basis. They shall consult with appropriate staff and parents.

Policy adopted: November 1, 2005

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Use of Physical Force

The use of physical force (corporal punishment) as a disciplinary measure is not permitted in the Hartford Public Schools.

In accordance with State statutes, a teacher, administrator, or other person entrusted with the care and supervision of a student may use reasonable physical force when he/she believes it is necessary to (a) protect himself/herself or others from immediate physical injury; (b) obtain possession of a dangerous instrument or controlled substance upon or within the control of such student; (c) protect property from physical damage; or (d) restrain or remove such student to another area to maintain order.

Legal Reference: Connecticut General Statutes 53-18a Use of reasonable force of deadly physical force generally; defense by teachers and certain other persons.
Students

On-Campus Recruitment

Subject to the provisions of Section 1-210(b)(11) Connecticut General Statutes, secondary schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Secondary school students and their parents must be informed at the beginning of each school year of their right to request that the student's name, address and telephone number not be released to military recruiters or institutions of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

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.

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.

(cf. 5124 - Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes


10-221b Boards of Education to establish written uniform policy re treatment of recruiters.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Revised: June 21, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Married / Pregnant Students

Married students shall have the same educational opportunities as unmarried students. The Board of Education's responsibility for the education of all school-age children includes pregnant students whether married or unmarried, who shall be allowed to remain in school and be provided appropriate support services as a part of the school program.

A pregnant student may remain in her school program as long as her physical and emotional condition permits. Any variation from a pregnant student's continuance in regular classes shall be based upon her specific needs and addressed through the Student Study Team (SST).

For students with an Individual Education Program (IEP) who require temporary removal from the school program, the Planning and Placement Team (PPT) must convene promptly to address the provision of homebound instruction and transportation. Homebound instruction shall be provided when a physician has certified that homebound instruction is in the student's best interest.

Legal Reference: Connecticut General Statutes
10-184 Duties of parents.
10-186 Duties of local and regional boards of education re school attendance.
State Board of Education Regulations
10-76a-2(4) – Definitions and Exceptionalities
10-76d-15 Homebound and hospitalized instruction (subsection b4).
10-76d-1 Special Education and Related Services
PA 96- An Act Concerning Technical Revisions to the Education Statutes.

Policy adopted: September 14, 1999
HARTFORD PUBLIC SCHOOLS
Policy updated: November 1, 2005 Hartford, Connecticut
Policy updated: August 24, 2010
Students

Conducting Research in the Schools

The board recognizes the importance of research and surveys as means of improving the instructional program for the district's students and also recognizes the need to monitor and control the amount of time and energy expended by both staff and students on research projects sponsored by agencies and individuals from outside the district. Therefore, external agencies or individuals desiring to conduct research studies or surveys involving either students or staff members during the school day must submit a written prospectus to the superintendent or his/her designee, for approval prior to initiation of the study. To be approved, all such research proposals or surveys must demonstrate that the projected findings will have value to either the district as a whole or to a unit within the district, and not be unduly disruptive or time consuming of the normal educational process.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Conducting Research in the Schools

Application Procedures

Any individual or organization wishing to conduct a research, evaluation, survey, or test development project involving students or staff of the Hartford Public Schools must submit a letter of application to the Superintendent of Schools containing the following information:

1. A description of the study, no more than three pages in length. The following information should be included:
   a. Rationale and objectives;
   b. Population or subjects to be studied;
   c. Educational intervention (if any);
   d. Data collection procedures including what data will be collected, who will do the data collection, and how much student and/or staff time will be needed;
   e. Potential benefits to the District which may accrue from this project:
   f. Plan for obtaining informed consent;
   g. Plan for providing feedback and/or debriefing subjects and parents.

2. Samples of all instruments and/or instructional materials to be used;

3. Sample of informed consent letter(s) (See Appendix A);

4. Timelines or schedule of events for the project.

Review Process

Completed applications will be reviewed by the Superintendent of Schools or designee and such other personnel as may be necessary to evaluate the feasibility of conducting the proposed study in the Hartford Public Schools. A minimum of three weeks is required for review of the proposal.

The Superintendent or designee will consider the following questions in deciding whether or not to approve the request.

1. Can the research be carried out without interfering with the teaching-learning process for students or staff?
2. Can school time reasonably be devoted to the request?
3. Are the instruments and/or instructional materials appropriate for use in the school setting?
4. Are the dignity and personal rights of those who would be involved in the study protected?
5. Is there any potential for invasion of privacy of students, families or employees?
6. Does the informed consent letter provide a clear and accurate description of the research?
7. Does the request contain a convincing statement of how the research may be useful?
Students

Conducting Research in the Schools

8. Is the research relevant to the mission of the school district rather than relevant to the goals of the
   sponsoring individual or agency?
9. Does the proposal appear feasible?
10. Does the design of the proposal achieve what is expected?
11. Is the proposal consistent with District policies?
12. Has the proposal been approved by the institution or funding agency with which the research is
    affiliated? If applicable, has the research been approved by "rights of human subjects" or other
    institutional review committee?
13. Does the research plan ensure confidentiality of sources of data?

Approval and Monitoring Procedures

If the proposed study passes the initial review, the following steps will be taken:

1. Contact principals/program managers in schools/programs where the study might be conducted. The
   written description of the project and other supporting materials will be sent to the principal/program
   manager for review. If the proposed study passes the principal's review, it will be returned to the
   Superintendent or designee for final approval.

2. A letter will be sent to the research applicant giving approval to conduct the proposed project in the
   school(s) programs(s) designated. A copy of this letter will be sent to each principal/program
   manager involved.

3. The research applicant will contact the principal(s) /program manager(s) to make arrangements
   for conducting the study.

It is expected that the researcher will conduct the project in accordance with the procedures as outlined
in the approved proposal. The researcher is also expected to keep the principal/program manager and the
Superintendent of Schools informed regarding the progress of the data collection and to submit a written
report of the project when it is completed.
Students

Conducting Research in the Schools

Suggestions for Informed Consent Letters

1. Introduction of the researcher, institutional affiliation, source of funding, and any other pertinent information (e.g., part of doctoral dissertation research);

2. Purpose of the study stated in simple English avoiding jargon and unnecessary details;

3. Description of what the subject will be doing, where, when and for how long;

4. A sample "invitation" to participate in the study;

5. Assurances about confidentiality and independence of research from grades, school records, etc., if appropriate;

6. The assurances necessary under "rights of human subjects" regulations;

7. A name and number of someone to call, if there are questions about the study.

If you like, you may mention that your research has been approved by the District, or that the District and the school have agreed to cooperate in your study.

The consent form should be a tear-off so that a parent or subject can keep the description of your study for reference. The consent form should provide spaces for the subject's name, the name of the person signing for the subject, the name of the investigator asking for consent, and the date that the form was signed. It is generally helpful to provide a space to check "do or do not" consent, so that non respondents can be distinguished from those not giving consent. Also, it is wise to indicate where and how the consent form is to be returned.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Application for Conducting Research

Name of Applicant(s)__________________________________________________________
Address _________________________________________________________________
Telephone(s)______________________________________________________________
Institutional Affiliation_____________________________________________________
Theme or Topic of Intended Research__________________________________________

Research is for:
- Undergraduate Course Work_______
- Graduate Course Work_______
- Master's Degree_______
- Doctoral Degree_______
- Post-doctoral Research_______
- Institutional Study_______
(indicate funding source if any)

Other (specify)____________________________________________________________

Research has been approved by:
- Advisor_______
- Prospectus or Dissertation Committee_______
- Funding Agency_______
- Human Subjects or ________
- Other Institutional Review Committee

Rationale and objectives:_____________________________________________________

Target Population:

<table>
<thead>
<tr>
<th>Group</th>
<th># Needed</th>
<th>Time Needed</th>
<th>Specific Characteristics of Group (grade, sex, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
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<tr>
<td>Administrators</td>
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<td>Teachers</td>
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<td>Parents</td>
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<tr>
<td>Others</td>
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</tbody>
</table>
Special sampling requirements (specify)

Description of design

Task and time requirements for individual subjects

Task and time requirements for administrators, teachers, and other school staff

Instruments and/or instructional materials to be used (specify & attach sample copies)

Instruments to be administered by

Student record requirements

Space and equipment requirements

Plan for obtaining informed consent (attach sample letter(s))

Plan for providing feedback and/or debriefing subjects

Potential benefits to District

Proposed duration of involvement of Hartford Public Schools (attach proposed timeline)

Start date_________________________ Completion Date_________________________
Students

Acceptable Use and Internet Safety Policy

Purpose

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has provided computers, local area (wired), and wireless networks and peripheral equipment that allow for Internet access, files and storage and an e-mail system (referred to collectively as “HPS Network”), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses.

The Hartford Public Schools has and will continue to comply with the requirements of the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), “CIPA”. The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district’s Acceptable Use and Internet Safety Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district’s intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites.

Hartford Public Schools will use the HPS Network as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district’s technology will enable students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives. We will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Scope

The Board will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and online-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during use.

HPS Network

The HPS Network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet. The district reserves the right to prioritize the use of, and access to, the network.
Acceptable Use and Internet Safety Policy (continued)

All use of the HPS Network must support education and research and be consistent with the mission of the district. To the extent practical, steps shall be taken to promote the safety and security of users of the HPS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Acceptable network use by district students includes:
- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational purposes;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational purposes;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

Unacceptable network use by district students includes but is not limited to:
- Accessing, uploading, downloading, storage and distribution of any personal files, including offensive, obscene, pornographic or sexually explicit material;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Metro Hartford Information Services;
- Personal gain, commercial solicitation and compensation of any kind;
- Non-educational uses of the HPS Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Using another person’s account password, folder, work, or files;
- Using anonymous proxies to bypass content filtering tools;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district’s mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:
- The HPS Network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.
Acceptable Use and Internet Safety Policy (continued)

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

Disciplinary Action

Misuse of the computer systems, or violation of these policies, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, or involvement of law enforcement agencies, depending on specific violation.

Oversight

The Administration shall develop regulations setting forth procedures to be used in an effort to ensure that such computer systems are used by students solely for education related purposes. As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:
Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. 254(h)
Conn. Gen. Stat. 53a-182b; 53a-183; 53a-250
Electronic Communications Privacy Act, 18 U.S.C. 2510 through 2520

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Policy revised: May 19, 2009
Policy revised: September 18, 2012
Students

Fees, Fines and Charges

The Board recognizes its responsibility to purchase books and supplies to meet the needs of instruction in the schools. The Board also recognizes that it is the responsibility of each student to exercise care in the use of instructional materials. A student may be assessed costs of replacing any materials or property which are lost or damaged through his or her negligence.

Textbooks

1. The Board feels it is the responsibility of the student, who has the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or upon the completion of its use.

2. If proper use or normal care is not practiced by the student, the student will be expected to pay a fee to cover the cost of replacement or repair.

   a. Damaged books

      The charges for damaged books will be determined by the principal and the book custodian.

   b. Lost books

      The student will reimburse the school system for the replacement cost of the book.

Fees for Materials of Non-Required Projects

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project.

Athletic Uniforms and Equipment

Students will be responsible for the care and safe return of athletic uniforms and equipment loaned to them. Students will be required to pay the full costs of repairs for uniform or equipment damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms or equipment.

The Administration shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.
Instruction

Fees, Fines and Charges

Uniforms

Students will be responsible for care and safe return of uniforms loaned to them. Students will be required to pay the full costs of repairs for uniform damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms.

The supervisor of the activity shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.

Fines For Inappropriate Use of Library Materials

In order to encourage borrowers to return books promptly so that others may use them, the library imposes a fine on patrons who keep library materials beyond the due date. Where applicable, a fine of five (5) cents per item per day up to a maximum of no greater than replacement cost. If a book or other item is lost the borrower will only be charged for the replacement and reprocessing costs. In the case of damaged books or items, actual repair costs or replacement costs may be imposed.

Materials from the reserve collection kept beyond the specific stated period will incur a fine of ten (10) cents per item per day up to a maximum no greater than replacement cost.

Field Trips

In general, transportation costs for field trips must be borne by the student. In view of this fact, discretion should be used in planning field trips to avoid unreasonable costs. A minimal insurance cost for each student will also be required.

Lab Fees

No system of lab fees will be permitted. However, students in courses offered in grades seven through twelve may be charged for loss or breakage of equipment due to misuse or negligence after the facts have been determined.

Legal Reference: Connecticut General Statutes
10-22 1 (c) Boards of education to prescribe rules.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
Students

Physical Restraint and Seclusion of Students at Risk

The Hartford Board of Education seeks to foster a safe and positive learning environment for all students. District employees will restrict the use of physical restraint or seclusion of students to emergency situations, in accordance with these administrative regulations and the associated policy and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual.

The following sets forth the procedures for compliance with the relevant state law and regulations concerning the physical restraint and seclusion of students in the District. The Superintendent mandates compliance with these regulations at all times. Violations of these regulations by a Board of Education staff member or other individual working at the direction of, or under the supervision of, the Board of Education, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with responsibility of the District to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

I. Definitions:

Life Threatening Physical Restraint: Any physical restraint or hold of a person that (1) restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or (2) immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.

Psychopharmacological Agent: Any medication that affects the central nervous system, influencing thinking, emotion or behavior;

Physical Restraint: Any mechanical or personal restriction that immobilizes or reduces the free movement of a student, including a student’s arms, legs or head.

The term does not include:

1. Briefly holding a student in order to calm or comfort the student;

2. Restraint involving the minimum contact necessary to safely escort a student from one area to another;

3. Medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance;

4. Helmets or other protective gear used to protect a student from injuries due to a fall;

5. Helmets, mitts and similar devices used to prevent self-injury when the device is (i) part of a documented treatment plan or an individualized education program (IEP); or (ii)
prescribed or recommended by a medical professional, as defined in section 38a-976 of the Connecticut General Statutes, and is the least restrictive means available to prevent such self-injury.

School Employee: (1) Any individual employed by the Hartford Public Schools who is a teacher, substitute teacher, administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, paraprofessional, coach; and (2) any other individual who in the course of performing his or her duties has regular contact and provides services to or on behalf of student enrolled in the Hartford Public Schools or pursuant to a contract with the Hartford Public Schools.

Seclusion: The confinement of a student in a room, whether alone or with staff supervision, in a manner that prevents the student from leaving that room. The term does not include any confinement of a student in which the student is physically able to leave the area of confinement, including but not limited to in-school suspension, time out or disciplinary detention.

Student: a child who is

1. Enrolled in grades pre-k to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education;

2. Receiving special education and related services in an institution or facility operating under a contract with a local or regional board of education pursuant to subsection (d) of section 10-76d of the Connecticut General Statutes;

3. Enrolled in a program or school administered by a regional education service center established pursuant to section 10-66a of the Connecticut General Statutes; OR

4. Receiving special education and related services from an approved private special education program.

II. Life-Threatening Physical Restraint:

No school employee shall under any circumstance use a life-threatening physical restraint on a student.

Nothing in this section shall be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available under sections 53a-18 to 53a-22, inclusive, of the Connecticut General Statutes.

III. Physical Restraint and Seclusion Procedures:

In all situations, even those in which a student becomes physically violent, the Hartford Public Schools will act to protect the welfare, safety and security of all students, staff and other individuals. Whenever possible, attempts will be made to use early intervention strategies to prevent or defuse potentially assauluve or dangerous behaviors. No school employee shall use physical restraint or seclusion unless the school employee has received training in accordance
with state law and/or the District’s training plans as described in this policy, upon implementation thereof.

Involuntary physical restraint and seclusion are to be used solely as emergency interventions to prevent immediate or imminent injury to the student or to others. School employees should use physical restraint and seclusion only as a last resort after all other less restrictive verbal and nonverbal strategies have been used or attempted. The sole purpose for using physical restraint and seclusion is to keep the acting out student and others safe. When the need arises for physical restraint, the least restrictive physical restraint technique requiring the least amount of force for the least amount of time will be used. Physical restraint and seclusion will not be used as disciplinary measures or as a convenience.

IV. **Length of Physical Restraint or Seclusion:**

Physical restraint and seclusion will be promptly terminated when the student has regained physical and/or emotional control. Except as provided below, any period of physical restraint or seclusion shall not exceed fifteen (15) minutes.

If any instance of physical restraint or seclusion of a student used as an emergency intervention exceeds fifteen (15) minutes, one of the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others:

1. an administrator, or such administrator’s designee;
2. a school health or mental health personnel;
3. a board certified behavior analyst.

The individual identified under in paragraphs 1-3 above shall make a new determination every thirty (30) minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

V. **Monitoring of Physical Restraint and Seclusion:**

Any student who is physically restrained will be continually monitored by a trained school employee for indications of physical and/or mental distress.

Any student involuntarily placed in seclusion will be continually monitored by a trained school employee for indications of physical and/or mental distress.

A school employee monitoring a student must regularly evaluate the student being physically restraint or secluded for signs of physical distress. The school employee must record each evaluation in the educational record of the student being physically restrained or secluded.

VI. **Seclusion Room Requirements:**
Seclusion can happen in any location, although a district may designate an area or room for this purpose. Regardless of location, any room used for seclusion must:

A. be of a size that is appropriate to the chronological and developmental age, size and behavior of the student;

B. have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which the seclusion room is located;

C. be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are used in the other rooms of the building in which the seclusion room is located;

D. be free of any object that poses a danger to the student who is being placed in the seclusion room;

E. conform to applicable building code requirements.

If the door or doors to a room used for seclusion are to be locked, latched or otherwise secured, a modification from the State Fire Marshal’s office shall be secured prior to the installation of a locking mechanism. If a door locking mechanism is used, the student shall be constantly monitored notwithstanding any other provisions of the Connecticut General Statutes or Regulations to the contrary. The locking mechanism to be used shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded. An “emergency,” for purposes of this subsection, includes but is not limited to the following:

1. the need to provide direct and immediate medical attention to the student;

2. fire;

3. the need to remove the student to a safe location during a building lockdown; or

4. other critical situations that may require immediate removal of the student from seclusion to a safe location; and

F. have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.

VII. Use of Psychopharmacologic Agent:

No school employee may use a psychopharmacologic agent on a student without that student’s consent and the consent of the student’s parent/guardian, except:
A. as an emergency intervention to prevent immediate or imminent injury to the student or to others; or

B. as an integral part of the student’s established medical or behavioral support or educational plan, or, if no such plan has been developed, as part of a licensed practitioner’s initial orders.

The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

Any administration of a psychopharmacologic agent must ONLY be done in accordance with applicable federal and state law and the Board of Education’s Administration of Medication Policy.

VIII. Required Meetings:

A. Students not Eligible for Special Education (and not being evaluated for eligibility for special education)

1. In the event that physical restraint or seclusion is used on a student four (4) or more times within twenty (20) school days, a team composed of an administrator, one or more of the student’s teachers, a parent or legal guardian of the student, and, if any, a school mental health professional, shall convene to:
   a. conduct or revise a behavioral assessment of the student;
   b. create or revise any applicable behavior intervention plan; and
   c. determine whether such student may require a referral for consideration for special education pursuant to federal and state law.

2. The requirement to convene this meeting shall not supersede the District’s obligation to refer a student to a planning and placement team (“PPT”) as may be required in accordance with federal and state law.

B. Students Eligible for Special Education (and students being evaluated for eligibility for special education)

In the event that physical restraint or seclusion is used on a student four (4) or more times within twenty (20) school days, the student’s PPT shall convene to:

1. conduct or revise a functional behavioral assessment (“FBA”);  

2. create or revise any applicable behavior intervention plan (“BIP”), including but not limited to, such student’s individualized education program (“IEP”); and

3. review or revise the student’s IEP, as appropriate.
C. A District and/or school administrator(s) shall determine the school employee(s) responsible for reviewing the number of occurrences of the use of physical restraint or seclusion on a monthly basis to ensure that the appropriate meeting(s) has been convened following the fourth occurrence of physical restraint or seclusion in a twenty (20) day period.

Seclusion as a Behavior Intervention in an IEP

A. Only the student’s PPT may determine if seclusion can be included as an intervention in the student’s IEP, in which case the following must occur:

1. the PPT must ensure that all positive behavioral interventions and supports have been documented, reviewed and determined to be ineffective;
2. an FBA must be conducted or reviewed, and, if appropriate, revised; and
3. a BIP based on the FBA must be developed, which BIP must include the use of seclusion as a planned intervention.

B. The PPT must include the following information in the IEP of the student:

1. the location of seclusion for the person at risk, which may be multiple locations within a school building;
2. the maximum length of any period of seclusion, in accordance with Section III(D) of this regulation;
3. the number of times during a single day that the student may be placed in seclusion;
4. the frequency of monitoring required for the student while in seclusion;
5. the timeframe and manner of notification of each incident of seclusion, as determined by the PPT and the parents/legal guardian of the student; and
6. any other relevant information agreed-to by the PPT taking into consideration the age, disability and behaviors of the student that might subject the student to the use of seclusion;
7. the use of seclusion on Page 10 of the student’s IEP, under “Special Factors,” and the BIP as an attachment to the IEP;
8. the justification of the decision to use seclusion as a planned intervention in the IEP, which justification must include documentation of evidence that all previously attempted positive behavior interventions have been ineffective, the assessment data (i.e. FBA) and other relevant information in the IEP.
C. Prior to including seclusion in an IEP of a student, the PPT must inquire as to whether there are any known medical or psychological conditions that would be directly and adversely impacted by the use of seclusion as a behavior intervention. A student may not be placed in seclusion if such student is known to have any medical or psychological condition that a licensed health care provider has indicated will be directly and adversely impacted by the use of seclusion. The PPT may request a medical or psychological evaluation of the child for purposes of determining whether there is a medical or psychological condition that will be directly and adversely impacted by the use of seclusion as a behavior intervention. Any written statement from a licensed health care professional in this regard shall be included in the special education file of the student.

IX. Crisis Intervention Team:

A. Each school year, the Director of Special Education [or other responsible administrator] shall require each school in the District to identify a crisis intervention team consisting of school professionals, paraprofessional staff members and administrators who have been trained, in accordance with state law, in the use of physical restraint and seclusion.

B. Members of crisis intervention teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or others.

X. Documentation and Communication of Physical Restraint and Seclusion:

A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the form provided by the Hartford Public Schools for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the student who was physically restrained or secluded. The information documented on the form must include the following:

1. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;

2. a detailed description of the nature of the restraint or seclusion;

3. the duration of the restraint or seclusion;

4. the effect of the restraint or seclusion on the student’s established behavioral support or educational plan; AND

5. whether the seclusion of a student was conducted pursuant to an IEP.

B. A school employee must notify the parent or legal guardian of a student of each incident that the student is physically restrained or secluded.
1. A school employee must make a reasonable attempt to immediately notify a parent or legal guardian after a student is initially placed in physical restraint or seclusion; in all circumstances, a school employee shall notify the parent or legal guardian within twenty-four (24) hours after a student is initially placed in physical restraint or seclusion.

2. Notification must be made by telephone, e-mail, or other method which may include, but is not limited to, sending a note home with the student.

3. The parent or legal guardian of a student who has been physically restrained or placed in seclusion shall be sent a copy of the completed incident report of such action no later than two (2) business days after the use of physical restraint or seclusion, regardless of whether the parent/legal guardian received the notification described in subsections 1 and 2 above.

4. The Director of Special Education [or other responsible administrator] shall determine what school employees shall be permitted to ensure that required parent/guardian notifications are made.

C. The District, must, at each initial PPT meeting for a student, inform the child’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Department of Education relating to physical restraint and seclusion.

1. The District shall provide to the child’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, at the first PPT meeting following the student’s referral to special education the plain language notice of rights regarding physical restraint and seclusion developed by the Connecticut State Department of Education.

2. The plain language notice developed by the Connecticut State Department of Education shall also be provided to the student’s parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older at the first PPT meeting at which the use of seclusion as a behavior intervention is included in the student’s IEP.

D. The administrator responsible must be notified of the following:

1. each use of physical restraint or seclusion on a student;

2. the nature of the emergency that necessitated its use;

3. whether the seclusion of a student was conducted pursuant to an IEP; AND
4. if the physical restraint or seclusion resulted in physical injury to the student.

XI. Responsibilities of the assigned administrator:

A. The administrator responsible, or his or her designee, must compile annually the instances of physical restraint and seclusion within the District, the nature of each instance of physical restraint and seclusion, and whether instances of seclusion were conduct pursuant to IEPs.

B. The administrator responsible, or his or her designee, must report to the Connecticut State Department of Education within two (2) business days any instance of physical restraint or seclusion that resulted in physical injury (serious and non-serious) to the student.

XII. Professional Development Plan and Training:

A. The District shall annually provide all school professionals, paraprofessional staff members and administrators with an overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. Such overview shall be in a manner and form as prescribed by the State Department of Education.

B. Plan Concerning Prevention Training

1. The District shall develop a plan through which training regarding the prevention of incidents requiring physical restraint or seclusion of students is provided to all school professionals, paraprofessional staff members and administrators.

2. This plan shall be implemented no later than July 1, 2017.

3. This plan shall require the training of all school professionals, paraprofessional staff and administrators not later than July 1, 2019.

C. Plan Concerning Proper Means of Using Physical Restraint and Seclusion

1. The District shall develop a plan through which training regarding the proper means of physically restraining or excluding a student is provided to all school professionals, paraprofessional staff members and administrators. Such training shall include, but not be limited to:

   a. verbal defusing or de-escalation;
   
   b. prevention strategies;
   
   c. types of physical restraint;
   
   d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
e. the differences between permissible physical restraint and pain compliance techniques;

f. monitoring to prevent harm to a person physically restrained or in seclusion; and

g. recording and reporting procedures on the use of physical restraint and seclusion.

2. This plan shall be implemented no later than July 1, 2017.

3. This plan shall require the training of all school professionals, paraprofessional staff and administrators not later than July 1, 2019, and periodically thereafter as prescribed by the State Department of Education.

XIII. Review and Revision of Policies, Regulations and Procedures:

A. The District shall make available policies and procedures regarding the physical restraint and seclusion of students on the District’s Internet website and procedures manual.

B. The District shall update any policies, regulations and/or procedures regarding the physical restraint and seclusion of students within sixty (60) days after the State Department of Education’s adoption or revision of regulations regarding the same. Any and all such updates shall be made available in accordance with subsection A of this section.

Legal References:

Conn. Gen. Stat. § 10-76b
Conn. Gen. Stat. § 10-76d
Conn. Gen. Stat. § 53a-18 to 53a-22
Regs. Conn. State Agencies §§ 10-76b-5 through 10-76b-11, as amended July 1, 2013

Other References:


Policy adopted: May 17, 2011
Policy Revised: January 19, 2016

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Students

Transportation

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;
2. provide for appropriate supervision for students while on school transportation, consistent with the Board’s student discipline policy; and
3. assist disabled students by providing appropriate specialized transportation when required by law.

Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported 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 public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, 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.
3. "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.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to and from school and/or a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.

8. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

**Provision of Transportation**

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>1/2 mile</td>
</tr>
<tr>
<td>2-5</td>
<td>1 mile</td>
</tr>
<tr>
<td>6-8</td>
<td>1 1/2 miles</td>
</tr>
<tr>
<td>9-12</td>
<td>2 miles</td>
</tr>
</tbody>
</table>

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

**Access to Bus Stops/Transportation**

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

**Hazardous Conditions**

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:
1. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

   a) For pupils under age ten, or enrolled in grades K through 3:
      (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a pupil is expected to cross the street; OR
      (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection, and a pupil is expected to cross the street.

   b) For pupils over age ten, or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school, and such pupils are expected to cross the street;

   c) For all pupils:
      (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR
      (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.

2. Any street, road, or highway that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

   a) For pupils under age ten, or enrolled in grade K through 3:
      (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR
      (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.

   b) For all pupils:
      (i) the presence of man-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
      (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
      (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
(iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.

3. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks carrying moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:
   a) a crossing guard is present; OR
   b) for pupil under age ten, an automatic control bar is present at crossings; OR
   c) for pupils over age ten, a bar or red flashing signal light is operational.

4. For pupils in grades K through 4, the following conditions shall be deemed hazardous:
   a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; OR
   b) any area adjacent to a roadway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.

5. For pupils in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.

6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area which has a history of aggressive acts of 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.

Applicability and Exceptions

1. This policy is applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.

2. Special Education pupils and pupils eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.

3. The Superintendent of Schools may grant an exception to any guideline set forth in this policy where a peculiar condition or combination or conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within this policy.
Complaint Procedure

All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference:  Connecticut General Statutes
10-186    Duties of local and regional boards of education.
10-220    Duties of boards of education.
10-221c   Development of policy for reporting complaints regarding school transportation safety
14-275b   Transportation of mobility impaired students.
14-275c   Regulations re: school buses and motor vehicles used to transport special education students.

Policy adopted: September 14, 1999       HARTFORD PUBLIC SCHOOLS
Policy updated: November 1, 2005         Hartford, Connecticut
Revised: June 21, 2016
Students

Bus Conduct

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus.

Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

If a student loses the bus privilege, be/she will be allowed to ride home that day only. Students who lose bus privileges are still required to attend school and it is the responsibility of parents to see that the students are in school. Students can be suspended / expelled from school due to unsatisfactory behavior on the school bus. Discipline code should be cross referenced.

(cf. 5131 - Suspension/Expulsion; Due Process)

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education re school attendance.
10-220 Duties of boards of education.
10-221 Boards of education to prescribe rules.
10-233c Suspension of pupils.

Policy adopted: September 14, 1999
Policy updated: November 1, 2005
HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut