

Policy

The Department of Children and Families shall operate Unified School District #2 (USD #2). USD #2 shall serve children whose needs require that their educational program be provided within a DCF institution or facility in which they reside or receive day treatment services.

Legal reference: Conn. Gen. Stat. §17a-37.

Under the supervision of the Superintendent of Schools, USD #2 consists of three schools which are located at:

- Solnit Children's Center (hospital) Middletown, CT;
- Solnit Children's Center (PRTF), East Windsor, CT; and
- Virtual Academy, Hartford, CT.

In addition, USD #2, under the administration of the No-nexus Unit, includes within its jurisdiction children who have been placed by DCF in a private residential facility or in the residential component of a regional education service center and attend the facility school and when one of the following conditions exists:

- parental rights have been terminated and the Commissioner of DCF has been appointed the statutory parent (including children turning 18 years old subsequent to termination of parental rights);
- the whereabouts of the parent(s) or guardian(s) is unknown;
- the parent(s) or guardian(s) is residing as a patient or inmate in a state correction or mental health facility and does not maintain a Connecticut residence;
- the parent(s) or guardian(s) does not reside in Connecticut and the child is committed to the care and custody of the Commissioner of DCF; or
- the parent(s) or guardian(s) does not reside in Connecticut and DCF has certified that procedures to commit the child to the care and custody of the Commissioner of DCF have been initiated for that child and will be finalized within three months of the date of initiation.

Non-Discrimination

USD #2 shall not discriminate on the basis of ethnicity, race, color, gender, mental or physical disability or any other legally recognized protected status in any of its school activities or educational programs.

Cross-reference: DCF Policy 3-1-2.1, "Students Rights and Non-Discrimination, DCF Policy 1-3, "Civil Rights", Policy 7-1, "Office of Diversity and Equity Overview"

Agreements to with LEAs

No student shall be admitted into any day treatment or partial hospitalization program operated by DCF until a written agreement has been consummated between the local education agency (LEA) and the Superintendent of the institution or facility and the Superintendent of USD #2 or their designees.

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Agreements to with LEAs (Continued)

Each agreement shall contain the following provision:

DCF USD #2 shall assume responsibility for the provision of appropriate educational services for each child who receives day treatment or partial hospitalization services at any Department of Children and Families' facility or institution and whose needs require that educational services be provided within the institution or facility. Each such child shall be enrolled in membership in USD #2.

The LEA which would otherwise be responsible for the education of the child shall assume sole responsibility for the provision of suitable and safe transportation to and from the DCF institution or facility providing the day treatment or partial hospitalization services to the child. All transportation costs shall be borne by the LEA.

Enrollment

Children who are admitted to one of the DCF institutions or facilities and whose needs require that their educational programs be provided within the institution or facility in which they reside or receive day treatment services are enrolled in USD #2. In addition, children within the jurisdiction of the No-nexus Unit of USD #2 are enrolled in USD #2.

Movement between Institution or Facility Programs

While within the care of DCF, children may be discharged from one residential or day treatment program and admitted to another residential or day treatment program for other than educational reasons.

In the event that such movement of a child results in the child receiving services within the same facility and remaining within the educational jurisdiction of USD #2, the child's current educational program shall continue to be provided.

In the event that such movement of a child results in the child receiving services in a different facility but remaining within the educational jurisdiction of USD #2, the child shall be provided with an educational program which is substantially similar to the educational program provided by the school within the child's previous facility.

In the event that such movement of a disabled child results in the child receiving services within a different facility but remaining within the educational jurisdiction of USD #2, the child's current IEP shall be implemented by the staff of the school within the child's new facility.

Subsequent to the child's admission to the new facility, a PPT shall meet to review the child's educational needs and to modify the child's IEP if necessary.

Discharge

When it is determined that a child within the USD #2 jurisdiction no longer needs to reside in or receive day treatment at an institution or facility, USD #2 shall communicate with the Local Education Agency (LEA) which shall have jurisdiction for the child upon his or her discharge.

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Discharge (Continued)

Whenever possible, this communication shall occur two weeks prior to discharge or as soon as a definite or tentative date of discharge is established. At that time, USD #2 shall also communicate with the parent or guardian of the child, or the surrogate parent appointed by the Commissioner of the State Department of Education (SDE) to represent the child in special education matters, and the Commissioner of DCF or designee on behalf of the child.

Prior to the change in educational jurisdiction, if possible, USD #2 shall arrange a meeting at a mutually convenient site with the LEA that will have jurisdiction for the child upon the child's discharge to discuss a new education program for the child. USD #2 shall notify the person representing the educational interests of the child and the LEA of the date, time and place of the meeting.

The LEA shall be responsible for developing the education program for the child and for obtaining the necessary signatures, according to its own procedures.

School Year

There shall be one school calendar for USD #2. The USD #2 school year shall commence July 1st and end June 30th of every year.

USD #2 shall, between September 1st and June 30th of each school year, provide no less than 180 days of actual school sessions for grades seven to twelve.

Unless otherwise authorized by the Superintendent of USD #2, each school in USD #2 shall also provide a summer session between July 1st and August 31st of each school year.

Each student enrolled in USD #2 and who attends a USD #2 school shall attend school or otherwise receive educational services in accordance with the USD #2 school calendar.

Unless otherwise specified in a student's Individualized Education Program (IEP), the minimum school day and year for students requiring special education and related services shall be the same as that for students in the regular education program.

Legal reference: Conn. Gen. Stat. §10-16.

Attendance Records

Classroom teachers shall maintain accurate attendance records. Principals shall maintain accurate school-wide attendance data.

Attendance records shall be reviewed for patterns of chronic absenteeism.

The number of truant and chronically absent student shall be reported to SDE annually.

Make-up Work

A student who is absent from school for a legitimate reason shall be given ten school days to make up missed school assignments and tests.

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Referral to Planning and Placement Team

Any student whose attendance, progress in school or behavior is considered unsatisfactory or marginally acceptable shall be promptly referred to a Planning and Placement Team meeting.

Legal reference: Reg. of Conn. State Agencies §10-76d-7.

Parent and Family Involvement

USD #2 and its staff shall foster and support active parent and family involvement to enhance and improve the education of their children.

USD #2 and the schools within its boundaries, in collaboration with parents, shall establish practices that enhance parental involvement and reflect the specific needs of the students and their families.

USD #2 shall support professional development opportunities for staff members to enhance their understanding of effective parent involvement practices.

USD #2 shall implement and regularly evaluate its parent and family engagement practices. These practices shall reflect the following beliefs:

- communication between the home and school is regular, two-way and meaningful;
- parents play an integral role in assisting student learning;
- parents' presence, support and assistance are welcome in the school;
- parents are full partners in the decisions that affect their children; and
- community resources are sought to strengthen school programs and student learning.

USD #2 shall utilize the following practices to increase parent and family engagement in promoting students' social emotional and academic growth:

Situation	Practices
Parent Intake Packet	The packet is sent home for each new student and contains useful information about the school including: <ul style="list-style-type: none"> • staff contacts; • relevant policies; • school calendar; • faculty list; and • directions.
Parent Input Form	The form is sent to each parent in order for them to share information which may help teachers educate their child.
Communication	Pupil Services Specialists contact each parent to set up Planning and Placement Team meetings, when needed. Regular parental communication is encouraged to assist in educational planning. <p align="right">(Continued Next page)</p>

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Parent and Family Involvement
(Continued)

Situation (Continued)	Practices (Continued)
Planning and Placement Team Meetings/ Parent Conferences	Parents are involved in PPT meetings for students who are, or may be, eligible for special education services. Parent conferences are scheduled for regular education students as requested by the parents or as needed due to academic or behavioral concerns.
Classroom Observations	Parents are welcome to visit their child’s classroom to observe and become involved in the educational process.
Educational Materials and Pamphlets for Parents	Parents are sent the following: <ul style="list-style-type: none"> • report cards, including IEP goals and objectives; • the results from the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT), along with an invitation for a parent conference to discuss the test results; and • brochures which describe the CMT and CAPT tests.
Awards Ceremonies, Special School Events and Facility Events	Parents and families are invited to attend these events which are held throughout the school year.

Bullying Strategy and Intervention

The Unified School District #2 shall be committed to creating and maintaining an educational environment that is free from bullying, harassment, and discrimination. In accordance with state law and USD #2's School Climate Plan, USD #2 shall expressly prohibit 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; on a school bus or other vehicle owned, leased or used by USD #2; or through the use of an electronic device or an electronic mobile device owned, leased or used by USD #2.

USD #2 shall also prohibit 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 retaliation against an individual who reports or assists in the investigation of an act of bullying is prohibited.

Students who engage in bullying behavior shall be subject to school discipline, in accordance with USD #2's policies on student discipline and consistent with state and federal law.

The Superintendent’s designee, along with the School Climate Coordinator, shall be responsible for developing and implementing a School Climate Plan in furtherance of this policy.

Cross-reference: DCF Policy 3-3-1, “School Climate Plan.”

Legal references: Conn. Gen. Stat. §§ 10-145a, 10-145o, 10-220a, 10-222d, 10-222g, 10-222h, 10-233a through 10-233f, 17a-28.

Types of Education

The education records that are maintained and located in the respective administrative school offices of USD #2 shall be categorized into three sections. Upon request, USD #2 shall provide parents with a list of the types and locations of education records collected, maintained or used by DCF.

The education records are categorized as follows:

Category A includes official administrative records which constitute the minimal personal data necessary for the operation of the USD #2. Included in this category may be identifying data such as:

- name, address, date of birth;
- name of parent(s), addresses, telephone numbers;
- academic work and level of achievement; and
- attendance data.

Category B includes verified information for the formulation of educational programs for all students, but not absolutely necessary over an indefinite period of time. Data in this category shall be accurate, clearly understood, and verified before becoming a part of the record. There should be no anonymous entries in a student's education records. Included in this category may be:

- standardized group test scores;
- speech, vision and hearing screening;
- individual diagnostic reading test results; and
- health records.

Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students. Included in this category may be:

- reports of serious recurrent behavior patterns;
- Planning and Placement Team findings;
- school social work summaries; and
- psychologist's reports.

All Category A and B records shall be reviewed at least every three years while the student is in school. Category C records shall be reviewed every year to determine the continued appropriateness of information contained therein.

Category A records shall be maintained by the school for at least 50 years after the student leaves the school or graduates. Category B and C records shall be retained a minimum of six years following a student's graduation or the graduation of the class to which he or she belonged.

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Types of Education
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Prior to the destruction of any records, (1) the person representing the educational interests of the student shall be notified and provided with an opportunity to copy said records or request that they not be destroyed; and (2) the Custodian of Records and Superintendent of USD #2 or designee shall approve in writing any such destruction. Students who leave school prior to graduation shall be considered a part of the class in which they would have graduated. A similar position applies to Category B and C records of students who have been excluded from school.

Exceptions may be made to the preceding procedures whenever USD #2 or parent or guardian of the student, or an emancipated minor or a student 18 years of age or older, or the Commissioner DCF or designee on behalf of any student under the guardianship of said Commissioner, or the surrogate parent can demonstrate to the Custodian of Records valid cause for the retention of such records.

Disclosure of Education Records

The USD #2 education records of a student are considered protected DCF records, subject to the confidentiality requirements of Conn. Gen. Stat. §17a-28, and education records, subject to the confidentiality requirements of the Family Educational Rights and Privacy Act (34 CFR Part 99).

Any homeless student who is not in the physical custody of parent or guardian shall be granted full access to his or her education record, including medical records, in the possession of USD #2.

Legal reference: Conn. Gen. Stat. §10-253(f)

Record of Disclosures

USD #2 shall, for each request for disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student which indicates: (1) the parties who have requested or obtained personally identifiable information from the education records of the student; and (2) the legitimate interests these parties had in requesting or obtaining the information; and (3) the purpose for which the party was authorized to use the records. This record may be inspected by a party possessing the right to inspect and review the education records of the student.

A record of disclosures shall not apply when disclosures are: (1) made to a party possessing the right to inspect and review the education record of the student; (2) pursuant to the written consent of a party possessing the right to inspect and review the educational record of the student when the consent is specific with respect to the party or parties to whom the disclosure is to be made; (3) to USD #2 officials who have been determined by USD #2 to have a legitimate educational interest; or (4) to DCF officials who have been determined by USD #2 to have a legitimate educational interest.

USD #2 shall maintain for public inspection a current list of the names and positions of those employees who have access to personally identifiable information. All persons collecting or using personally identifiable information shall receive training regarding the state's policies and procedures under the Family Educational Rights and Privacy Act 300-129, subpart B.

Mandated Reporting of Suspected Child Abuse and Neglect

As DCF employees, all staff in any position in USD #2 or its schools shall be mandated reporters.

USD #2 employees shall complete a training program regarding the accurate and prompt reporting of abuse and neglect, made available by the DCF Academy for Workforce Development. In addition, all such employees shall complete a refresher program at least once every three years.

USD #2 employees who, in the ordinary course of their duties, have reasonable cause to suspect or believe that a child has:

- been abused;
- had non-accidental physical injuries or physical injuries which are at variance with the history given for them, inflicted by a person responsible for the child's health, welfare or care, or by a person given access to such child by a responsible person;
- been neglected; or
- been placed at imminent risk of serious harm

shall report or cause a report of suspected abuse or neglect to be made to DCF.

A verbal report shall be made as soon as possible but no later than 12 hours and followed within 48 hours by a written report to DCF on the DCF-136, "Report of Suspected Child Abuse or Neglect."

Legal reference: Conn. Gen. Stat. §17a-101a et seq.

In addition to the statutorily required oral and written report described above, the reporter shall take the following additional steps:

- immediately make an oral report to the building Principal or designee and Superintendent of USD #2.

OR

- if the building Principal or designee is the alleged perpetrator of abuse or neglect then the employee shall only notify the Superintendent; and
- immediately submit a copy of the DCF-136 to the Principal or Superintendent or designee.

If the suspected perpetrator is a DCF employee, the Superintendent shall immediately report the incident to DCF Human Resource Management, which shall be responsible for conducting a personnel investigation in accordance with its procedures.

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Investigation of a Report of suspected abuse or neglect

USD # 2 shall permit and give priority to any investigation conducted by the DCF or a law enforcement agency of a report that a child has been abused or neglected. During the course of an investigation of suspected abuse by a school employee, DCF Human Resource Management may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

A person reporting child abuse or neglect shall provide any person authorized to conduct an investigation into such claim with all information related to the investigation that is in the possession or control of the person reporting child abuse or neglect, except as expressly prohibited by state or federal law.

DCF shall provide records of any such investigation to the Commissioner of Education for the purposes of review of employment status, certification, permit or authorization. The Commissioner of Education shall also be notified if such certified person resigns from his or her employment in the District.

Regardless of the outcome of any investigation by DCF or law enforcement, the Commissioner of DCF, as appropriate, may take disciplinary action up to and including termination of employment in accordance with the provisions of any applicable statute or collective bargaining agreement.

If the contract of employment of a certified school employee holding a certificate, permit or authorization issued by the State Board of Education is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his or her representative within 72 hours of such termination.

USD #2 shall maintain records of allegations, investigations and reports that a child has been abused or neglected by a school employee. Such records shall be maintained in USD #2's Central Office. The records shall include any reports made to DCF and authorized DCF staff shall have access to all such records.

USD #2 shall provide to the DCF commissioner or designee, upon request for the purposes of an investigation of suspected child abuse or neglect by a certified school employee by USD # 2, any records maintained or kept in USD #2 files. Such records shall include, but not be limited to, supervisory records; reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of USD #2 of education; and records of the personal misconduct of such teacher.

Disciplinary Action for Failure to Follow Policy for Mandated Reporting

Any employee who fails to comply with the requirements of the mandated reporter policy shall be subject to discipline, up to and including termination of employment and civil and criminal penalties as set forth in state law.

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Non-Retaliation for making a report of suspected abuse or neglect

USD #2 shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report of suspected child abuse or neglect or testifies or is about to testify in any proceeding involving abuse or neglect.

Sexual Assault by a School Employee

USD #2 shall:

- prohibit sexual assault by a school employee; and
- maintain a school environment that promotes teaching, learning and business.

Sexual assault can occur from male to female, female to male, female-to-female, or male-to-male.

Incidents of sexual assault, attempted rape, rape and similar actions constitute criminal behavior and shall be reported immediately to the appropriate school administrator, the local police, the Superintendent of USD #2 or designee and the DCF Careline.

Upon receipt of an allegation of sexual assault by a school employee, the USD #2 administrator shall:

- take immediate action to protect the victim of the alleged sexual assault, and
- report the assault as required.

USD #2 shall respect the confidentiality of the complainant and the individual against whom the complaint is filed, to the extent possible, consistent with USD #2's legal obligations and the necessity to investigate the complaint and take disciplinary action, if warranted.

USD #2 shall inform the complainant and the alleged perpetrator that information may need to be shared to carry out the above procedures.

Following an investigation of an allegation of sexual assault by a USD #2 employee, DCF shall take appropriate disciplinary action towards the employee, up to and including termination of employment.

USD #2 shall:

- prohibit any retaliation including all forms of intimidation, either implicit or explicit, reprisals or harassment; and
- discipline any individual who retaliates or aids in retaliating against any person who files a report of sexual assault, testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual assault complaint.

Legal references:

- Conn. Gen. Stat. §53a-65, §53a-70 through §53a-73a
 - Carl D. Perkins Vocational and Applied Technology Education Act
 - Connecticut Executive Order No. Eighteen (1973)
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Pledge of Allegiance

USD #2 shall ensure that time is available each day for students under its jurisdiction to recite the "Pledge of Allegiance." This policy shall not be construed to require any person to recite the "Pledge of Allegiance."

Legal reference: Conn. Gen. Stat. §10-230(c).

Dress Code

USD #2 students shall be expected to wear attire that is not disruptive to the education process and is not dangerous or unsafe. Students shall come to school neat and clean.

No student's clothing or accessories:

- shall display words or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups, gang affiliation or illegal activity, expressed or implied;
 - shall contain vulgarity or overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment; or that provokes others to act violently or causes others to be intimidated by fear of violence.
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Education Program

USD #2 shall establish and maintain the highest standards required for each grade and monitor student performance in a progressive and systematic manner. The administration and faculty shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

The Principal at each school shall recommend promotion to the next grade level, or retention of each student, based upon the student's educational performance in the prescribed course of study undertaken at USD #2.

The recommendation shall incorporate the following considerations:

- successful completion of the curriculum;
- evidence based methods for measuring student progress;
- additional pathways to promotion such as the Virtual Academy; and
- provisions for supplemental services that meet a student's specialized needs.

Legal references: Conn. Gen. Stat. §§10-221(a) and 10-223(a)

Promotion and Retention

USD #2 shall maintain grade-by-grade standards and a curriculum and assessment system. A high priority shall be placed on ensuring a student's ability to read on grade level. These standards shall be based on USD #2's goals and aligned with Connecticut's statewide assessment system, Common Core of Learning and Curriculum frameworks.

In order for students to progress through each grade, instruction shall accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

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Promotion and Retention
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USD #2 shall utilize multiple measures of academic performance indicators as determinants in promotion and retention decisions. Student assessment of performance shall be based upon and aligned with the adopted standards. Student evaluation shall be fair, consistent and appropriate to program goals. The assessment program shall include, but not be limited to, the use of standardized and teacher-made tests, projects, portfolios and other student demonstrations of mastery, teacher observation and student performance on objective tests.

Schools shall identify students at risk, modify instruction accordingly and offer additional support to prevent retention. Prior to deciding to retain for a student not mastering the appropriate skills, USD #2 shall provide and may require the student to attend one or more alternatives for remedial assistance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other significant learning-related factors shall be regularly evaluated and communicated to students and their parents or guardians.

Graduation Requirements

USD #2 shall recommend to the State Department of Education that a diploma of graduation from high school be granted to any student who has satisfactorily completed a minimum of 20 credits, comprised of no less than:

- four credits in English;
- three credits in mathematics;
- three credits in social studies, which shall include a one-half credit course in civics or American government and one credit of United States history;
- two credits in science;
- one credit in the arts or vocational education; and
- one credit in physical education.

Note: Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated because of the physical condition of the student, shall be excused from the physical education requirement, provided the credit for physical education is fulfilled by an elective.

The primary focus of the curriculum of eligible credits shall correspond directly to the subject matter of the specified course requirements. These requirements shall apply to any student requiring special education, except when the Planning and Placement Team for a student determines that a requirement is not appropriate.

Legal references: Conn. Gen. Stat. §10-221a and §10-18.

Discipline

Each school within USD #2 shall develop a student disciplinary system which clearly outlines expected student behaviors, prohibited behaviors and consequences for behavioral violations. Each school shall inform each student upon entrance into the school program, and annually thereafter, of the school disciplinary system. The disciplinary system developed by each USD #2 school shall be in congruence with the policy of the institution or facility in which the school is located and shall be subject to the approval of the Superintendent.

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Discipline

The Principal or designee of a USD #2 school may exclude a student from school privileges for disciplinary purposes. Denial of school privileges may take one of the following forms: (a) removal, or (b) in-school suspension. The students who have been determined through the Planning and Placement Team process to be in need of special education or related services shall not be denied school privileges solely by reason of the handicapping condition.

Removal from Classroom

Removal means an exclusion from a classroom for all or part of a single class period, provided such exclusion does not extend beyond ninety minutes.

A student may be removed from class by a teacher when such student deliberately causes serious disruption of the educational process within the classroom, provided no student is removed from class more than six times in any school year nor more than twice in one week unless said student is referred to the school Principal or designee and granted an informal hearing according to the procedures governing suspension as defined below.

Whenever a teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the school Principal or designee of the name of the student against whom such disciplinary action was taken and the reason therefore. The Principal shall ensure that a written record of each such action is kept

In-School Suspension

In-school suspension means an exclusion from classroom activity for no more than five 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.

The Principal or designee may impose an in-school suspension on any student whose conduct endangers persons or property or is seriously disruptive of the educational process or is in violation of a publicized USD #2 policy.

No student shall be placed on in-school suspension without an informal hearing before the school principal or the principal's designee at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, provided no student shall be placed in in-school suspension more than 15 times or a total of 50 days in one school year, whichever results in fewer days of exclusion.

Note: DCF is prohibited from imposing out-of-school suspensions on a child residing in a DCF-operated facility.

Notice of Discipline

USD #2, through the respective principals of its schools, shall assure that all students within its jurisdiction are informed, at least annually, of USD #2 policies governing student conduct.

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Notice of Discipline (Continued)

The school Principal or designee shall notify the parent or guardian, or the Commissioner of DCF or designee on behalf of any student under the guardianship of said Commissioner, of any minor student against whom disciplinary action, as defined above, has been taken within 24 hours of the time the student has been excluded from school privileges. Whenever appropriate, this notice shall begin by a telephone communication; however in all circumstances, written notice will be sent to the involved party(s) within the 24-hour period.

The school Principal or designee shall notify the Superintendent of USD #2 or designee whenever an in-school suspension is imposed. The notice shall include the name of the student against whom such disciplinary action was taken and the reason therefore.

The school Principal or designee shall make a prompt referral to a Planning and Placement Team of a student who has been excluded repeatedly from school privileges.

Search and Seizure

The principal or designee shall report any incident or circumstance that may potentially necessitate search or seizure to the appropriate institution or facility designee as provided for in their respective institution or facility policy manual. This report shall be copied to USD #2 Superintendent or designee within 24 hours of the incident.

School Transportation

USD #2 shall ensure that school transportation for USD #2 students is provided in a safe manner and in accordance with state statutes, Department of Administrative Services (DAS) regulations, Department of Motor Vehicle (DMV) regulations and any other applicable state policy.

Complaints relevant to school transportation shall be made to the school Principal. Upon receipt of a complaint relevant to school transportation safety, the Principal shall immediately notify the Superintendent, investigate the complaint and take action to ameliorate any unsafe condition. The Principal shall keep a record of each complaint of school transportation safety and of USD #2's response to the complaint.

Each Principal shall annually submit a report concerning school transportation safety to the Superintendent.

Homework

Homework assignments may be given to reinforce the instructional program and to augment the learning process begun in the classroom.

Homework may be given to students based upon: (1) the individual needs of the student, as assessed by the student's teachers or other appropriate educational planning body; and (2) the particular planned course of study or specified course requirements.

When deciding the length of an assignment, teachers shall consider a student's total daily homework load as well as out-of-school responsibilities and conditions.

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Administration of Medication

A licensed nurse or, in the absence of a licensed nurse, a USD #2 Principal or teacher may administer medicinal preparations, including such controlled drugs as the Commissioner of Public Health may, by regulation, designate, to a USD #2 student upon receipt of the following authorizations:

- a written order from a licensed physician or dentist or from an advanced practice registered nurse or physician's assistant licensed to prescribe medication; and
- written authorization from the student's parent or guardian (such authorization shall be filed in the student's medical record).

In order to administer medication, USD #2 principals and teachers:

- must successfully complete the DCF-approved training on the safe administration of medication;
- are authorized to administer medication only in the following two situations:
 - in the absence of a licensed nurse, while on USD #2 planned and approved field trips which occur off the grounds of the DCF facility in which the school is located; or
 - in emergency situations during the school day when no licensed nurse is available, only if approved by both the Superintendent and the facility Superintendent.

If medication is ordered for a student who is in school during the time of required administration, the student shall either return to the unit for his or her medication or the nurse shall administer the medication to the student in the school.

The nurse shall provide documentation as necessary for the medical record. Upon admission to the facility, the child's parent or guardian shall be requested to sign a form providing consent for the administration of medication in school. The consent form shall be filed in the child's medical record.

Prescribed medication shall be administered to, and taken by, only the person for whom the prescription has been written.

Principals and teachers may administer the following types of medication:

- oral, topical or inhalant medication; and
- injectable medication only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

Principals and teachers shall not administer investigational drugs.

Medication Administration Training Requirements

In order to administer medication, the USD #2 principal and teachers shall successfully complete an initial 11 hours of training in the safe administration of medication.

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Medication Administration Training Requirements

Training shall include the following courses:

- Medication Administration Training for Teachers and Principals;
- First Aid certification; and
- CPR certification.

The curriculum shall include the following components:

- the procedural aspects of medication administration;
- the safe handling and storage of medications; and
- how to record the medication needs of specific students, medication idiosyncrasies, and desired effects, potential side effects or untoward reactions.

USD #2 shall maintain and annually update documentation that such training has been provided and successfully completed.

Principals and teachers shall complete re-certification requirements for each of the training components listed above annually or when the date of certification issue expires.

USD #2 shall maintain and annually update a list of principals and teachers who have been trained and re-certified in the administration of medication.

Medication Administration on Field Trips

Medication may be administered to students on field trips by trained principals and teachers. Students who are authorized to self-administer medication may do so.

Prior to a field trip, the facility nurse shall:

- assess the medication needs of any of the students scheduled for the field trip; and
- consult with the facility medical director to change a time or omit a dose, if possible, to minimize the necessity of medication administration during the field trip.

If medication other than a metered dose inhaler or Epi-pen is indicated, the nurse shall arrange for the proper medication and dose from the pharmacy.

The self-administration of medication by students shall be allowed on educational field trips only under the following circumstances:

- the written order from a licensed physician or other approved prescriber indicating that self-administration is appropriate;
- the parent or guardian has consented to self-administration;
- the facility nurse has evaluated the situation and deemed it to be safe and appropriate, has documented this on the student's medical record, and has developed a plan for general supervision;
- the principal and teachers are informed that the student is self-administering; and
- the medication is transported to the school and maintained under the student's control while on the field trip.

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Medication Administration on Field Trips
(Continued)

Documentation of the administration of medication and supervision of self-administration of medication shall be provided in all cases by the nurse, principal or teacher administering the medication. Documentation created by a principal or teacher shall be submitted to the supervisory nurse upon return from the field trip for insertion in the medical record.

The following emergency information shall be readily available on field trips:

- the local poison information center telephone number;
- the procedures for a medication emergency and the individuals and or facilities to be contacted in such an event; and
- the name of the person responsible for decision-making in the absence of the licensed nurse.

No student shall be administered medication by the principal or teacher without a signed authorization form, DCF-2167, "Permission to Participate in USD #2 Educational Field Trips and Program Activities". A copy of the consent form shall remain in the student's medical and the education records.

Responsible Person	Action
Principal or teacher	<p>In advance of the field trip, notify the licensed facility nurse both verbally and in writing, including the following information:</p> <ul style="list-style-type: none"> • date of field trip • times of departure and return • location of field trip • anticipated activities
Licensed Facility Nurse	<ul style="list-style-type: none"> • Consult with the facility medical advisor to change the medication time or omit a dose whenever possible. • Obtain the necessary doses of medication from the pharmacy in the same manner as for leave of absence medication. The medication shall be delivered to the facility or picked up at the pharmacy by the nurse prior to the field trip. • Prepare a medication administration record for each student
Principal or Teacher	<p>On the day of the field trip, meet with the nurse to obtain the following:</p> <ul style="list-style-type: none"> • pharmacy dispensed medication • completed medication administration record • necessary supplies • special instructions for specific students
<p>Note: All medication shall be stored in a locked container used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs in a locked container. All medications shall be stored in their original containers.</p> <p style="text-align: right;">(Continued next page)</p>	

Medication Administration on Field Trips
(Continued)

At the designated time of each medication administration:

- Administer the medication to the student after comparing the medication administration record with the label on the medication, and
- After administering the medication, complete the medication administration record.

Immediately following the field trip upon return to the DCF facility:

- Return any remaining medication and supplies and the completed medication record to the nurse, and
- Report any medication refusals or problems related to the medication administration to the nurse.

Legal reference: Conn. Gen. Stat. §10-212a and related regulations

Use of Alcohol or Controlled Substances by Students

The use, sale or possession of alcohol and controlled substances within USD #2 premises or during USD #2 activities by students shall be prohibited. Violation of this policy shall be considered grounds for suspension in accordance with USD #2 discipline policy.

Students who violate this policy shall be immediately referred to the facility's clinical department for evaluation and intervention as deemed appropriate by that department.

If a student advises a professional employee of USD #2 through a professional communication (any communication made privately and in confidence) of information concerning alcohol or drug use or any alcoholic or drug problem related to the student, the employee shall inform the principal or the principal's designee. The employee shall keep the principal or the principal's designee fully informed of all further professional communications between the employee and the student to ensure that all available assistance to help the student is utilized. The employee may advise the student that the principal or principal's designee has been consulted for resource information and assistance.

Information about available drug and alcohol counseling and rehabilitation and reentry programs shall be made available to the student through the facility Clinical Department. When deemed appropriate, any referral of the student to another public or private agency shall be made by the DCF clinical or child protection staff member assigned to the student.

If the professional employee confiscates drugs or alcohol from a student, the employee shall turn drugs or alcohol over to the school principal or designee immediately. The school principal or designee shall make arrangements to turn the drugs or alcohol over to the Department of Consumer Protection or law enforcement.

Note: DCF staff are not required to disclose the name of student from whom drugs or alcohol has been confiscated.

USD #2 shall distribute a copy of this policy to each student and his or her parent and/or guardian and surrogate parent upon the student's enrollment. USD #2 annually shall distribute a copy of this policy to each USD #2 staff member.

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**Youth
Suicide
Prevention
and Youth
Suicide
Attempts**

USD #2 staff shall promote the safety of students in the educational setting by immediately reporting students who are believed to be at risk of suicide or serious self-injurious behavior. Reports shall be made in accordance with the protocols specific to the facility in which the USD #2 school is located.

All USD #2 staff shall be trained in suicide prevention including but not limited to:

- warning signs;
- risk factors; and
- procedures for reporting suspected risk of suicide.

Additionally, all USD #2 staff shall participate in programs designed to prevent youth suicide implemented by the facility in which the school is located.

Whenever a USD #2 employee suspects that a child may be at risk of suicide or risk of serious self-injury, he or she shall immediately notify the Principal or designee. The Principal shall notify the facility clinical staff assigned to the child.

Clinical decisions concerning a child who may be at risk for suicide or at risk of serious self-injury shall be made by the facility clinical staff. In the event that a USD #2 student attempts suicide, the Principal designee shall implement the follow-up plan outlined by the facility clinical department.

As appropriate, the Planning and Placement Team shall meet to discuss the education program of a child who is at risk for suicide or of serious self-injury or who has attempted suicide.

**Dominant
Language
and English
Proficiency**

USD #2 shall make an assessment of the dominant language and English proficiency of each student within fifteen school days of admission, or by October first, whichever is the earlier date. A member of USD #2 professional staff, as assigned by the principal, shall interview the student or the student's parent or guardian and ascertain the following:

1. the language the student learned to speak first,
2. the principal language spoken in the residence of the student's family, and
3. the language spoken by the student the majority of the time when the student is in that residence.

The student's dominant language will be the language given in response to at least two of the above categories. The assessment of a student's dominant language and English proficiency shall be completed prior to an evaluation study conducted to determine the student's eligibility for special education and related services.

Cross-reference: DCF 21-3, "Delivery of Services Using a Client's Preferred Method of Communication."

Initial Assessment

The School District shall conduct an Initial Assessment of each student within 25 calendar days of admission. The Principal shall assign responsibility for conducting the assessment.

The Initial Assessment shall consist of the following core components:

- a review of the student's educational record;
- the administration of a norm-referenced, standardized achievement test or a review of the results of such test administered within the last six months;
- an informal reading assessment;
- an informal mathematics assessment;
- a survey of the student's dominant language and English proficiency;
- classroom observations of the student's academic and behavioral performance;
- a student interview;
- a parent survey; and
- a career interest inventory for students in sixth through twelfth grade.

Re-assessment

A re-assessment in reading and mathematics shall be conducted prior to discharge for all students. For those students who have been within the jurisdiction of USD #2 for less than six months, this re-assessment shall not include the administration of a norm-referenced standardized achievement test.

Child Find

In accordance with federal law and state regulation, USD #2 shall assume responsibility for the identification and evaluation of all children entering USD #2 jurisdiction who require special education and related services.

All children who are suspected of having a disability and who are in need of special education shall be part of the child find process, including students who are advancing from grade to grade or are wards of the state. Further, provision shall be made for the prompt referral to a Planning and Placement Team of all children who, either empirically or immediately prior to entering USD #2 jurisdiction, have been suspended repeatedly or whose behavior or attendance, including truancy or progress in school, is considered unsatisfactory or at a marginal level of acceptance.

USD #2 shall also identify students who are gifted.

Areas of Instruction

USD #2 shall offer instruction appropriate to the grade level of each student. The program of instruction shall be planned, age appropriate, ongoing and systematic. Subject areas shall be taught by appropriately certified staff members.

Unless otherwise specified in a student's Individualized Education Program, the program of instruction for students requiring special education and related services shall be the same as that for students in the regular education program.

Selection of Books and Supplementary Materials

USD #2 shall ensure that textbooks, teacher manuals and supplementary materials are reviewed for appropriateness.

Legal references: Conn. Gen. Stat. 10-18a, 10-229 and §10-221; Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 *et seq.*; Section 504, Rehabilitation Act, 1973, 29 U.S.C. 791.

The review and selection of textbooks shall be carried on continuously in order to keep up with the expansion of knowledge and the rapid changes in the world.

Textbooks shall be defined as those that serve as the foundation for more than 50% of the course content. The Superintendent shall be authorized to develop suitable evaluative criteria for the guidance of the professional staff in reviewing textbooks proposed for use with students. Textbooks submitted by the Superintendent for approval shall be available for review at the time of submission.

The following criteria shall apply to the selection of a textbook:

- Textbooks shall support and be consistent with the educational goals of USD #2 and the objectives of specific courses.
- Textbooks shall meet high standards of quality as to factual and up-to-date content and presentation.
- Textbooks shall be engaging and appropriate for the subject area and for the age, emotional development, ability level and social development of the students for whom the textbooks are intended.
- Textbooks chosen shall be written by competent and qualified authors.
- Textbooks shall be chosen to foster respect for minority groups, women and ethnic groups, and will realistically represent our pluralistic society, along with the roles and lifestyles open to both men and women in today's world.
- Textbooks shall be selected for their strengths rather than rejected for their weaknesses.
- The physical durability of the textbook shall be considered in relation to its cost.

If there are certain books and materials that do not meet the criteria above but which are culturally and educationally relevant, the USD #2 Review Committee may approve the material with instructional recommendations by the committee members.

Topics or subject matter that may reflect on adverse childhood experiences shall be presented in a culturally-sensitive and trauma-informed manner with input from clinical staff in the facility.

Evaluation Process

A USD #2 Review Committee shall be responsible for reviewing textbooks and teacher manuals using the established criteria.

The committee members shall include the following persons:

- the Superintendent or designee;
- a School Principal;
- a State School Teacher in the subject under review;

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Evaluation Process
(Continued)

- a staff member from the DCF Office of Diversity and Equity; and
- representative from the DCF Office of Multicultural Affairs.

Content area teachers shall list all textbooks reviewed including copyright date and, for textbooks rejected, a brief statement with the reason for rejection.

The Department Chairs I teacher(s) shall prepare a report for recommended textbooks using the established criteria and present the report to the Superintendent for review.

School-Based Review Teams

School-based Review Teams shall be responsible for reviewing the following materials for their respective schools:

- supplementary instructional materials; and
- technological resources, *e.g.*, computer software and CDs.

The team members shall include the School Principal, the teacher requesting the purchase and the teacher of computer technology, if appropriate.

The teams shall ensure that supplementary materials:

- are aligned with Connecticut's Curriculum Standards;
- are recommended by the American Library Association (ALA), if appropriate;
- promote reading for both instruction and enjoyment;
- are suitable to the age, developmental and clinical needs of the students; and
- are relevant and can be taught in a culturally-sensitive and trauma-informed manner with input from clinical staff in the facility

Lesson Plans

All USD #2 schools shall use a standardized lesson plan.

A **lesson plan** is a sequential guide and blueprint indicating how the teacher plans to accomplish educational goals and improve learning each day in every class.

The DCF-2171, "Lesson Plan (USD #2)," is the approved lesson plan format.

Lesson plans shall be reviewed by the teacher's immediate supervisor.

Teachers shall, at the request of the administrator, submit at least one lesson plan weekly to the supervisor for review prior to the week of the plan's implementation. Teachers shall maintain all other lesson plans in the classroom, available for supervisory review at any time.

All lesson plans shall be student-focused with the main goal of improving student learning. Each lesson shall be connected to the following:

- Connecticut Curriculum Frameworks-Standards; or
- Common Core State Standards; or
- USD #2 Curriculum.

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Lesson Plans
(Continued)

Classroom teachers shall maintain a packet of contingency lesson plans for unexpected situations. The packet shall:

- consist of at least five days of lesson plans for each subject for which the teacher is responsible; and
- be maintained in a predetermined location that is accessible to a substitute teacher.

Personnel Development Plan

USD #2 shall provide in-service training on special education and related services to regular and special education instructional staff, related services staff and support personnel. This training plan shall be incorporated into USD #2's Comprehensive Professional Development Plan, the content of which shall be in compliance with state regulations and advised by USD #2's Professional Development Committee.

Ongoing training activities shall also occur to assist USD #2 personnel in implementing the concept of a least restrictive environment.

Minority Recruitment Plan

USD #2, as part of DCF, shall implement and maintain a minority recruitment plan in accordance with Conn. Gen. Stat. §10-220(a)(4).

Cross-reference: DCF Policy 2-3, "Human Resource Management."

Use of Internet in the Classroom

USD #2 shall support the use of the internet by its students within the classroom under the supervision of education staff as an educational tool.

To ensure the appropriate use of the internet in the classroom, the education staff shall:

- be used only for appropriate classroom activities;
- directly supervise each student's internet session;
- directly supervise all website changes; and
- approve the content of all internet sites accessed by students

All DCF education staff shall adhere to DCF policies regarding the acceptable use of state systems.

In addition, USD #2 staff shall comply with the following:

- USD #2's internet subscriptions shall be used for professional development and to support instruction only;
- use of the internet for private or personal business or entertainment is prohibited; and
- knowledge of access passwords to the internet shall be limited to the professional staff members of the school or unit to which the account has been assigned.

**Virtual
Academy**

USD #2 shall grant credit for online coursework offered through the Virtual Academy. Successfully-completed online coursework may be used to meet the credit requirements for promotion and high school graduation.

The Virtual Academy shall, at a minimum:

- offer an equivalent workload to that of similar courses taught in the traditional classroom setting;
- offer rigorous content and be aligned with curriculum guidelines approved by the State Board of Education where appropriate;
- offer interactive and engaging components which may include but are not limited to group work, presentations, discussion boards and virtual labs; and
- offer a planned, ongoing and systematic program of instruction for all online coursework.

Virtual Academy courses shall be taught and facilitated by certified teachers who have received specific training for the online teaching.
