

Ledyard Public Schools

2018-2019

**Student & Parent Handbook
For Elementary School**



Gales Ferry School

Juliet W. Long School

Gallup Hill School

Ledyard Center School

2018-2019 SCHOOL CALENDAR

Ledyard Public Schools

(180 days)

4 Blonders Blvd 860-464-9255

August ⁽²⁾							September ⁽¹⁹⁾							October ⁽²¹⁾							Date		Event/Holiday	
M	Tu	W	Th	F	M	Tu	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	Date	Event/Holiday	
		1	2	3	3	4	3	4	5	6	7	1	2	3	4	5	8	9	10	11	12	August 27	First Day for Teachers; Convocation, Faculty Mtgs	
6	7	8	9	10	10	11	10	11	12	13	14	15	16	17	18	19	15	16	17	18	19	August 28	Teacher Work Day	
13	14	15	16	17	17	18	17	18	19	20	21	18	19	20	21	22	22	23	24	25	26	August 29	No School- Teacher Prof Dev Day	
20	21	22	23	24	24	25	24	25	26	27	28	22	23	24	25	26	29	30	31			August 30	First Day for Students	
27	28	29	30	31								29	30	31								September 3	No School - Labor Day	
																						9/14, 10/5, 12/14, 1/18, 2/15, 4/12, 5/10	Short Session K-12 Professional Development Days	
																						October 8	No School - Columbus Day	
																						October 9	No School- Teacher Prof Dev Day	
																						November 6	No School- Teacher Prof Dev Day (regional)	
																						11/14, 3/21	Short Session All Elem & LMS - Parent Conf	
																						November 15	Short Session All Elem & LHS - Parent Conf	
																						November 21-23	No School - Thanksgiving Break	
																						Dec. 24 - Jan. 1	No School - Holiday Recess	
																						January 2	No School- Teacher Prof Dev Day	
																						January 21	No School - Martin Luther King Day	
																						February 18-19	No School - President's Day Recess	
																						March 8	No School- Teacher Prof Dev Day (regional)	
																						March 20	Short Session- All Elem - Parent Conf	
																						April 15-19	No School - April Recess (4/19 Good Friday)	
																						May 27	Memorial Day	
																						Spring TBA	Short Session - LHS Parent Conf	
																						June 12	Last Day of School (Short Session)	
																						June 13-28	Built-in Snow Days (if necessary)	
																						June TBD	LHS Graduation- date set 1st April BoE Meeting	
																							Regular School Hours:	
																							LHS & LMS: 7:42am - 2:05pm; Elementary: 8:40 am- 3:10pm	
																							Short Session Dismissals:	
																							LHS & LMS - 12:00 pm Elementary Schools - 1:00 pm	
																							Note: In the event of cancellations, the school year may be extended through June 28th .	



LEDYARD PUBLIC SCHOOLS
4 Blonders Boulevard, Ledyard, CT 06339
(860) 464-9255
www.ledyard.net

ELEMENTARY SCHOOLS

Gales Ferry School (PreK-2)
1858 Route 12, Gales Ferry, CT 06335
Tel. 860 464-7664
Fax 860 464-5138

Juliet W. Long School (3-6)
1854 Route 12, Gales Ferry, CT 06335
Tel. 860 464-2780
Fax 860 464-5139

Mrs. Anne Hogsten, Principal
Mrs. Robin Lipman, Assistant Principal

Gallup Hill School (K-6)
169 Gallup Hill Road, Ledyard, CT 06339
Tel. 860 536-9477
Fax 860 572-2788

Ledyard Center School (K-6)
740 Col. Ledyard Highway, Ledyard, CT 06339
Tel. 860 464-8080
Fax 860 464-5140

Dr. Pamela Austen, Principal

Mrs. Fabienne Pierre-Maxwell, Interim Principal

Equal Opportunity Plan Policy

In accordance with Policy 0521, Equal Opportunity Plan, the Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origin, sex, religion, marital status, sexual orientation, creed, or mental or physical disability or any other legally recognized classification in the employment of its staff or in the admission or access to its programs or activities.

The Assistant Superintendent of Schools is the Civil Rights Coordinator. The Director of Special Services is the Section 504 Coordinator and the ADA Coordinator. You can reach both coordinators at:

Ledyard Board of Education
4 Blonders Boulevard
Ledyard, CT 06339
Phone: (860) 464-9255
Fax: (860) 464-8589

An individual who feels that he/she has been unlawfully discriminated against by the Board, its employees, or its agents in his/her performance of duties for the Board, shall notify an appropriate supervisor or staff member within thirty (30) calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the district's Civil Rights coordinator of discrimination complaints.

*The address for the U.S. Department of Education, Office for Civil Rights, is
8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921
Phone #: (617) 289-0111 TDD: (877) 521-2172 ocr.boston@ed.gov*

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INTRODUCTION

This handbook has been prepared to help parents and students have a better understanding of Ledyard Public Schools, and it explains routine policies, rules, and general information concerning the elementary school day.

More detailed information regarding a particular elementary school and its programs can be obtained through your children's teachers or the respective school office. Open communication between school and home is a valuable tool in providing quality education for all students. No problem is insignificant and any problem is certainly worth discussing.

VISION STATEMENT

Ledyard is a diverse and empowering community that inspires in each child a continuous love of learning, self-confidence, and commitment to excellence. The community supports each child to achieve at the highest levels and to innovate in a world of change. Our children thrive and make a lasting contribution to the community. Citizens trust, invest in, and benefit from the Ledyard Public Schools.

KINDERGARTEN ADMISSION

Children entering kindergarten are required to be five years old on or before January 1 for the school year in which they are enrolling. School year pre-registration takes place in the spring. Parents must bring birth certificates and immunization records in order to complete the enrollment. Kindergarten students must have a physical examination before starting school.

SCHOOL HOURS

REGULAR DAY

Grades K – 6
8:40 a.m. – 3:10 p.m.

SCHEDULED EARLY DISMISSAL DAY

Grades K – 6
8:40 a.m. – 1:00 p.m.

DELAYED OPENING

Grades K – 6
10:40 a.m. – 3:10 p.m.

ARRIVAL HOURS

Children who live within walking distance of the school are asked to not come to school before 8:20 a.m. All children should go directly to the designated area. If you are dropping your child off at school, please arrive after 8:20 a.m. when supervision is available. **Parents are requested to use the main entrance for dropping students off once school is in session. If students arrive after 8:40 a.m., they should be accompanied by their parents/guardians and check into the office.**

2018-2019 Emergency School Closing Information

SCHOOL DAY CANCELLATIONS, DELAYED OPENINGS AND EARLY DISMISSALS –

Ledyard Public Schools uses the School Messenger System in times of delays, closings, or emergency situations. This communication system utilizes voice and email messaging. The district initiated this system to enhance communication between schools and parents to keep them informed of events in a timely manner. ***It is crucial that all emergency numbers are kept up to date to ensure parents, guardians, caregivers and/or emergency contacts receive this important information.***

Cancellations, delays, and early dismissals will also be posted on the district website:
<http://www.ledyard.net>.

Announcements will also be made on television and radio stations by 6:30 a.m. All decisions will be based on the most current weather forecasts available and observations of road conditions. If you do not see or hear Ledyard Schools mentioned, please check more than one station.

DELAYED OPENINGS-- Should there be a need to delay the opening of school, Ledyard Public Schools will open **2 hours later**.

For students in **Grades K-12**, transportation will arrive approximately **2 hours later** than usual.

EARLY SCHOOL DISMISSALS--It is sometimes necessary to close schools earlier than usual because of emergency situations such as storms, loss of heat, etc. ***Parents should discuss this possibility with their children and make contingency plans for younger children to enter their homes or go to a neighbor if no one is at home.*** In case of an early closing, announcements regarding dismissal times will be made by School Messenger (voice and email and posted on www.Ledyard.net) and on local television and radio stations.

In the event that an **emergency early dismissal** is needed, the schools will dismiss according to the schedule below:

- Pre K – refer to Ledyard Pre-School webpage
- Grades K-6 – 1:00 p.m.
- Ledyard Middle School – 12:00 p.m.
- Ledyard High School – 12:00 p.m.
- All after-school activities will be cancelled.

ATTENDANCE

Connecticut state law requires parents to have their children attend school regularly during the hours and terms that the public school is in session. Regular and punctual attendance is essential to the proper and meaningful instruction of our students. As parents, you can help your child understand the importance of school by promoting daily attendance and seeing to it that our students arrive on time and remain for the full school day.

ABSENCES

Please notify the school if your child is going to be absent for the day. If we do not receive notification, by law we must attempt to reach you by phone to confirm his/her absence. This may necessitate calling home and/or your place of employment.

A certificate allowing the student to return to school is required following all absences of five consecutive days. Saturday and Sunday are included if the child was absent on Friday and the following Monday. While a doctor's certificate is preferred, the school will accept certificates from the school nurse or the local health department.

No student shall be excused from regular study or exercise for an extended period of time unless a doctor's note is presented to the school office.

A student is considered truant when he/she has four (4) unexcused absences in one month or ten (10) unexcused absences in one school year (BoE Policy 5113). A letter will be sent home notifying parents/guardians when a student is truant.

DISMISSALS

When it is necessary for a student to be dismissed during the school day, a note of explanation from home is required. Your efforts to schedule doctor and dentist appointments outside of school hours will be greatly appreciated. If dismissal plans change, please call the school office by 2 p.m. to ensure communication with teachers and student.

When picking up students, parents should first report to the office. Please do not go directly to classrooms as this interferes with instruction and dismissal procedures. To ensure the safety of our students, children will not be directly dismissed from the classrooms or the playground. It is important to adhere to the school's dismissal procedures.

TARDINESS

Prompt arrival at school is expected of all students. School begins at 8:40 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after 8:40 a.m., the scheduled opening time, is considered tardy and must first report to the office before going to class.

BEHAVIOR

It is important that the home and the school work cooperatively to ensure that students abide by school rules and policies. The behavior expectations will be taught during the first few weeks of school and reinforced throughout the school year. Our goal is to create a learning community in which students are respectful, accepting, responsible, safe, and kind.

DISCIPLINE POLICIES & PROCEDURES

The basic consequences of student misbehavior at Ledyard Elementary Schools may be, but are not limited to: conference with the student, loss of privileges or assigned time-out, parent contact, logical consequences, and/or suspension. Additionally, with the support of parents,

administration may assign mediation or intervention in lieu of other consequences. We are pleased to acknowledge that an overwhelming majority of students understand and comply with the school's expectations and never experience negative consequences or suspension.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

Ledyard Elementary Schools will begin our first year of Positive Behavioral Intervention and Supports (PBIS) in the 2018-2019 school year. PBIS is a proactive strategy for defining, teaching, and supporting student behavior, resulting in academic and social gains and a positive school environment.

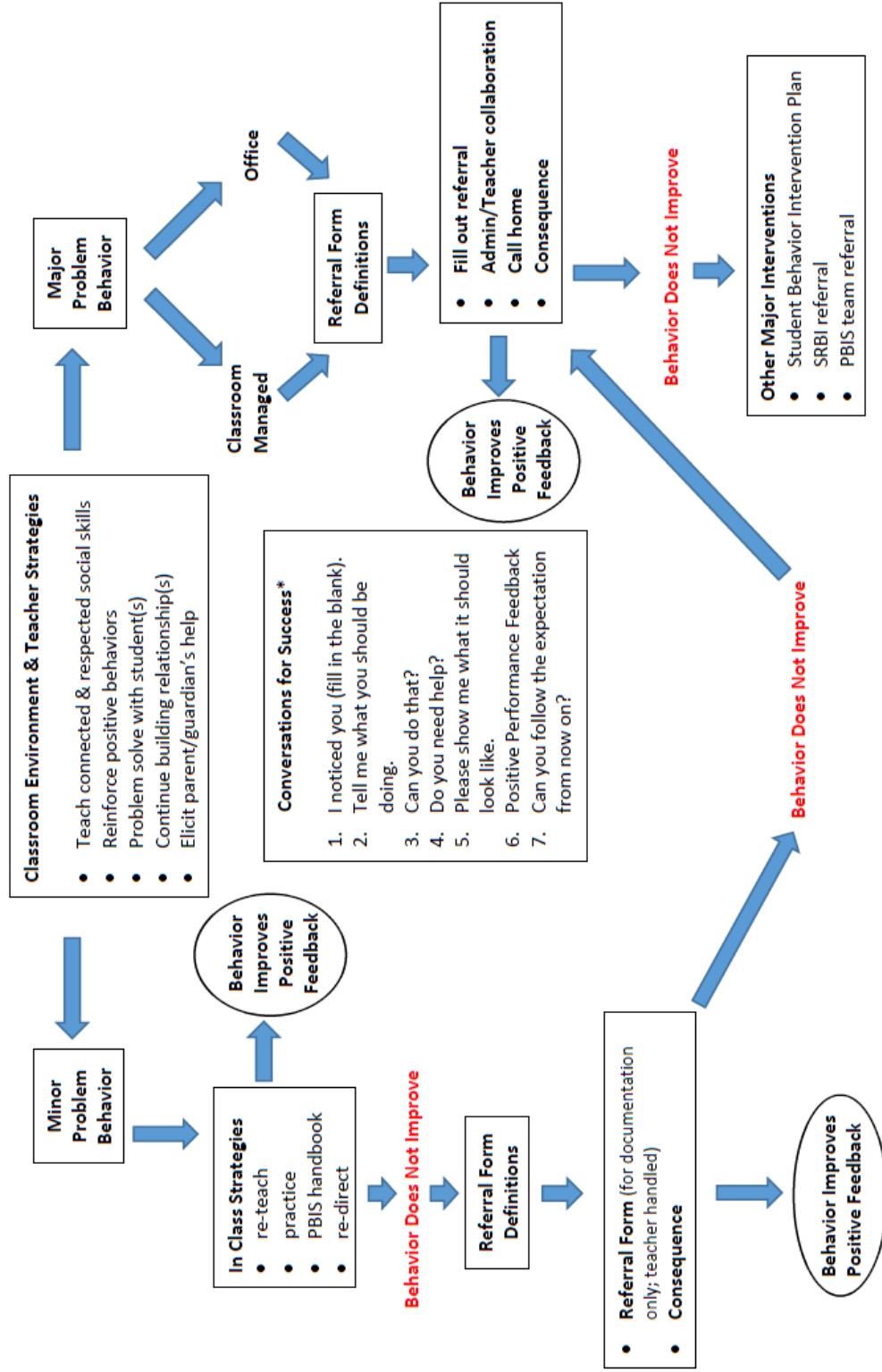
In a school using PBIS, the focus is on preventing problems. From the start, students learn about what behavior is appropriate, just like they learn math or reading. Students are taught social skills, including how to act in different settings, such as the classroom, cafeteria, playground, and school bus. They may learn through role-playing or through actual lessons. Staff at the school regularly praise kids for good behavior.

With PBIS, teachers look for minor issues and prevent them from becoming bigger behavior problems. The goal for PBIS is to reinforce positive behaviors. Teachers and school staff will recognize students through school-wide monthly recognitions and classroom PBIS incentives.

We compliment PBIS with proactive weekly social skills instruction using the resources from *Connected and Respected*.

Please refer to the flow chart on the next page for supporting student behavior.

FLOW CHART FOR SUPPORTING STUDENT BEHAVIOR



*These series of questions are to be used when problem solving with students. For example you see a student running down the hall. You would say in a teacher voice: I noticed you were running in the hall. Tell me what you should be doing. (Student responds: walking) Can you do that? Do you need help? (Student responds: Yes. I can walk by myself.) Please show me what it should look like. (Student walks safely down the hall.) Teacher responds: Thanks for being safe in the hallway.

While the goal of PBIS is to prevent behavioral issues, students who misbehave may be assigned consequences.

Basic Consequences

Consequences may be assigned by individual teachers or by the administration.

Conference

- Teacher/Student discussion of specific behavior infraction and reminders of appropriate behaviors and or responses

Loss of Privileges or Assigned Time-out may include but are not limited to:

- Shortened recess
- Alternative recess
- Office lunch
- Removal from classroom setting
- Loss of participation in class activities or school events
- Loss of access to electronic equipment

Logical Consequences may include but are not limited to:

- Planned apology
- Mediation
- Mandatory restitution

Parent Contact may include but is not limited to:

- Phone call
- Email
- Written referral
- Parent conference
- Team meeting

EXAMPLES OF BEHAVIORS FOR WHICH AN ABOVE CONSEQUENCE WILL BE ISSUED

- Actions which disrupt school atmosphere
- Leaving class without permission
- Dress code violation - Typically students will be required to change clothing
- Failure to comply with a directive given by a staff member
- Failure to follow school electronics policy
- Failure to follow safety regulations
- Misconduct in school or at school related activities
- Plagiarism/cheating
- Providing false information
- Using inappropriate language
- Destruction of school property
- Violating school bus rules (repeat offenses may result in suspension of bus privileges)
- Violation of school rules and behavior expectations
- Actions which endanger the safety of others
- Stealing
- Verbal threatening or intimidation
- Fighting/hands on in an aggressive manner
- Challenging authority/Open defiance of teacher/staff

PLEASE NOTE: When a student is removed from class, s/he will be placed in the Safe Haven room or the main office. Disruption in the Safe Haven room or main office may result in school suspension.

Suspension

School rules require proper conduct anywhere in **all** school buildings, on school grounds, **school bus stops**, and at all school sponsored activities. Infractions of school rules may result in suspension in/or out of school and may further result in referral for expulsion. Students may also be disciplined for off campus misconduct. The following is a list* of some behaviors that may result in suspensions up to 10 days.

- Abusive language directed at a staff member
- Actions which endanger the safety of others
- Assault
- Bullying
- Possessing, using, or distributing a drug, alcohol, or controlled substance
- Fighting
- Harassment, taunting, or baiting
- Leaving school without proper dismissal / authorization
- Plagiarism/Cheating
- Possession of knives, chains, or other dangerous instruments
- Possession, sale or use of a facsimile of a firearm
- Racial & Sexual Orientation slurs/hate crime
- Repeated failure to do as directed by a staff member
- Repeated infractions of School Rules
- Sexual Harassment
- Theft
- Threatening
- Use of any instrument in a manner to inflict bodily harm, intimidate, or threaten
- Vandalism-Willful damage or destruction of school and personal property
- Verbal or physical action which contributes to a fight or assault

Any of the above involving social media

***This list is not meant to be all inclusive**

Important Notes:

1. When a student receives a consequence or suspension, every effort will be made to inform parents/guardians in a timely manner.
2. Parents/Guardians will receive advance notice of a consequence resulting in loss of bus transportation.

Suspensions may be imposed as in-school or out-of-school in accordance with Section 10-233C of the Connecticut General Statutes. If a student's actions also violate the law, the police or other appropriate authorities will be notified, which could result in arrest. Students may also be referred for expulsion proceedings for misconduct.

Students placed on suspension are not permitted on school grounds until the opening of school on the day following the last day of the suspension. to participate in any school activities or school sponsored events. Exceptions to this rule may be granted only by the administration when extraordinary conditions exist.

Students may be required to serve an in-school suspension. In those cases, students will spend the school day in the suspension area and will be restricted from school activities including recess, specials, lunch, and special events. Students must leave school immediately at the end

of the school day and may not participate in any after school activities. Students placed on out-of-school suspension are not permitted on school grounds until the opening of school on the day following the last day of the suspension.

As mandated by Connecticut statute, a record of each student's suspension is kept in the student's cumulative file until the student graduates. The law also requires that in the event a student transfers to another Connecticut school, all information in the student's cumulative file regarding suspension must be sent to the receiving school.

Expulsion

Expulsion means “an exclusion from school privileges for more than ten (10) consecutive school days, and shall not extend beyond one calendar year. The Board of Education may expel any pupil whose conduct on school grounds or at a school sponsored activity is a violation of a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is a violation of Board policy and is seriously disruptive of the educational process.”

Students suspended on ten occasions or for a total of fifty (50) days will be referred to the Board of Education for further action, which may include expulsion from school.

See also, Board Policy 5114 governing Suspension, Expulsion and Due Process.

HEALTH INFORMATION

The health room in each school is manned daily by a school nurse and a school health aide. If you have questions or problems concerning your child's health, please call the health room directly.

Gales Ferry School 464-2458
Gallup Hill School 536-8029

Juliet W. Long School 464-6929
Ledyard Center School 464-9083

Please notify the nurse if your child is having any health problems or is receiving follow-up care by a physician. The nurse will update the health record and can better evaluate your child at school if he/she has any problems. It is helpful to know if your child takes medication at home on a regular basis. Children are sent home from school when they have a temperature of 100 degrees Fahrenheit or more. It is advisable that students have twenty-four hours fever free before returning to school.

INJURY OR ILLNESS

In the event of illness or injury at the school, the school nurse will administer first aid and notify the parent or the emergency contact. Cooperation of all parents is desired in giving protection from spreading communicable diseases. Should your child contract a communicable disease, please notify the school nurse. The length of time a child must remain at home when suffering one of these diseases is determined by the attending physician on the basis of the nature of the infection, the possible complications, the treatment instituted, and the reaction of the individual to the illness and treatment. If you have questions about when it is safe for your child to return to school, contact your physician or your school nurse for guidance.

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. 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.

MEDICATION POLICY

School personnel are under mandate to handle medications in a very specific manner in compliance with state statutes. The law requires the cooperation of parents, educators and others associated with the school.

A completed "Authorization for Administration of Medication" form is required for all **prescription and non-prescription medications** to be given in school. Oral orders and orders for changes in previously ordered medications from those duly licensed to prescribe medications may be taken by the school nurse only. Any such verbal orders, including telephone orders, must be followed up in writing within three (3) days. All medications with the exception of those authorized for self carrying and administration will be administered in the nurse's office, with the exception of field trips.

Parents must deliver all medications directly to the school nurse assigned to the child's school. Since students are not permitted to carry medications on the bus, it is the parent's responsibility to pick up any that is unused.

New authorization forms are required for each school year. Continued cooperation between parents and school health personnel will foster a healthy, productive school year for your children.

SERVICES OFFERED THROUGH THE SCHOOL HEALTH PROGRAM

Hearing Screening - Screening is conducted on students in grades K, 1, 2, 3 and 5 in order to identify hearing difficulties. Individual tests are given in other grades upon the request of a teacher, parent, administrator or family physician.

Postural Screening - Annual postural screening is carried out, beginning in grade 5, in an attempt to identify spinal curvature early. If detected in its beginning stages, treatment by exercise or brace may be all that is necessary to prevent further complications. Parents will receive advance notice regarding the date of this exam.

Vision Screening - Every student is screened annually for visual acuity. If a deficiency is found, the parents are notified and urged to seek professional care.

HOMEWORK

It is important that teachers, parents, and students work together to make homework an effective learning experience. We adhere to regulation guidelines which provide time frames for each grade level.

If homework seems to be consistently difficult for your child or takes an unreasonable amount of time to complete, please contact your child's teacher. If the problem continues, please notify the principal.

Arrangements for picking up homework due to a child's illness can be made through the school office early in the day. In the event that a student misses school due to a family vacation while school is in session, teachers may prepare alternative assignments. Make-up work will be completed upon the student's return to school.

INSTRUCTIONAL PROGRAM

LANGUAGE ARTS

Language Arts is at the foundation of all learning. Therefore, it is a priority of Ledyard Public Schools' English Language Arts Curriculum to develop all aspects of language arts including Reading, Writing, Speaking and Listening, and Language Skills in an integrated way. Students will be expected to meet end-of-year grade level expectations aligned to the Common Core State Standards. They will learn to think critically and communicate and express themselves clearly. Students will be motivated to apply what they have learned independently and collaboratively in a variety of contexts and settings throughout life.

MATHEMATICS

The Ledyard math curriculum is aligned to the Connecticut State Standards and National Council of Teachers of Mathematics Principles and Standards. The K-6 curriculum includes units of study addressing Counting and Cardinality, Operations and Algebraic Thinking, Number and Operations in Base Ten, Measurement and Data, Geometry, Number and Operations with Fractions, Ratios and Proportions, Expressions and Equations, The Number System and Statistics and Probability. Conceptual understanding precedes procedural fluency. Students apply both critical thinking skills and strategies to solve real life problems. Mathematical literacy, decision-making based on sound mathematical thinking and reasoning, is the goal for all students in Ledyard's school system.

SCIENCE

The science curriculum in Gr. K-6 emphasizes inquiry and hands-on learning. The science units address physical, life, earth science, and technology in society topics. Embedded performance tasks are included in Grades 3-6.

STATE MANDATED ASSESSMENTS

- The Next Generation Science Assessment is administered in Grade 5 in science. Testing takes place in the early spring, and results are sent home to parents in the fall. Test results are helpful in planning for individual needs as well as assessing district strengths and weaknesses.
- Students in grades 3-6 will be assessed in English Language Arts (ELA) and Mathematics using the Smarter Balanced Assessment Consortium (SBAC) test. This assessment is fully aligned to the Connecticut Core Standards and the Ledyard Public Schools curricula. The SBAC is a computerized, adaptive assessment and will be given to students in the spring of each school year.

SOCIAL STUDIES

Social studies education involves interdisciplinary instruction and benefits from interaction with and integration of the arts and humanities. Social studies is composed of deep and enduring understandings, concepts and skills from various disciplines and integrates the study of civics, economics, geography, and history. Given this vast array of content and skills, inquiry based instruction is used as an organizing principle around which students may access the diverse content of social studies and begin to make sense of it for themselves. Inquiry guides the teaching of social studies at all levels. Inquiry-based instruction and skill development are the emphasis of the Ledyard social studies curricula and work in the service of helping students to discover rich social studies content.

LIBRARY & INFORMATION TECHNOLOGY

Classes are scheduled to have at least one library period per week. Books may be checked out to pupils for a one week period and may be renewed for one more week. Failure to return and/or replace lost books may result in students being prohibited from checking out books. Classes studying a special unit may have books about that unit placed on reserve. This resource-based curriculum is founded on collaboration between the library and information technology specialist and the classroom teacher.

ART

The art curriculum is aligned with CT State Art Frameworks. It is organized to teach skills and concepts in a studio approach. Art appreciation is also an important component of this program. Students have art class once a week for 45 minutes in grades K-6. Student work is exhibited as much as possible.

MUSIC

The music curriculum is aligned with CT State Music Frameworks. It provides music instruction and music appreciation in grades K-6 and reflects the importance of student performance. Students have music class once a week for 45 minutes in grades K-6.

Chorus

When possible the schools run a voluntary chorus. Interested students should contact the music teacher for further information.

Instrumental Music/Band

Instrumental music instruction is open to all students in sixth grade; however this is a voluntary program and students need to indicate their interest to the instrumental music teacher. Students are provided with individual lessons during the school day. Lessons are scheduled to have the least impact on direct instruction; however, students may miss academic content or special area content when attending instrumental music lessons.

PHYSICAL EDUCATION

The physical education curriculum is aligned with CT State Physical Education Frameworks. Students learn concepts and skills in a variety of individual and group activities covering all aspects of physical fitness. Teamwork, skill development, and strategy are all important components of this program. These areas are considered by teachers when they evaluate student progress on the report card. Students have physical education class once a week for 45 minutes in grades K-6.

INTERVENTION/ENRICHMENT

The primary purpose for the Intervention/Enrichment (I/E) block is to provide time for short-term instructional interventions, practice, reinforcement, re-teaching, special services, and various forms of enrichment. Students may work with their classroom teacher or other staff members during the I/E time. Parents will be notified when students receive Tier 2 and Tier 3 levels of intervention.

SCHOOL/HOME COMMUNICATIONS

REPORTING TO PARENTS/GUARDIANS

Elementary teachers hold scheduled conferences in November and March. Teachers or parents may schedule additional conferences on an as-needed basis.

Report cards are issued in November, March, and June for grades K– 6.

It is important that parents be kept informed of the progress of their children. Parent-teacher conferences and report cards are two of the several means employed to achieve this goal. Parents may expect a written comment from each classroom teacher each marking period. Parents may provide the teacher with feedback by responding to what the teacher has written on the progress of their children.

In addition to parent/teacher conferences, frequent and varied communication methods including e-mail, telephone calls, letters, and informal notes can be used to inform parents/guardians regarding student performance. Teachers are expected to respond to e-mail and written notes within forty-eight (48) hours of the delivery of the message.

A PARENT/GUARDIAN GUIDE FOR CONFERENCES WITH TEACHERS

The teacher may want to know:

- What your child likes to do at home
- What hobbies, special interest and abilities your child has
- Family relationships that may be aiding or interfering with learning
- What your child's attitude is toward school
- If your child enjoys going to school
- Which subjects are your child's favorites
- If your child has any special health problems, recent illnesses, disabilities, or accidents that may affect learning
- What discipline works best with your child at home

Parents and teachers both:

- Want children to succeed
- Feel that standards at home and at school should complement each other
- Believe that learning takes place at school and at home

Parents may want to ask:

- What method is used for grading daily work and report cards
- What are the learning goals for each subject for this report period
- What are the teacher's policies on homework
- Are there any special problems relating to discipline or socialization I should know about
- Is my child involved in any special small group instruction
- What methods are used for testing daily learning goals
- What specific suggestions for improvement does the teacher have for my child
- What are some areas of strength and areas of weakness for my child
- Has there been any formal or informal testing completed which has involved my child
- What can I do at home to strengthen my child's weaknesses
- How well does my child communicate ideas
- Is my child better at oral or written communication
- How motivated is my child during instruction

How parents can help:

Before the Conference

- Make a list of what you want to tell the teacher
- Make a list of what you want to ask the teacher
- Ask your child what he/she would like to have you discuss

During the Conference

- Try to stay within the limits of the scheduled time
- Both parents and teachers should take notes for future action on ways to help your child

After the Conference

- Talk it over with your child, stress the positive points, and discuss the suggestions for improvement
- Follow through on suggested plans

BACK TO SCHOOL NIGHT

A parent information night is held at the beginning of each school year. This evening is intended for parents to learn about the academic curriculum, assessment, and behavioral expectations.

This evening is not designed for teacher conferences. If conferences are desired or needed, you are encouraged to establish separate times to talk with teachers about your children's progress.

SCHOOL VISITS

Parents are welcome to visit Ledyard elementary schools. In fact, they are encouraged to do so. Visits should be pre-arranged with teachers through a note or phone call. Parents are respectfully asked to continue this practice. It is important to stop at the office during any visit to help us maintain a minimum of interruption in the learning process. Security and safety reasons require us to strictly adhere to these guidelines.

Parents wishing to meet with teachers are asked to set up appointments in advance; however, there are some guidelines for visits. Parents are asked to observe the following. Please:

- Park in an appropriate parking space
- Proceed directly to the school office upon entering the building and sign in
- Request permission to visit a room prior to walking down the corridor to the desired destination
- Do not interrupt teachers and students during instructional time

REQUEST FOR TEACHER QUALIFICATIONS

Federal law entitles parents the right to request the qualifications of teachers in the Ledyard Public Schools. You may request these qualifications by submitting a letter to the school principal. Please include the name of your student in the letter, so we can provide you with information about their teacher. You may also schedule an appointment with the school principal. The teacher qualification questions you may ask include:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Do paraprofessionals work with my child? If so, what are their qualifications?

In the State of Connecticut, teachers must hold at minimum a Bachelor's Degree for an Initial Teacher Certification and must hold a Master's Degree for a Professional Certification. Eighty-seven percent of Ledyard teachers currently hold a Master's Degree or higher. Please refer to individual Strategic School Profiles for the most recent state report on your student's school - <http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx>.

SCHOOL NEWSLETTERS

School newsletters, as well as various notices, will be sent periodically throughout the school year. Parents are encouraged to review this information. School newsletters are also available on the school's website, www.ledyard.net.

A calendar indicating school vacations, holidays, early school closing, and other highlights is distributed at the beginning of each school year to all students. The calendar is also available on the district's website.

GENERAL INFORMATION

BICYCLES

On May 14, 1997, a state law (Public Act 97-46) was passed requiring that children 15 years old and under must wear helmets when riding on public roads. Students must have written permission from a parent or guardian to ride a bicycle to or from school. Students should walk their bicycles while on school grounds. **Students are not permitted to ride bicycles on Route 12 or to cross Route 12.**

Students are expected to keep their bicycles in bicycle racks, as the school assumes no responsibility for them. Once a bicycle has been parked, it is not to be touched by anyone, including the owner, until it is time to go home. Failure to abide by these rules could lead to suspension of bicycle privileges.

CHILDCARE - BEFORE AND AFTER SCHOOL

Parents may contact the school secretaries for lists of childcare providers.

CHROMEBOOKS

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to their respective school. The school will contact the Technology Services Department as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

General Precautions

- No food or drink should be next to Chromebooks.
- Heavy objects such as books or binders, should never be placed on top of Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, and stickers.
- Chromebooks should not be left in environments of extreme heat or cold.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure:

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Consequences

Any damage or misuse of technology devices or related equipment may result in disciplinary intervention that may include, but is not limited to, detentions, suspensions, and/or financial charges for repair/replacement.

Protection Plan Option

A Protection Plan for the Chromebook may be purchased through Ledyard Public Schools. Information on the Protection Plan may be found on the district website.

DRESS CODE

Cleanliness, neatness and modesty are expected in our students' appearance at all times. Students should be dressed in a manner that is appropriate for school activities and presents no health or safety hazard. Since all students have outdoor recess during the day, please be sure your children are properly dressed for the weather.

Guidelines

1. Skirts and shorts should be at least fingertip length
2. Footwear is required--flip-flop sandals and high-heeled shoes are discouraged for safety reasons
3. Tank top straps must be three finger-width wide or covered by another layer
4. Clothes that have logos that display alcohol, drugs, tobacco, or improper or suggestive language are inappropriate
5. Hats and sunglasses are not to be worn in school
6. Undergarments should not be visible

ELECTRONIC EQUIPMENT

During the instructional day, all personal electronic devices (cell phones, iPods, portable electronic games, cameras, video, or audio recorders) shall be turned off and remain in backpacks unless approved by the Principal for academic use. The instructional day includes lunch and recess (per Board of Education Policy 5131.81). The school assumes no responsibility for the loss, destruction, or theft of any personal electronic device that is brought to school.

Students are permitted and encouraged to bring their own headphones or earbuds to school to use with Chromebooks and computers.

EMERGENCY INFORMATION

Students are required to have the following up-to-date information on file at the school office and to notify the school office when information changes:

1. Parents' or guardians' names
2. Up-to-date addresses
3. Home telephone and parents' work telephone numbers
4. Emergency telephone numbers of friends or relatives
5. Physicians' names and telephone numbers
6. Medical alert information
7. Providing parents' e-mail addresses is strongly recommended

The automated School Messenger system is used to notify parents and families in the event of emergency school closings, late buses, facility problems, and other school announcements. Calls from School Messenger will register as the following number: **866 379-1931**.

FAMILY CHANGES

Please notify the school office immediately if there are any changes in family structure and/or contact information. Legal documentation of changes in visitation or custodial rights is required. Verbal notification, while helpful, is not sufficient. Please notify the school office immediately if a move occurs during the school year.

FIELD TRIPS

Field trips are planned in conjunction with the curriculum. Permission slips are sent home to parents and guardians for their signatures. All field trips are to be by bus, unless otherwise noted. Parents may be called upon to chaperone these excursions. **Behavioral standards will be discussed with students beforehand. Participation on field trips is contingent upon meeting these standards.**

FOOD SERVICE

A district-wide school breakfast/lunch program is available for Grades K-6. Breakfast and lunch order forms need to be submitted monthly, and payment can be made online or at the school. Students may also bring lunch to school. A working snack is incorporated into the morning schedule for Grades K – 6.

INSTRUCTIONAL SUPPLIES

The Town of Ledyard pays for and provides all textbooks and technology resources. Instructional supplies should be treated with care. Pupils will be charged for district-provided instructional resources that are lost, destroyed, or damaged by neglect.

LOST AND FOUND

All students are responsible for the safe keeping of their property. Parents are encouraged to label outer clothing, as it makes clothing identification much easier. In the event that something is lost, students should check in the school's lost and found. If students find items, they should turn them into the lost and found. At the end of a reasonable period, the administration may dispose of unclaimed items. Items are donated to local community organizations.

PARENT ORGANIZATIONS/GROUPS

All elementary schools have hard-working and innovative Parent-Teacher Organizations. The PTOs plan many exciting educational activities and fundraising events. They are truly vital components of the overall school network. All parents are invited to attend and participate.

PTO meetings are scheduled throughout the school year. Notices of meetings are usually posted in the monthly newsletters. For further information, contact the respective school office.

PETS

The principal may give permission for pets to be brought to school as part of a special event or activity. For the safety of all, pets may not be transported by school bus or van. The principal will take into account allergies of students and staff prior to giving permission. When relevant, proof of current vaccinations may be required as part of the principal's approval process.

PUPIL PARTIES

Invitations will not be distributed at school unless there is one for every student in the class. Please do not ask for a class list with addresses/telephone numbers or distribute invitations to selected members of a class. The first item may be considered breach of confidentiality and the second request involves the school in a process of discrimination by selection. Class lists with names only are available through the office.

REQUESTS TO SEND NOTICES HOME

Flyers must first be approved for release by the Superintendent of Schools. Flyers may not be distributed directly to students unless they publicize activities or functions of school clubs, teams, or other school or town-related formal organizations. Flyers publicizing events put on by non-profit organizations whose goals are compatible with those of the school district may be made available to students in the school office upon approval by the Superintendent of Schools.

SPECIAL SERVICES

The Ledyard Board of Education is responsible for providing a free, appropriate public education for all students with disabilities within the meaning of the Individuals with Disabilities Education Act (IDEA), ages three to twenty-one, in accordance with the state and federal law. The Department of Special Services, in coordination with each building principal, is responsible for the overall referral, identification and programming for children and youth with disabilities who are eligible to receive special education instruction and related services. For detailed information, please obtain a copy of *A Parent's Guide to Special Education in Connecticut* from the school office. If you have questions of an immediate nature, please feel free to discuss these with the principals or assistant principal.

STUDENT VALUABLES

Students are not to bring large amounts of money or other valuables to school. Students wearing glasses or watches should keep track of these articles at all times. Students, not the school, are responsible for their personal property.

TELEPHONE CALLS

The office telephone should be used by students only in emergency situations. Parents are requested to leave messages with the school secretary if they need to communicate with their children during the school day.

WALKERS

Students who walk to school should not arrive before school supervision begins at 8:20 a.m. Walkers are asked to use good safety sense going to and from school and to use sidewalks/crosswalks wherever available. They should not trespass on private property. They

should not cross major highways, such as Rte. 12 Rte. 117, etc. Walkers are to go directly home after school unless other plans have been authorized by parents or guardians.

WINTER GUIDELINES FOR MID-DAY RECESS

- When the temperature and wind chill combined are **above 20 degrees**, students will go outside for recess.
- When the temperature and wind chill combined are **between 10 and 20 degrees**, students will go outside for a limited time, up to 15 minutes.
- When the temperature and wind chill combined are **lower than 10 degrees**, students will stay indoors during recess.

TRANSPORTATION INFORMATION

BUS ROUTES/STOPS

Bus routes/stops are posted on www.ledyard.net and are available at each school. The approximate time of pickup and drop off are posted; however, due to daily variations, the children should arrive at the bus stop 10 minutes **prior** to the scheduled pickup time.

KINDERGARTEN TRANSPORTATION

Kindergarten students who take the school bus must be met by a parent/designated adult at neighborhood bus stops. **In the event that the parent/designated adult does not meet the kindergarten student at the bus stop, the student will be returned to school.**

BUS BEHAVIOR

Good behavior is expected on the bus at all times. The following are the bus behavior expectations for all elementary schools in Ledyard Public Schools.

1. Stay seated while the bus is moving.
2. Keep hands and feet to yourself.
3. Follow directions the first time.
4. Keep the bus clean.
5. Use kind words.
6. Use an indoor voice.

BUS REGULATIONS

Students are expected to assume a seat and remain reasonably quiet at all times. These rules have been established to provide maximum safety and protection for all bus students. **Failure to comply can result in suspension from the bus or school per district regulations.**

1. Eating and drinking on the bus are prohibited.
2. Students should be given permission by the driver to open or close windows.
3. Students who cross the street must wait for a signal from the driver before crossing.
4. While waiting for the bus, students must wait at the side of the road.
5. No student may take another bus without a written note from home and consent from the school office - consent may be refused if the desired bus is overcrowded.
6. The bus driver will report to the school office the names and actions of any students disregarding bus rules or creating an incident that may prove detrimental to safety.
7. Students may be given assigned seats.

BUS SAFETY

The majority of our elementary students are transported to and from school by bus. The following student guidelines are presented for review with your children. Safety of students and employees is important to everyone.

1. Be at your bus stop 10 minutes prior to pick up.
2. Enter the bus in an orderly manner and take a seat promptly.
3. Sit facing forward.
4. Keep head and arms inside the bus at all times.
5. Keep aisles clear at all times.
6. Be alert to traffic when leaving the bus.
7. Cross far enough in front of the bus so the driver can see you.

TRANSPORTATION CHANGES

Please inform the school in writing if any transportation change is necessary. If students are to be picked up by someone other than parents or guardians, the person's name must be specified in the note. Plans to visit friends after school hours should be made in advance rather than during school. Permission notes should be brought to the office on the days of the proposed visits. Transportation is the responsibility of the parents. **Phone calls for this purpose will not be allowed.**

ACADEMIC DISHONESTY

The Ledyard Board of Education believes that honesty and integrity are essential character traits that every student should develop and exhibit in becoming a responsible citizen. Therefore, the Board prohibits all forms of academic dishonesty within Ledyard Public Schools.

“Academic dishonesty” shall, in general, mean conduct that has as its intent or effect the false representation of a student’s academic performance, including, but not limited to:

- Cheating on an examination;
- Collaborating with others on an assignment to be presented as one’s own work when such collaboration is contrary to the stated or written rules for that assignment;
- Plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own;
- Stealing or having unauthorized access to examination or course materials;
- Falsifying records of laboratory experiments or other data;
- Submitting, if contrary to the rules of the course or assignment, work previously presented in another course; and
- Knowingly and intentionally assisting another student in any of the previously listed prohibitions, including assisting in an arrangement whereby any work, classroom performance, examination or other academic activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Disciplinary Actions

At a minimum, a student will lose credit for an assignment/examination when it has been determined that the student intentionally violated this policy. Additional disciplinary actions may be taken up to and including suspension and expulsion based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy.

Policy Implementation

Each school Principal shall implement rules and procedures to carry out the requirements of this policy in a manner that is consistent and fair for all students.

The Board supports the use of automated processes, such as “Turnitin.com”, to assist in dissuading students from intentionally committing plagiarism.

Teachers in all grade levels shall make their students aware of what constitutes academic dishonesty as delineated in this policy. Directions for class assignments shall be clear as to whether or not group collaboration is allowed.

Notification

This policy in conjunction with the school procedures and rules regarding academic dishonesty shall be published annually in each school’s student handbooks.

Legal Reference:

Connecticut General Statutes, Section 10-221. Boards of education to prescribe rules, policies and procedures.

Policy revised: December 17, 2008

APPENDIX B

Students

Policy 5131.911

BULLYING

The Ledyard Board of Education promotes a secure and happy school climate that is conducive to teaching and learning and is free from threat, harassment, teen dating violence, and any type of bullying behavior.

Definitions

“Bullying” means (1) 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 Ledyard Public Schools, or (2) a physical act or gesture by one or more students repeatedly directed at or referring to another student attending Ledyard Public Schools, that:

- Causes physical or emotional harm to the student or damage to the student’s property;
- Places the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for the student;
- Infringes on the rights of the student at school; or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, 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 these characteristics.

“Cyberbullying” means any act of bullying through use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occur between two students who are currently in or who have recently been in a dating relationship.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable to providing data communication between two or more individuals, including, but not limit to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

“Outside of the school setting” means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by Ledyard Public Schools.

“School employee” means: (1) a teacher, substitute teacher, school administrator, the Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by or working in Ledyard Public Schools; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students in Ledyard Public Schools pursuant to a contract with the Board.

Bullying Prohibited

Bullying of any form will not be tolerated in Ledyard Public Schools. The Board prohibits bullying:

- 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 Ledyard Public Schools, or through the use of an electronic device or an electronic mobile device owned, leased or used by Ledyard Public Schools; and
- Outside the school setting if such bullying: (1) creates a hostile environment at school for the student against whom such bullying was directed; (2) infringes on the rights of the student against whom such bullying was directed at school; or (3) substantially disrupts the education process or the orderly operation of a school.

Disciplinary Actions

Students who engage in any verified act of bullying that falls under the scope of this policy will be subject to disciplinary action up to and including suspension, expulsion and/or referral to the Ledyard Police. Additionally, any acts of cyberbullying that involve school computers or other technology may result in the loss of privileges to use such school equipment.

Safe School Climate Plan

The Board believes that a comprehensive program involving both staff and students of Ledyard Public Schools is essential to reducing incidents of bullying. To this end, the Board directs the Superintendent to promulgate such administrative rules and procedures as is necessary to implement the following Safe School Climate Plan elements in each school:

1. Enable students to anonymously report acts of bullying to school employees and require that students and their parents/guardians be notified at the beginning of each school year of the process by which students may make such reports.
2. Enable the parents/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, 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 the 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 regarding bullying. Require that the Safe School Climate Specialist give prompt notice that the investigation has commenced to the parents or guardians of the student alleged to have committed an act or acts of bullying and to the parents or guardians of the student against whom such alleged act or acts were directed.
5. Require the Safe School Climate Specialist to review any anonymous reports of bullying, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
6. Include a prevention and intervention strategy, as outlined later in this policy, for school employees to deal with bullying.
7. Require each school to include language in student codes of conduct concerning bullying.

8. Require each school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in step 4, above. These notifications 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.
9. Require each school to invite the parents or guardians of the 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 the policies and procedures in *place to prevent further acts of bullying*. *These invitations 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.
10. Require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separated and distinct from the meeting described in step 9, above, to discuss specific interventions undertaken by the school to prevent further acts of bullying.
11. Require each school to document and maintain records relating to reports and investigations of bullying in the school, maintain a list of the number of verified acts of bullying in the school, make such list available for public inspection, and annually report that number to the Department of Education in such manner as is 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 perpetuated bullying incidents by the same individual. Such interventions 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 school Principal, or his/her designee, to notify Ledyard Police when the Principal, or his/her designee, believes that any acts of bullying constitute criminal conduct.
16. Require that, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the District's Safe School Climate Plan.
17. Require that all school employees annually complete training on (1) the prevention of and response to youth suicide, and (2) the identification and prevention of and response to bullying. This training should specifically cover District-wide and school-specific procedures regarding these topics. Additionally, all school employees shall complete the annual training provided by the Department of Education on these topics.

Prevention and Intervention Strategy

Each school shall implement a prevention and intervention strategy for school employees to deal with bullying and teen dating violence that may include, but is not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur.
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.

5. Individual interventions with the bully, his/her parents/guardians and school employees, and interventions with the bullied child, his/her parents/guardians and school staff.
6. School-wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation. Funding for the school-based bullying intervention and school climate improvement strategy may originate from public, private, federal, or philanthropic sources. For the purposes of this policy, "interventions with the bullied child," includes referrals to a school counselor, psychologist, or other appropriate social or mental health service, and periodic follow-up by the safe school climate specialist with the bullied child.

District Safe School Climate Coordinator

The Board appoints the Assistant Superintendent as the District Safe School Climate Coordinator who shall:

- Be responsible for implementing the District's Safe School Climate Plan;
- Collaborate with the Safe School Climate Specialists from each school, the Board and the Superintendent to prevent, identify and respond to bullying and teen dating violence in Ledyard Public Schools;
- Provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying and teen dating violence; and
- Meet with the Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying and teen dating violence in the District and to make recommendations concerning amendments to the District's Safe School Climate Plan.

Safe School Climate Specialists

The Principal of each school, or his/her designee as approved by the Superintendent, shall serve as the Safe School Climate Specialist and shall:

- Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
- Collect and maintain records of reports and investigations of bullying in the school; and
- Act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

School Climate Assessments

Starting July 1, 2012, and biennially thereafter, each school shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The District Safe School Climate Coordinator shall collect the safe school climate assessments for each school, report the results to the Board, and submit them in the manner specified to the Department of Education.

Safe School Climate Committee

Beginning with the school year commencing July 1, 2012, the Principal of each school shall establish a committee, or designate at least one existing committee, in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the schools. The Principal shall appoint at least one parent or guardian of a student enrolled in the school to serve on the committee.

Each school's Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendations to the District Safe School Climate Coordinator regarding the District's Safe School Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents/guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of school data regarding bullying; and
7. Perform any other duties as determined by the school Principal that are related to the prevention, identification and response to school bullying for the school.

Any parent or guardian serving as a member of a Safe School Climate Committee shall not participate in the activities listed in items 1 and 2, above, or in any other activity that may compromise the confidentiality of a student.

Immunity when Acting in Good Faith

No claim for damages shall be made against a school employee who reports, investigates, and responds to bullying or teen dating violence in accordance with the provisions of the Safe School Climate Plan if the employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment.

No claim for damages shall be made against a student, parent or guardian of a student, or any other individual who reports an act of bullying or teen dating violence to a school employee in accordance with the provisions of the Safe School Climate Plan if such individual was acting in good faith.

The immunity provided by the Connecticut General Statutes does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Policy Notification Requirements

This policy, the applicable attendant rules and procedures, and the Board-approved Safe School Climate Plan shall be posted on the Internet websites for the District and each school and shall be included in any school or District publication of the rules, procedures and standards of conduct for schools and in all student and staff handbooks.

Legal References:

Connecticut General Statutes:

10-220a – In-service training.

10-222d – Policy on bullying behavior.

10-222g – Prevention and intervention strategy re bullying.

10-222h – Analysis of bullying policies.

Public Act 11-232 – *An Act Concerning Strengthening of School Bullying Laws*

Public Act 14-172 – *An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates*

Public Act 14-234 – *An Act Concerning Domestic Violence and Sexual Assault*

Policy Revised: April 22, 2015

DISTRICT SAFE SCHOOL CLIMATE PLAN**District Safe School Climate and Title IX Coordinator:****Dr. Jennifer P. Byars, Assistant Superintendent**

4 Blonders Boulevard

Ledyard, CT 06339

860-464-9255, ext. 1100

Ledyard Public Schools Safe School Climate Plan Background Information:

As part of Policy 5131.911, the Assistant Superintendent is designated as the Safe School Climate Coordinator. Each school principal is designated the Safe School Climate Specialist of their respective school. The responsibility of the Safe School Climate Specialist includes:

- Notifying students and the parents or guardians of students at the beginning of each school year of the process by which students may anonymously report acts of bullying to school employees;
- Investigating acts of bullying and teen dating violence promptly as established in the School Climate Plan;
- Collect and maintain records of reports and investigations;
- Act as the school official responsible for preventing bullying in the school;
- Complete the biennial Safe School Climate assessment.

The Ledyard Board of Education promotes a secure and happy school climate that is conducive to teaching and learning and is free from threat, harassment and any type of bullying behavior.

Elementary Process to Report Acts of Bullying

Students – Depending on their age, students may report bullying by making:

1. An oral report to the principal or a school employee;
2. An email to the principal or a school employee; or
3. A written report to the principal or a school employee. The written report may be made anonymously; students may leave a note in the principal's or a school employee's mailbox.

Parents – Parents may report bullying by making:

1. An oral report in person or via a phone call to the principal or a school employee;
2. An email to the principal or a school employee; or
3. A written report to the principal or a school employee. The written report may be made anonymously; parents may leave a note in the principal's or a school employee's mailbox.

The entire Ledyard Public Schools Safe School Climate Plan is available at the Ledyard Board of Education Website (www.ledyard.net), on the elementary schools websites on www.ledyard.net, in the elementary schools' offices, and the Board of Education Central Office.

