

Ledyard Public Schools

**Elementary
Parent/Student Handbook
2016-2017**



Vision

Ledyard Public Schools—A Community for Exemplary Learning

Mission

*Ledyard Public Schools facilitates experiences for our community
that cultivate a joy for learning, perseverance,
independence, and social responsibility*

AUG/SEPT		OCT.		NOV.		DEC.		JAN.	
M	I	W	T	F	S	S	S	M	T
29	30	1	2	3	4	5	6	7	8
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

FEB.		MARCH		APRIL		MAY		JUNE	
M	T	W	T	F	S	S	S	M	T
6	7	8	9	10	11	12	13	14	15
13	14	15	16	17	18	19	20	21	22
20	21	22	23	24	25	26	27	28	29
27	28	29	30	31					

Month	Day	Event
August 2016	29	First Day TEACHERS
	30	Teacher PD Day
	31	FIRST DAY STUDENTS
September 2016	5	Labor Day
October 2016	10	Columbus Day
	11	Teacher PD (No School K-12)
November 2016	8	Regional PD Day—No School K-12
	11	Veteran's Day
	16	Parent Conf. (Short Session K-8 ONLY)
	17	Parent Conf. (Short Session K-6 & LHS ONLY)
	23,24,25	Thanksgiving Break
December 2016	23, 26-30	Winter Break
January 2017	2	New Year's Day Celebrated
	3	Teacher PD (No School K-12)
	4	Classes Resume
	16	Martin Luther King Day
February 2017	20,21	February Break
March 2017	10	Regional PD Day—No School K-12
	16	Parent Conf. (Short Session LHS ONLY)
	22	Parent Conf. (Short Session K-6 ONLY)
	23	Parent Conf. (Short Session K-8 ONLY)
April 2017	10-13	Spring Break
	14	Good Friday
	17	Teacher PD (No School K-12)
May 2017	29	Memorial Day
June 2017	15	Last Day of School (Short Session)
	16-22	Built-In Snow Days if Necessary
	23	Graduation
August 2016	8/29	1 st Day Teachers
	8/30	Teacher PD
	10/11	Teacher PD
	11/8	Regional Teacher PD
	1/3	Teacher PD
	3/10	Regional Teacher PD
	4/17	Teacher PD
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	23	Graduation

No School K-12
 1st Day Students
 1st Day Teachers
 Short Session
 Last Day Students
 Last Day Teachers
 Graduation
 Short Session K-12 Prof. Dev. 9/16, 10/7, 12/16, 1/13, 2/17, 4/7, 5/5.

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

ELEMENTARY SCHOOLS

Gales Ferry School (K-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 (PreK-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

Dr. Susan Nash-Ditzel, 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 Blonder Boulevard
Ledyard, CT 063390
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 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 AND MISSION STATEMENTS

Vision: Ledyard Public Schools - A Community for Exemplary Learning

Mission: Ledyard Public Schools facilitates experiences for our community that cultivate a joy for learning, perseverance, independence, and social responsibility through innovative teaching practices.

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	PLANNED EARLY DISMISSAL DAY
<u>Grades K – 6</u> *8:30 a.m. – 3 p.m.	<u>Grades K - 6</u> *8:30 a.m. - 12:50 p.m.

** A tardy bell will ring at 8:40 a.m.*

<u>GHS Early Childhood Pre-School</u> A.M. 8:30 a.m. – 11:00 a.m. P.M. 12:15 p.m. – 3:00 p.m.	<u>GHS Early Childhood Pre-School</u> A.M. 8:30 a.m. – 10:45 a.m. P.M. 10:45 a.m. – 12:50 p.m.
<u>GHS Individualized Pre-School</u> A.M. 8:30 a.m. – 2:00 p.m.	<u>GHS Individualized Pre-School</u> A.M. 8:30 a.m. – 12:50 p.m.

ARRIVAL HOURS

Children who live within walking distance of the school are asked to not come to school before 8:10 a.m. All children should go directly to the designated area. If you are dropping your child off at school, please arrive after 8:10 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.**

Emergency School Closing Information 2016-2017

CANCELLATION OR DELAYED OPENING OF SCHOOL--If the weather conditions or other emergency situations indicate that schools will be closed or have a delayed opening, announcements will be made on the following radio and television stations by 6:30 a.m. All decisions will be based on the most current weather forecasts available and observations of road conditions. **IF PARENTS ARE CONCERNED THAT THEY DON'T HEAR OR SEE LEDYARD SCHOOLS MENTIONED, PLEASE CHECK MORE THAN ONE STATION.**

FM:	WCTY-97.7	WNLC 98.7	WBMW-106.5	WKNL 100.9
AM:		WICH-1310		
TV:	WTNH- 8	WVIT -30	WFSB-3	FOX-61

Cancellations will also be posted on the following web sites:
www.ledyard.net, www.cancellations.com, and www.ctweather.com.

PLEASE NOTE: Notifications regarding school cancellations or delayed openings will also be sent to parents in the MORNING via School Messenger (voice and e-mail.)

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

- For students in **A.M. Early Childhood, and Grades K-12**, transportation would arrive approximately **2 hours later** than usual.
- For students in **P.M. Early Childhood**, transportation would arrive approximately **1 hour later** than usual.

On the delayed opening days, the hours for early childhood classes will be as follows:

- **A.M. Early Childhood** 10:40 a.m. – 12:10 p.m.
- **Pre-K Highly Individualized Program** 10:40 a.m. - 2 p.m.
- **P.M. Early Childhood** 1:30 p.m. - 3 p.m.

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 the same stations and web sites that notify parents/guardians of school cancellation.

In the event that an **emergency early dismissal** is needed, the schools will follow the schedule listed below:

- A.M. Early Childhood—12:50 p.m.
- P.M. Early Childhood—Cancelled
- Grades K-6—12:50 p.m.
- Ledyard Middle School—12 noon
- Ledyard High School—12 noon
- 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 5113.2). 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 8:30 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after the scheduled opening time is considered tardy and must first report to the office before going to class.

BEHAVIOR AND DISCIPLINE

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

STUDENTS

Regulation 5144B

Student Discipline/Consequences/Guidelines for Ledyard Elementary Schools

Building administration will consider the developmental age and specific students' needs when assigning consequences. In addition to the guidelines listed below, other logical consequences, including apologies, restitution, and loss of privileges may be utilized. In very serious infractions, the more serious consequences may be used even on a first referral. Suspension may be served in-school or out of school. **Offenses marked by an * will result in an expulsion hearing.**

STUDENT BEHAVIOR	1ST OFFICE REFERRAL	2ND OFFICE REFERRAL	3RD OFFICE REFERRAL
Violating school bus regulations	<ul style="list-style-type: none"> ▪ parent contact ▪ written warning 	<ul style="list-style-type: none"> ▪ parent contact ▪ assigned seat 	<ul style="list-style-type: none"> ▪ parent conference ▪ 1-5 days bus suspension ▪ further incidents will result in extended suspension
Leaving school grounds without proper dismissal	<ul style="list-style-type: none"> ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-2 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ subsequent incidents will result in more severe consequences.
Verbal threatening or intimidation of student	<ul style="list-style-type: none"> ▪ planned apology ▪ parent contact 	<ul style="list-style-type: none"> ▪ planned apology ▪ loss of school privileges ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ planned apology ▪ parent conference ▪ SST referral
Actions which endanger the safety of others	<ul style="list-style-type: none"> ▪ planned apology ▪ parent contact ▪ loss of school privileges 	<ul style="list-style-type: none"> ▪ 1 day suspension ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ SST referral
Fighting/hands-on in aggressive manner	<ul style="list-style-type: none"> ▪ 1 day suspension ▪ parent contact 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ 3-5 days suspension ▪ parent conference ▪ referral to School Resource Officer
Stealing	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ restitution 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ loss of school privileges ▪ parent conference ▪ restitution ▪ SST referral 	<ul style="list-style-type: none"> ▪ 3-5 days suspension ▪ parent conference ▪ restitution ▪ referral to School Resource Officer
Threatening or intimidating a staff member	<ul style="list-style-type: none"> ▪ 1-5 days suspension ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-5 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ 5-10 days suspension ▪ parent conference ▪ referral to School Resource Officer
Assaulting a staff member	<ul style="list-style-type: none"> ▪ 10 days 	<ul style="list-style-type: none"> ▪ 10 days* 	<ul style="list-style-type: none"> ▪ 10 days*
Willful damaging or destruction of school and personal property	<ul style="list-style-type: none"> ▪ loss of privileges ▪ restitution ▪ parent contact 	<ul style="list-style-type: none"> ▪ loss of privileges ▪ restitution ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ restitution ▪ parent conference

STUDENT BEHAVIOR	1st OFFICE REFERRAL	2ND OFFICE REFERRAL	3Rd OFFICE REFERRAL
Unacceptable language	<ul style="list-style-type: none"> ▪ parent contact ▪ planned apology 	<ul style="list-style-type: none"> ▪ parent contact ▪ planned apology ▪ loss of privileges 	<ul style="list-style-type: none"> ▪ parent conference ▪ planned apology ▪ loss of privileges
Use or possession of tobacco	<i>As per Board of Education Policy 5131.6</i>		
Use or possession of drugs and alcohol	<i>As per Board of Education Policy 5131.6</i>		
Possession of dangerous weapon, dangerous instrument as defined by law	<i>As per Board of Education Policy 5131.7</i>		
Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten	<i>As per Board of Education Policy 5131.7</i>		
Possession of facsimile of a firearm	<i>As per Board of Education Policy 5131.7</i>		
Bullying of another student (behavior repeated over time)	<i>As per Board of Education Policy 5131.92</i>		
Sexual harassment	<i>As per Board of Education Policy 5145.5</i>		

Legal Reference:

Connecticut General Statutes
PA 93-221 An Act Concerning School Discipline and Security
GOALS 2000: Educate America Act, Pub.L. 103-227

Regulation revised by: July 2014
Superintendent

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut

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

Homework is an essential part of a student's education. It is important that teachers, parents, and students work together to make homework an effective learning experience. We adhere to the town-wide guidelines which provide time frames for each grade level.

Grades 1-2	Approximately 20 minutes
Grades 3-4	Approximately 30 minutes
Grade 5	Approximately 45 minutes
Grade 6	Approximately 60 minutes

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 School's 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 Connecticut State Mastery Test 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

The social studies curriculum prepares students to be contributing citizens in a global society. Instruction in social studies provides students with a wide range of examples and models of human behavior and achievement. Through the study of a variety of events, issues, and cultures, students develop an understanding and appreciation for diversity on the local, national, and global levels.

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 50 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 50 minutes in grades K-6.

Chorus

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

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 50 minutes in grades K-6.

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 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

PARENT INFORMATION 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.

CHILD CARE--BEFORE AND AFTER SCHOOL

Parents may contact the school secretaries for lists of child care providers.

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, MP3 players, 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.

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.

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 Gr. K-6.

LOST AND FOUND

All students are responsible for the safe keeping of their property. Parents are encouraged to sew or print children's names on outer clothing as it makes clothing identification much easier. In the event that something is lost, students should check with the office. If students find items, they should turn them into the office. At the end of a reasonable period, the administration may dispose of unclaimed items.

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.

SCHOOL BOOKS

The Town of Ledyard pays for and provides all textbooks needed by students. Books should be treated with care. Pupils will be charged for books lost, destroyed, or damaged by neglect.

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 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.

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 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. Good behavior is expected on the bus at all times
2. Students cannot stand or leave their seats while the bus is in motion
3. Shouting, loud talking, name calling, and/or abusive language will not be permitted
4. Eating and drinking on the bus are prohibited
5. Students should be given permission by the driver to open or close windows
6. Courtesy is to be shown to the bus driver and to the other students at all times
7. Students who cross the street must wait for a signal from the driver before crossing
8. While waiting for the bus, students must wait at the side of the road
9. No student may take another bus without a written note from home and consent from the principal's office--consent may be refused if the desired bus is overcrowded.
10. The bus driver will report to the principal's office the names and actions of any students disregarding bus rules or creating an incident that may prove detrimental to safety.
11. 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. Leave home early enough to arrive at your bus stop 10 minutes prior to pickup
2. Wait for your bus in a safe place, well off the roadway
3. Enter the bus in an orderly manner and take a seat promptly
4. Follow the instructions of your school bus driver
5. Remain in your seat except while entering or exiting the bus

6. Sit facing forward
7. Keep head and arms inside the bus at all times
8. Keep aisles clear at all times
9. Remain quiet and orderly
10. Be courteous to your school bus driver and fellow passengers
11. Be alert to traffic when leaving the bus
12. Cross far enough in front of the bus so the driver can see you
13. Children are not allowed to switch buses, bus stops, or to engage in visiting arrangements without approval

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.**

WALKERS

Students who walk to school should not arrive before school supervision begins at 8:10 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.

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

Students

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

Appendix C

Ledyard Public Schools - District Safe School Climate Plan

Reference: Board of Education Policy 5131.92

District Safe School Climate and Title IX Coordinator:

Dr. Jennifer P. Byars, Assistant Superintendent

4 Blonder Boulevard

Ledyard, CT 06339

860-464-9255

Ledyard Public Schools Safe School Climate Plan Background Information:

As part of Policy 5131.92, 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.