



Hebron Public Schools
High Expectations, Bright Futures
Handbook for
Students and Families
2023-2024

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Opening Message

Dear Families,

On behalf of the entire Hebron Public Schools faculty and staff, we would like to welcome you to the 2023-2024 school year. We look forward to an exciting year!

Please take some time to review this Handbook for Students and Families with your child. The handbook provides important information about the policies, procedures, and expectations of our schools. In it, you will find details about our school day, procedures for arrival and dismissal, health related items, attendance expectations, details about school and community resources and support, building a positive school climate, copies of important board of education policies, and a great deal of other information that will help support a safe environment that is conducive to learning for all children.

Included with your child's opening day information is a signature form. Please indicate on that form that you have read the handbook and reviewed it with your child, and return the signed copy to the school by Friday, September 15th.

In addition to the Handbook for Students and Families, please keep informed about the many wonderful happenings in our schools by accessing our website (www.hebron.k12.ct.us), reviewing papers that come home, reading the weekly Friday emails, and signing up for School Messenger, as these are our primary tools for communication.

Please reach out at any time with questions, concerns, or ideas. We look forward to partnering with you as we work to make this a successful school year for everyone.

Sincerely,

Michael Larkin
Principal
Hebron Elementary School
mlarkin@hebron.k12.ct.us

Katie Uriano
Principal
Gilead Hill School
kuriano@hebron.k12.ct.us

Mission

Hebron Public Schools inspires all children to be resilient, confident, respectful, and prepared to discover and follow their dreams.

Vision

All students are champions for equity who demonstrate innovation, academic and artistic excellence, compassion, wellness, and leadership.

Board of Education

Heather Petit, Chair

Joseph Margaitis, Vice Chair

Sera Coppolino, Secretary

Kim Hills

Eleisha LeMay

Nicole Matthews

Administration Office

580 Gilead Street, Hebron, CT 06248

Phone: 860-228-2577, Fax: 860-228-2235

Dr. Thomas Baird, Superintendent of Schools

Dr. Donald Briere, Director of Educational Services

Mrs. Kaitlyn Shelar, Business Manager

The Hebron Board of Education prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, religion, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, veteran status, or any other basis in accordance with Titles VI, VII, of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and appropriate state laws.

The Hebron Board of Education reserves the right to modify, change or update the policies contained herein.

2023-2024 Academic Calendar

HEBRON PUBLIC SCHOOLS 2023-2024 CALENDAR

[BOE Approved: 11/10/2022]

		AUGUST 2023 (2)						
		M	T	W	Th	F		
28	Staff Development Day		1	2	3	4		
29	Staff Development Day	7	8	9	10	11		
30	First day of School	14	15	16	17	18		
		21	22	23	24	25		
		28	29	30	31			

		February 2024 (19)						
		M	T	W	Th	F		
					1	2	16	Early Dismissal (PD)
		5	6	7	8	9	19-20	President's Day Recess
		12	13	14	15	16+		
		19	20	21	22	23		
		26	27	28	29			

4	Labor Day							
22	Early Dismissal (PD)	4	5	6	7	8	1	Early Dismissal (PD)
		11	12	13	14	15	21	Day and Evening Parent Conferences
		18	19	20	21	22+	29	Good Friday
		25	26	27	28	29		
		March 2024 (19)						
		M	T	W	Th	F		
						1+	1	Early Dismissal (PD)
		4	5	6	7	8	21	Day and Evening Parent Conferences
		11	12	13	14	15	29	Good Friday
		18	19	20	21	22		
		25	26	27	28	29		
9	Columbus Day							
27	Early Dismissal (PD)	9	10	11	12	13	5	Early Dismissal (PD)
		16	17	18	19	20	8-12	School Recess
		23	24	25	26	27+		
		30	31					
		April 2024 (17)						
		M	T	W	Th	F		
		1	2	3	4	5+	5	Early Dismissal (PD)
		8	9	10	11	12	8-12	School Recess
		15	16	17	18	19		
		22	23	24	25	26		
		29	30					
7	Day and Evening Parent Conferences/Election Day							
10	Veterans Day Observed	6	7	8	9	10	7	Staff Development Day
22	Early Dismissal	13	14	15	16	17	Referendum Day	
23-24	School Recess	20	21	22+	23	24	27	Memorial Day
		27	28	29	30			
		May 2024 (21)						
		M	T	W	Th	F		
				1	2	3	7	Staff Development Day
		6	7	8	9	10	Referendum Day	
		13	14	15	16	17	27	Memorial Day
		20	21	22	23	24		
		27	28	29	30	31		
6	Early Dismissal (PD)							
22	Early Dismissal					1	10	180th Day - Last Day Early Dismissal*
25-29	School Recess	4	5	6+	7	8		
		11	12	13	14	15		
		18	19	20	21	22+		
		25	26	27	28	29		
		June 2024 (6)						
		M	T	W	Th	F		
		3	4	5	6	7	10	180th Day - Last Day Early Dismissal*
		10+	11	12	13	14		
		17	18	19	20	21		
		24	25	26	27	28		
		July 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
1	School Recess							
12	Early Dismissal (PD)	8	9	10	11	12+		
15	M.L. King Jr Day	15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		August 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		September 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		October 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		November 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		December 2024 (21)						
		M	T	W	Th	F		
		1	2	3	4	5		
		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		January 2025 (21)						
		M	T	W	Th	F		
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		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		February 2025 (21)						
		M	T	W	Th	F		
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		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		March 2025 (21)						
		M	T	W	Th	F		
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		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		April 2025 (21)						
		M	T	W	Th	F		
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		8	9	10	11	12+		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30	31				
		May 2025 (21)						
		M	T	W	Th	F		
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		22	23	24	25	26		
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		June 2025 (21)						
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		29	30	31				
		July 2025 (21)						
		M	T	W	Th	F		
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		August 2025 (21)						
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		September 2025 (21)						
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		October 2025 (21)						
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		November 2025 (21)						
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		29	30	31				
		January 2026 (21)						
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		29	30	31				
		February 2026 (21)						
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		March 2026 (21)						
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		April 2026 (21)						
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		June 2026 (21)						
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		July 2026 (21)						
		M	T	W	Th	F		
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		29	30	31				
		August 2026 (21)						
	<							

School Information

Gilead Hill School

PreK through Grade 2

580 Gilead Street, Hebron, CT 06248

Phone: 860-228-9458, Fax: 860-228-1106

Mrs. Katie Uriano, Principal

Hebron Elementary School

Grade 3 through Grade 6

92 Church Street, Hebron, CT 06248

Phone: 860-228-9465, Fax: 860-228-1378

Mr. Michael Larkin, Principal

School Hours

AM Preschool	8:45 a.m. - 11:10 a.m.
PM Preschool	12:05 p.m. - 2:30 p.m. (M, T, TH, F)
Full Day Preschool	8:45 a.m. - 2:30 p.m.
Grades K-6	8:30 a.m. - 3:10 p.m.

Early Dismissal Days (scheduled)

AM Preschool	8:45 a.m. - 10:20 a.m.
PM Preschool	10:50 a.m. - 12:30 p.m.
Full Day Preschool	8:45 a.m. - 12:30 p.m.
Grades K-6	8:30 a.m. - 1:10 p.m.

Early Dismissal Days (unplanned, likely due to weather)

AM Preschool	8:45 a.m. - 11:10 a.m.
PM Preschool	Canceled
Full Day Preschool	8:45 a.m. - 12:30 p.m.
Grades K-6	8:30 a.m. - 1:10 p.m.

Delayed Opening Days

AM Preschool	10:45 a.m. - 12:25 p.m.
PM Preschool	12:55 p.m. - 2:30 p.m.
Full Day Preschool	10:45 a.m. - 2:30 p.m.
Grades K-6	10:30 a.m. - 3:10 p.m.

Emergency Early Closings / No School / Delayed Openings

At times, school schedules may be adjusted due to a sudden change in the weather or other emergency. Early closings follow the schedule listed above. On delayed opening days, school starts 2 hours later than the typical start time.

The stations listed below will provide this information. Announcements begin about 6:00 a.m. and will be broadcast over the following stations:

Television:

- Channel 3
- Channel 30
- Channel 8
- Fox 61

The School Messenger System will send an automated email and/or text message to the phone numbers and email address as set up by each family in the School Messenger system. In addition, we will post closing on our website and Facebook.

We strongly advise you to develop a family emergency school closing plan. A family plan might include the following:

- Three to five homes, listed in specific order, that your child could go to until you could reach them.
- Ensure your child has your phone number to contact you.

Please take the time to practice your family emergency school closing plan with all children.

Other Emergencies

There have been times when it has been necessary to evacuate the school in order to ensure the safety of students. In that event, students will be transported to another site, where their school day can continue. Under the advice of police, phone lines must be kept clear and the creation of a secondary hazard must be avoided. Our School Messenger System will notify parents as soon as possible.

School Messenger System

Hebron Public Schools uses the School Messenger System to notify parents, guardians, and/or the designated student emergency contact, of pertinent information regarding your child and school. The district uses this notification system for the following:

- Daily notification of student absence
- Delayed school openings
- Early release due to weather or school emergencies
- School or district surveys
- Notification of upcoming school or district events
- Other unforeseen emergencies or circumstances

Student Data/Emergency Information

It is essential that every student have emergency information on file in the school office and the health office. A phone number for a responsible adult other than the parents must be included, as office personnel must be able to get in touch with someone who can take responsibility for each student. This information should be updated in PowerSchool immediately. Please remember to update the information (change of address, phone numbers, place of employment, new emergency contact, etc.) now and at any time during the school year.

Transportation

While we understand that there are occasions where students need to be dropped off or picked up by a parent, we encourage all students who are able, to ride the bus daily. Fewer drop-offs and pick-ups increase safety during arrival

and dismissal. Please refer to our full Transportation Policy on our district website under the Board of Education Policy section.

Student Drop-Off

- Parents should use curbside drop-off, which is supervised by school personnel. Drop-off at both schools is between 8:15 a.m. and 8:30 a.m. If a staff member is not supervising the drop-off, parents must bring the child into the school office.
- Student's should exit from the side of the vehicle closest to the sidewalk.
- Students are not permitted in the building before 8:15 a.m. Supervision is not available before this time.
- If you need to park your car and enter the building, park in the designated parking lot. Only buses are permitted in front of the schools.

Student Pick-Up

- Dismissal time is 3:10 p.m. and pick-up is located at the gym entrance.
- Anyone picking up a student is required to show an ID and be on the approved pick-up list for that student.
- Should a change in routine be required and a child who typically rides the bus is being picked up, the parent should send a note to the child's teacher including the name of the individual picking up the child.
- For pick-ups of an urgent nature, if a note was not provided in advance, please call the main office before 2:00 pm.
- For safety reasons, children will not be allowed to be taken off buses once they have boarded.

Passing School Buses

It is a state law for all vehicles to stop whenever the school bus driver has activated the red SOS lights. When the SOS lights are activated, cars must not pass the school bus, and no one should direct traffic to pass the school bus. When the SOS lights are activated, it means "STOP", even in a parking lot. Violators are subject to a fine up to a \$500 for each bus passed when the school bus has the SOS lights activated.

Changing Buses

With the number of requests received to accommodate childcare/babysitting needs, the district has established procedures to ensure the safety of the children it transports. Students will not be allowed to ride a bus other than their assigned bus.

Requests for a child be picked up or dropped off at a location other than their home to accommodate childcare/babysitting needs must be submitted in writing on forms available in the school offices or on the district website. These requests will be honored with the following stipulations:

- The location of the requested daycare provider is in Hebron/Amston.
- There is space available on the bus to which the student would be assigned.
- The pick-up/drop-off schedule is consistent week to week.
- Any student whose daycare request is honored will relinquish their seat on the home bus route.
- This change must be in effect for a minimum of three months.
- Mid-year requests must be submitted to the school office at least one week in advance.

Temporary exceptions may be granted by the superintendent or designee in the event of family emergencies. In the event that the parent disagrees with a decision to deny a route change, the parent may file a written request to review the matter with the superintendent who will meet with the parent within ten working days of the receipt of the request. If a route change is approved, it will go into effect within five working days after a decision has been made.

Please note: Children are allowed to get on or off their regular assigned bus at a different stop, but only with a written permission slip issued by the school office. Requests of this nature are to be in writing and submitted to the office early in the day.

Please note that video cameras are installed on all buses and are periodically reviewed by administration to monitor student behavior. Consequences for unacceptable bus behavior are dependent upon frequency and severity of behavior and are dependent upon the driver and school administrator. Repeated infractions will result in behavior being documented and shared with administration on a bus referral form which will be sent home to parents. Consequences may include, but are not limited to:

- Verbal reminders/warnings
- Change of seat/assigned seat
- Meeting with administrator with phone call to parents
- Meeting with student and family
- Loss of privilege as determined by school administrator
- Verbal or written apology
- Temporary denial of bus privileges

Supervision and Release of Students at Bus Stops

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes and the provision of supervision along the walking route and/or at the bus stop at all times.

Hebron Elementary School students (grades 3-6) can be released from the bus without an adult present. Gilead Hill School students (grades K-2) can only be released to a responsible adult with the exception below. Gilead Hill School students should be

supervised at the bus stop by a responsible adult and/or an older sibling (grade 3 or higher).

Gilead Hill School students (grades K-2) can be released from the bus without an adult present so long as they are with an older sibling (grade 3 or higher) and the parent and/or guardian provides a note to the school allowing for the student to be released without an adult present. Note: Families will need to make arrangements for when an older student may be absent from the bus on a given day. A grade K-2 student will not be released if an adult or an older sibling (grade 3 or higher) is not waiting for them at the bus stop as they exit the bus.

Special exceptions can be approved by the Superintendent to the above regulations. Special exceptions must be requested in writing from the parent or guardian and will be reviewed and approved on a case by case basis at the sole discretion of the Superintendent.

Other Transportation: Bicycle and Walking

Due to the heavy traffic patterns outside of both schools, walking and biking are not prohibited but are strongly discouraged for safety reasons. Crossing guards are not available at either school. Students will be dismissed from school to walk or ride their bike home only after all buses have left the school. If a student plans to ride a bicycle to school or walk, parents must submit a permission letter indicating dates that the child will be walking or biking to school.

Attendance

Daily, on-time attendance is critically important for students. We ask that our parents assure that students arrive at school on-time and remain in school until the end of the day. Frequent late arrivals and early dismissals disrupt the learning process. In the event of frequent absences, late arrivals, and early dismissals, a call will be made from the principal to the child's parent.

According to the State Board of Education Policy, a student is considered to be "in attendance" if present at their assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.

Excused Absences

Any absence before the student's tenth absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation; and for the student's tenth absence and all absences thereafter, a student's absences from school are considered excused only for the following reasons:

- Personal illness (verified by an appropriately licensed medical professional);
- Mental health days (limited to 2 non-consecutive school days per year)
- religious holidays;
- Mandated court appearances (documentation required);

- Funeral or death in the family, or other emergency beyond the control of the student's family;
- Lack of transportation that is normally provided by a district other than the one the student attends.
- Extraordinary educational opportunities pre-approved by the district administrators and in accordance with CT State Department of Education guidance:
 - The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.
 - It must be an opportunity not ordinarily available to the student.
 - It must be grade and developmentally appropriate.
 - The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.

Unexcused Absences

Absences for reasons other than those listed as "excused" are considered "unexcused". In such cases, the amount and kind of assistance provided to the student is at the discretion of the student's teacher and the principal. According to CGS 10-198a, a student who accrues four unexcused absences in one month, or ten unexcused absences in one year will be considered truant and reported to the state on the required state reporting form as such.

Please refer to our full Attendance Policy on our district website under the Board of Education Policy section.

Absence Due to Illness

If your child is absent from school because of illness, please fill out the [Absence Form](#) found on our district website on the first day of the illness. You can also call the Health Office at Gilead Hill School: 860-228-4933 or Hebron Elementary School: 860-228-8420. Both schools have answering machines so messages can be left the night before at any time if you know your child is going to be absent. If the Health Office does not hear from you and your child is absent, the nurse will call you to confirm that the child is home. If we are unable to reach you, we will call all emergency numbers until we are able to reach someone who can verify the child's absence. Please do not send **your child to school with a sore throat, fever, nausea, and cold or flu symptoms**. With children in close proximity to each other on a daily basis, controlling the spread of illness can prevent "mini-epidemics". Please be sure your child is "24-hours symptom free" before returning to school. Students with strep throat must be on medication a full 24 hours before returning to school.

Making Up Work Due to Absences

Due to the nature of assignments, teachers will make determinations about “making up work” that has been missed when a student is absent. Some assignments require further instruction before they can be completed, and this work is generally not sent home. Teachers will determine which assignments the student can reasonably complete on their own.

Release of Pupils from School

Administration is obligated to release a child during the school day to either parent, even when the parents live apart, are legally separated, or the marriage has been dissolved by the courts, unless the administration has received written legal documentation to the contrary. No student under the age of eighteen is to be released from school to any person, other than a parent or guardian or someone designated by parent or guardian.

Picking Up Early

Families are reminded that the instructional day ends at 3:05 p.m., and should only pick up their child(ren) in the case of an appointment or emergency. Should it be necessary to pick up a child, parents should send in a note on that day or call the school office. Notes should include the student's name, teacher name, date, time of pick-up, and parent signature.

Family Engagement

We value parent and family involvement in the schools. In an effort to ensure the emotional and physical safety of our students, all who are interested in volunteering in the schools will be required to complete a Hebron Volunteer Application Form and an Authorization for Release of Information for DCF CPS Search. These forms are sent home at the start of the school year and are available on the district website. Please refer to our full Family Engagement Policy and Volunteer Policy on our district website under the Board of Education Policy section.

Title I

Students in Hebron Public Schools are served by Title I federal funds. It is the largest federal program for education. Money must be used to serve students who require academic intervention in their studies. The money provided is above what the Board of Education normally spends on students. Each year the school has an open house. At the open house, parents will be provided with a description and explanation of the Title I programs available in the district, curriculum in use at the school, the forms of academic assessment used, the challenging State academic standards, and information regarding

the importance of parental involvement. We welcome this opportunity to speak with families to inform you of the important work being done within our school. All families of students participating in Title I programs are encouraged to attend and participate. As our schools both receive Title I funds, any parent has the right to know of teacher and paraeducator qualifications. Please contact your school office with any such requests. In addition, families in Title I schools have the right to access certain curricular materials. Please see our curriculum page on our website and Board of Education policies 6002, 6004, 6005, 6007 and 6009.

Parent/Teacher Communication

Close contact between the school and the home throughout the school year is strongly encouraged. If you need to speak to a teacher, either send a note, call the school to leave a message with the teacher or e-mail the teacher directly. We cannot call teachers from class to take a telephone call during instructional time but can assure you that your call will be returned within 24 hours.

Steps in Communication

In order to avoid any misunderstanding, the following channels of communication have been established. Parent concerns should be made in the following sequence:

- Teacher
- Principal
- Superintendent

Visitors

Whenever you visit the school for any purpose, please enter through the main entrance at the front of the building and sign-in at the school's office where you will receive a visitor's badge to wear while you are in the building. A government issued photo I.D. is required and will be run through the Raptor System before gaining entry into the school beyond the office. Throughout the school year there are school wide concerts, plays, art shows, as well as a number of classroom projects open to parents, relatives and friends. Check the school newsletter each month for special notices. Please refer to our full Visitor Policy on our district website under the Board of Education Policy section.

Parent Teacher Association (PTA)

The PTA helps build a close relationship between home and school. Please join and support this group. PTA meetings will be held in conjunction with Education Updates where the school administration will address various topics. Meeting dates will be published in our monthly calendar.

Music Boosters

This parent support group promotes activities for the Band and Chorus as well as sponsoring music-oriented assemblies for the entire school. For more information, please contact your child's music teacher.

Art Boosters

This parent support group organizes fundraisers where parents can purchase their child's art work as featured on notecards, t-shirts, mugs and other items. Proceeds support various art initiatives.

Photographing of Students

Throughout the year, students are highlighted as we share school activities and achievements via photos, videos, audio recordings, school work samples, etc. **Students may be featured in a variety of media without prior notification of parents/guardians, including but not limited to yearbooks, slideshows, school and community newsletters, displays, newspapers, district social media accounts, and websites.** Under the supervision of certified teachers, student teachers/interns may also videotape class lessons. **While we do not provide prior notification for the publication of photos and videos, we do require parent/guardian permission in order to identify children by name in public media.** If you have any concerns regarding this, please contact your school principal.

Guests and Visitors

On special occasions, parents may request that their child bring a guest or visitor to school with them. Requests must be made to the school administrator at least 24 hours in advance of the visit. The school administrator with teacher input will decide if the visit is approved. All visitors to our school must wear a visitor's badge throughout the duration of their visit and must provide a government issued photo identification.

Birthday Celebration Practices/Parties and Invitations

The Hebron School District has introduced a practice for student birthday celebrations. The School Wellness Committee decided on a non-food birthday celebration policy. Not only does this help promote the idea of healthy eating in school, it helps reduce the potential for exposure to allergens for students with allergies. When food is a part of a classroom celebration or lesson, our school nurse will be available to check food ingredients. This practice in no way takes the "celebration" out of birthdays in school. Each classroom teacher has adopted a birthday celebration plan for their classroom. These plans will be shared with students and parents at the beginning of the school year. At the beginning of the school year parents will be asked to give permission for their child's phone number, address and email to be shared with classmates only. Regarding parties outside the classroom, we prohibit the distribution of party invitations

within the classroom unless every child in that classroom is being invited. Please refer to our full Wellness Policy on our district website under the Board of Education Policy section.

Hebron Board of Education Meetings

The Hebron Board of Education meets on the second Thursday of each month at 7:00 p.m. in the Gilead Hill School music room or activity room. Families and community members are able to share their ideas and opinions with the board during the Public Comment portions of the meeting. It is an important way for parents to understand decision-making at the board of education level.

Newsletters and Other Notices

To avoid confusion and a constant flow of paper, we generally send home school papers on Tuesdays. It is not unusual to have children forget to give their parents these communications. Please be sure to ask for bulletins, notices and letters on a regular basis.

Report Cards

Report cards are issued three times a year for students K-6 and twice per year in preschool. The report card is only one means of communicating student achievement. Together with notes, telephone calls, conferences and homework, parents should have an on-going understanding of student progress.

Transfer of Records

Student records shall automatically be transferred to RHAM Middle School upon a student's promotion to seventh grade and maintained in accordance with existing administrative regulations upon graduation or termination of schooling. Student records will be transferred by mail to officials of another school or school system in which the student intends to enroll, in accordance with appropriate sections contained herein, upon notification by the parents that the student is withdrawing. Such records shall be designated to be official copies.

Special Education

The Hebron Board of Education provides special education and student personnel services (speech and language counseling, etc.) to students who are identified as special education students and to those who are identified as disabled under Section 504 of the Rehabilitation Act.

If you believe that your child's program is not meeting their educational needs, you can request in writing, through a building principal, a Planning and Placement Team (PPT)

meeting to review your concerns. Parents or guardians are notified five (5) days in advance by mail of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A multidisciplinary evaluation must be conducted to determine eligibility. Within forty-five (45) school days, the completed evaluations are reviewed at the PPT meeting to determine eligibility. If the student is eligible, an Individualized Education Program (IEP) is developed and implemented. If the student is not eligible as a special education student, but does qualify for eligibility under Section 504 of the Rehabilitation Act, a plan is developed and implemented. 504 is a regular education service with accommodations for students who have a lifelong medical condition that impacts one of the major areas of life.

A team approach consisting of school staff, parents and administration is used in developing the educational plan.

Parents' rights for Procedural Safeguards and Due Process under the Individuals with Disabilities Education Act (IDEA) and parents' rights under Section 504 of the Rehabilitation Act are noted at every PPT meeting. Subsequent to identification under Section 504, parents' rights are recognized at each Section 504 meeting. The district maintains compliance under federal statute and regulations through the State Department of Education.

Records shall be maintained for each student from entrance into school to graduation or withdrawal. Retention of certain types of records is required by law. Access to and security of student records and requests for amendments are assured by the Connecticut General Statutes, the Federal Family Educational Rights and Privacy Act of 1974 and their respective regulations.

English Language Learner (ELL)

The ELL program provides targeted instruction in academic and social English, while respecting the dominant language and cultural values of the students and their families. Students can receive native language support in this program but the goal is developing academic and social English language proficiency in the domains of speaking, listening, reading and writing. ELL students are assessed annually using the Language Assessment Scales (LAS) to measure their growth in acquiring English. Results are communicated with ELL families in the Summer of each school year.

Student Interventions (SRBI) Support Process

Procedures for classroom support are designed to ensure that efforts are made to assist students in maximizing their educational success. Support personnel are available to assist students specifically with their reading and mathematics performance, as well as behaviors. When a student experiences academic or

behavioral difficulties, the teachers provide accommodations and interventions to broaden the opportunities for the child to perform successfully. There are many ways to help struggling learners to succeed. Connecticut supports the use of “scientific research-based interventions” (SRBI) as one way to help assist students academically, socially, and behaviorally.

SRBI provides a continuum of support to struggling students. A student’s progress is studied and results are used to make decisions about teaching and other learning supports. The SRBI continuum of support has three tiers that provide different kinds and degrees of support. The quality instruction that all students receive in the general classroom setting is referred to as Tier I.

Components of SRBI include universal common grade level assessments called universal screens that are given three times during the year to help identify children who may need additional support or alternative instruction. Additional teaching strategies or methods that have been proven to be effective in helping children learn are used in Tier II classroom support. When higher levels of support are needed, children are given the individualized instruction they need to be successful learners, provided by specialists in what is referred to as Tier III support. Another component of SRBI is “progress monitoring.” This helps the teacher determine whether a strategy is successful or needs to be altered.

When a student experiences ongoing difficulties, as determined by a lack of expected progress over time towards a specified academic or behavioral goal, teacher teams will meet in Data Teams and SRBI teams to continue developing strategies or to make a referral to the Planning and Placement Team (PPT) process. Families will be apprised of these steps on a consistent basis. Scientifically based research-based interventions do not replace the special education process. If at any time parents believe that their child has a disability that is affecting his or her learning, they have a right to request a PPT meeting.

Andover, Hebron, Marlborough Family Resource Center Programs (AHM)

The AHM Family Resource Center provides a variety of programs for parents and children through the year, including the following:

- Play and Learn Groups for children from birth to age five.
- Parent Workshops ranging from one time programs to 6 week series.
- Home visits which consist of discussion with the parent(s) regarding child development, interaction with the child, and also parenting information.
- Family Daycare Provider Workshops are held on a quarterly basis.

Resource and referral parenting books can be loaned out and many pamphlets and brochures are available. The AHM Resource Center Staff is able to refer families to other agencies when necessary. AHM social workers work at both of our schools with

our students and families. The AHM Family Resource Center is located at Gilead Hill School. For further information, please call 860-228-0871 or 860-228-9488.

Support for Homeless Populations

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. If your family lives in any of the following situations:

- Shelter
- Motel or campground
- Car, park, abandoned building or bus or train station
- Doubled up with other people

Your family may be eligible for assistance. Please contact our Homeless Liaison, Dr. Donald Briere at (860) 228-2577 for more information.

Homework

Homework is an integral part of the learning process. It is necessary reinforcement to classroom instruction as well as a means by which independent study skills and intellectual curiosity can be fostered in the home. Homework assignments might include completion of class work, reports, projects, studying for tests, drill questions from texts, reading, written work, research, etc. The following are general time expectations for the frequency and duration of homework.

- Grade K-Grade 2: 15-20 minutes of reading, daily
- Grade 3: 15 minutes + 15-20 minutes of reading, daily
- Grade 4: 20 minutes + 20 minutes of reading, daily
- Grade 5: 25 minutes + 25 minutes of reading, daily
- Grade 6: 30 minutes + 30 minutes of reading, daily

Field Trips

Field trips are carefully planned educational experiences and are part of the curriculum. When going on a field trip, students are expected to return a signed permission slip to the teacher in charge. Permission will not be taken over the telephone. On the rare occasion when students do not participate in a field trip, students are expected to come to school; arrangements will be made to involve students throughout the school day. Financial assistance is available to cover field trip expenses. Families of students who are eligible for free or reduced priced lunches may request a bag lunch for their child if students are purchasing lunch at the field trip or are required to bring their own lunch.

Recess

Students have a daily 30 minute recess. Each day, we assess the weather conditions to determine if students can go outdoors. Children will remain indoors for recess when the temperature is below 20°; the wind chill factor is used to make accurate determinations before the daily recess block. We will continue to attempt to get students outdoors whenever possible during the winter. Please be sure your child has appropriate clothing for being outside for 30 minutes during the day. Students with stitches, crutches, slings, an orthopedic brace or other doctor noted reasons will not be allowed to participate in outdoor recess activities. Students with a doctor's note excusing them from PE will also be excluded. Students will be allowed to do an alternate activity at the discretion of the nurse. All other students are expected to participate in outdoor recess. Children will be sent to the health room to borrow clothing or a jacket by the teacher or recess duty personnel if their clothing does not allow them to fully participate in recess.

Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. For more information, see Board of Education Policies 5023 (Video Surveillance) and 5024 (Video Cameras on School Buses).

Behavior and Discipline

Progressive Discipline and Consequences

We employ a system of progressive discipline at our schools with an emphasis on educating our students about the importance of demonstrating kindness to all, respect for oneself and others, and responsibility for one's actions. Students are usually given the opportunity to improve on their own. If improvement does not occur, the school will work together with families to develop a behavior program for the student.

Should a student continue to behave inappropriately, the seriousness of the offense determines the severity of the discipline. In general, students can expect to receive a range of consequences, including verbal reminders, a parent phone call, after-school detention, loss of a privilege (field trip), a disciplinary form mailed to the parent, removal from the classroom, in-school suspension, out-of-school suspension, and/or expulsion.

Physical Activity, Undirected Play, and Student Discipline

It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day. The board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (PPT) may develop a different schedule for students requiring special education and related service. In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in instances where the student's behavior poses a health and/or safety concern or as determined by a student's Section 504 of planning and placement team. For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day. For more information, see Board of Education Policy 5022 (Physical Activity, Undirected Play, and Student Discipline)

Mandatory Expulsions

A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the administration has reason to believe:

- was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
- off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
- was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

Please refer to our full Discipline Policy on our district website under the Board of Education Policy section.

Smoking, Drugs and Alcohol

Smoking or other uses of tobacco related products, and the possession, use or distribution of illegal drugs and alcohol are prohibited on school property at any time, on any transportation provided by the Board of Education, or during the course of any trip or activity sponsored by the Board of Education. Compliance with these standards

of conduct are required and mandatory. Please refer to our full Smoking, Drugs, and Alcohol Policies on our district website under the Board of Education Policy section.

Weapons

In order to maintain a safe environment for all our children, please be aware that state law is very specific about what could be considered a weapon in schools. Besides the obvious guns or knives, any metal pocket knife, the kind you might pack in a lunch bag, a small knife attached to keys, a paper cutter or similar item that can be used to puncture, or any sharp instrument may be considered a dangerous instrument or weapon. Items of this type are not allowed in school, on school grounds, or on school transportation. Toy weapons should not be brought to school, on school grounds, or on school transportation.

Meals

Food Service

Menus are sent home the last Tuesday of the month. Students may purchase breakfast for \$1.60 before reporting to their rooms. Lunches including milk are \$3.25. Milk is \$.60. Snacks are available and are sold separately. Families are encouraged to put money on their child's account. There are 3 ways to fund your child's account:

- Cash: accepted in any amount. Please send in the amount in an envelope to be delivered to the cafeteria in the morning and placed in your child's account. Please label the envelope with the amount and your child's first and last name.
- Checks: made out to Hebron School Food Services. Please include your child's first and last name on the check. Checks should also be delivered to the cafeteria in the morning.
- Credit Card Payments: accepted through our new platform MySchoolBucks which can be found on the district website under the Departments tab in the Food Services section.

During the lunch wave, students will enter their Pin code into the keypad (HES) or use their swipe card (GHS) and the appropriate amount will be deducted from their account. Parents will be contacted via email, phone, and/or mail regarding any food service program debt. Please note the district will not deny a meal to a student for lack of funding on their meal account. For additional information please refer to BOE policy 3008.

Food Allergies

Children with a life-threatening food allergy buying lunch during the school year must have a "Medical Statement for Children with Disabilities" form on file. The cafeteria provides hot lunches for children with severe and life threatening allergies. School nurses will communicate food allergy information to the food service department, and will review food labels as requested when substitutions are made to the menu.

Health

Medications

Medication will be administered in school under the following guidelines:

- A physician, dentist, APRN or PA feels there is a need for the medication to be administered during school hours.
- A completed and signed authorization form from the physician, dentist, APRN or PA is presented to the school nurse as required by Connecticut State Law.
- As required by Connecticut State Law, the parent/guardian will be expected to provide the appropriate completed authorization before medication is administered in school.

The parent/guardian or assigned adult must bring medication to the school office. Medication must be supplied in a physician, dentist or pharmacy prepared and labeled container. Medication is not to exceed a forty-five (45) day supply. Please refer to our full Administration of Medication Policy on our district website under the Board of Education Policy section.

Naloxone for Purposes of Emergency First Aid

(1) Pursuant to a standing order of the Board's medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.

(a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.

(b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.

(c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.

(2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.

(3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.

(3) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.

(4) Following the emergency administration of naloxone by a school nurse:

(a) Such emergency administration shall be reported immediately to:

- (i) The Board medical advisor; and
- (ii) The Superintendent; and
- (iii) The student's parent or guardian.

(b) A medication administration record shall be:

- (i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and
- (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy. (Students Policy 5000, located on the school website.)

Physical Examinations

Parents of kindergarten students must submit their child's physical Health Forms prior to the first day of school. Physicals are required prior to entering seventh grade. Vision and hearing tests are given annually to all pupils in grades K-6. Parents will be notified of any deviation from the expected norm.

School Accident Insurance

School accident insurance is available to all students. An on-line brochure is available and information will be sent home with the first day packet. Purchase is optional. Information regarding Connecticut's HUSKY Insurance Plan for children will also be included in your child's first day packet and is on-line as well.

Mandated Reporting of Suspected Child Abuse

All Hebron Public Schools staff are mandated reporters and must report suspected child abuse to the the Department of Children and Families. The role of staff members as mandated reporters of suspected child abuse or neglect is taken very seriously by the school staff and a report of suspected abuse must be made. The school will cooperate with DCF, local or state police authorities and other appropriate state agencies in the investigation of such a report. Please refer to our full Reports of

Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees Policy located on the Annual Notifications page or in the policy section of the district website.

Lost and Found

Students who find articles are asked to take them to the office. Students and parents looking for lost items should be sure to check the “Lost and Found Box” located in the entry hallway. Unclaimed items are donated to charity in December and June.

Lost or Damaged Books and School Property

Books and materials that are lost or damaged beyond normal wear must be paid for in full replacement cost by the student/family responsible.

Items from Home

Students are discouraged from bringing any toys or electronic devices to school. Although the school recognizes that students use electronic devices to and from school, it is expected that these devices be secured immediately upon entrance to the school building. Improper use of these devices will result in confiscation and will be returned only to the parents/guardians. **It should be noted that the school will not be held liable for lost, stolen, or broken electronic devices/items from home.**

Technology Guidelines

Computing devices, networks (includes wireless), internet access, and electronic communications are effective and important technology resources in today's educational environment. The Board of Education (BOE) has installed computing devices and a network infrastructure including internet access that is referred to collectively as computing systems. This is in place in order to enhance both the educational opportunities for our students and the business operations of the district. Further, the district actively monitors student use of technology applications both at school and when engaged in remote learning due to the COVID-19 Pandemic.

All computing devices (hardware and software) as well as materials produced on such equipment remains the property of the Hebron Public Schools. Any misuse or abuse of this property or any violation of the Computing Systems Use Agreement of the Hebron Public Schools is prohibited. In recognition of rapid technological and legal developments, the BOE authorizes revision to the Computing System Use

Agreement by the Superintendent. The Superintendent may also establish additional guidelines and rules.

The District provides individualized instruction to students through a variety of technological resources including educational web applications. These resources utilize personal information of students, such as name and district-created user name. This information is provided for educational purposes only in order to customize and individualize instruction.

The District complies with [Public Act 16-189](#), [Family Educational Rights and Privacy Act](#) (FERPA), and [Children's Online Privacy Protection Act](#) (COPPA) and makes every effort to avoid websites and applications that market or sell student personal information. Please find our full Administrative Regulations Regarding Student Use of the District Computer Systems and Internet Safety on our district website under the Board of Education policy section.

Classroom Placement

The choice of your child's teacher is a professional decision made in a collaborative effort by the staff and the school principal. Many factors enter into the decision, including academic ability, gender, friendships, behavior, student strengths and interests. Parent input regarding a student's particular learning style may be shared with the assigned teacher at the beginning of the year. Placement decisions for a transferring student in a classroom are not considered final until records from a sending school are received.

Notification of Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student's parent;

- b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. The right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. The right of a parent or eligible student to receive notice and opt out of a student's participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
5. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
6. The right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;

7. The right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:

- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
- b. the administration of any survey containing confidential topics (see #2, above, a-h) if the survey is either not funded as part of a program administered by the United States Department of Education or is funded by the United States Department of Education but the student is not required to submit to such survey; or
- c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Hebron school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five(45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-8520

Directory Information

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student

that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Student Records

Individual student records are maintained for each pupil in the school, including students receiving special education out of district, according to current laws, regulations, and guidelines. The Superintendent of Schools shall develop and implement regulations which define the terms and procedures necessary to this policy. Student records shall include only information which is appropriate and necessary for the operation of the school system and of importance in helping the child or protecting others. Unneeded records shall be destroyed subject to limitations of present federal and state laws, regulations, guidelines and outstanding requests for review by eligible persons. Families have a legal right to access student records for their child. We take all steps to fully ensure that these records are kept confidential under our policy. Please refer to our full Student Records Policy on our district website under the Board of Education Policy section.

Notification of Data Sharing Agreement Under Conn.Gen.Stat § 10-234bb(g)

Pursuant to the requirements of Conn.Gen. Stat § 10-234bb(g), the Hebron Board of Education (the “Board”) maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, “student data”). The address of the Internet website is www.hebron.k12.ct.us. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

Policy Regarding Student Use of the District’s Computer Systems and Internet Safety

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Hebron Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as

Snapchat, and security focused platforms, such as Signal. The Board's computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:

Conn. Gen. Stat. § 10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18 U.S.C. §§ 2510 through 2520

Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

ADOPTED: 6/14/12

REVISED: 10/10/13; 12/10/20; 10/14/22



Hebron Public Schools Annual Notifications

Hebron Public Schools is obligated to provide annual notice to families and employees regarding the information and policies linked on this page.

Please note that all Board of Education Policies and Regulations can be found on our [Hebron Public Schools Board of Education Policy website](#).

- **Drug and Alcohol-Free Workplace:** Please see Policy # 400, [Policy Regarding Alcohol, Tobacco and Drug-Free Workplace](#)
- **Free and Reduced-Price Meals Eligibility:** Please see our [Food Services Page](#) for more information on free and reduced-price meals, FAQ's and eligibility. We encourage families to complete a free and reduced meal application (found on the food services page) if they fit the income guidelines.
- **Green Cleaning, Asbestos Management, Indoor Air Quality and Pest Management:** Please see Policy # 1002, [Policy Regarding Green Cleaning Programs](#). Further information regarding asbestos management plans, indoor air quality management plans and pest management can be found on the [Building and Grounds](#) section of our website.
- **Management Plan for Food Allergies, Glycogen Storage Disease and/or Diabetes:** Please see Policy # 5007, [Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes](#).
- **Safe School Climate Plan:** Policy # 5001, [Student Bullying Policy and Safe School Climate Plan](#).
- **Title IX (Personnel):** Policy # 4011 [Sexual Discrimination and Harassment Policy for Personnel](#).
- **Title IX (Students):** Policy # 5013 [Sexual Discrimination and Harassment Policy for Students](#).
- **Section 504 & Non-Discrimination Students:** Please see Policy # 5012, [Policy Regarding Students and Section 504](#) and Policy # 5008, [Non-Discrimination Policy for Students](#) for information regarding your rights and grievance procedures.
- **Section 504 & Non-Discrimination for Employees:** Please see Policy # 4014, [Policy Regarding Employees and Section 504](#) and Policy # 4007, [Non-Discrimination Policy for Employees](#) for information regarding your rights and grievance procedures.

- **Connecticut State Department of Education Complaint Resolution Procedure:** Please see the linked document on the [Procedures for Filing a Complaint](#).
- **Section 504 & Non-Discrimination for Employees:** Please see our [Policy Regarding Employees and Section 504](#) and [Non-Discrimination Policy for Employees](#) for information regarding your rights and grievance procedures.
- **Connecticut State Department of Education Complaint Resolution Procedure:** Please see the linked document on the [Procedures for Filing a Complaint](#).
- **Student Discipline:** Please see Policy # 5015 [Policy Regarding Student Discipline](#).
- **Student Records and Data Privacy:** Please see Policy # 5002, [Confidentiality and Access to Educational Records Policy](#). As well as Policy # 5017, [Student Privacy \(PPRA\) Policy](#). In addition, please click here for more information on [Student Data Privacy and our corresponding policies](#).
- **Reporting of Child Abuse (Students):** Please see Policy # 5025, [Policy and Procedures for Reporting Child Abuse](#).
- **Reporting of Child Abuse (Personnel):** Please see Policy # 4010, [Reporting Suspected Abuse or Neglect of Children](#).
- **Student Dress Code:** Please see Policy # 5016, [Policy on Student Dress](#).