On behalf of the staff at our Educational and Vocational Center (EVC) and the Northeast Regional Program (NRP), I would like to welcome you to the 2020-21 school year. This handbook provides information on the policies and procedures of the Clinical Day Treatment Programs at EASTCONN. These policies and procedures have been developed to ensure the safety and wellbeing of students and staff.

All staff at EASTCONN’s Clinical Day Treatment Programs believe in the importance of educating the whole child, encouraging students to become life-long learners, and ensuring students are treated with respect and seen as a valuable part of the community. We are committed to providing students with a safe and supportive environment and building personal confidence in each individual. We will provide multiple opportunities for high personal achievement in the classroom and community, individualized programming to meet student needs, and create links to community providers and services within a structured environment that models positive relationships and appropriate boundaries.

This year, we will work together to ensure that the learning community creates an environment that allows for respect of self and others, responsible behavior, positive relationships, and real-world learning opportunities that allow students to realize their potential. We look forward to a successful, productive and rewarding school year!

Regards,
Amy Margelony
Director of EASTCONN Special Services
# TABLE OF CONTENTS

I CORE VALUES AND BELIEFS ..................................................6  
II PROGRAM COMPONENTS .................................................8  
III ACADEMIC PROGRAMMING & POLICIES ........16  
IV PROGRAM POLICIES ........................................................22  
V STUDENT WELLNESS .....................................................42  
POLICY MANUAL SIGN-OFF SHEET .................................46
CLINICAL DAY TREATMENT
CONTACT INFORMATION

Educational and Vocational Center
Gregory Biggs
gbiggs@eastconn.org
860-934-6684

Northeast Regional Program
Kurt Mias
kmias@eastconn.org
860-710-8228

Transportation Questions:
Please contact your local school system.

EDUCATIONAL AND VOCATIONAL CENTER (EVC)
14 Route 66, Columbia, CT 06237
860-228-4317

NORTHEAST REGIONAL PROGRAM (NRP)
79 Westfield Ave., Danielson CT 06239
860-779-6794
RESPECT, RELATIONSHIPS, RESILIENCE

EASTCONN’s Clinical Day Treatment Programs foster a learning environment that creates and sustains positive relationships with students and adults. We encourage students to respect themselves and others we promote responsible behaviors that can be applied within and beyond our school community to develop social and academic resilience.

The learning community of EASTCONN’s Clinical Day Treatment Programs believes that:

- Our students have the right to be treated with dignity and respect.
- Our students deserve a positive learning environment in which they can experience success.
- Our students benefit from positive relationships that foster meaningful learning experiences.

The learning community of EASTCONN’s Clinical Day Treatment Programs is committed to:

- Facilitating individual academic growth, supporting intrapersonal stability, and encouraging empathy toward self and others.
- Providing students with a safe and supportive environment.
- Building personal confidence by facilitating individualized academic and vocational experiences.

The learning community of EASTCONN’s Clinical Day Treatment Programs provides:

- A school experience that is meaningful, individualized, and goal oriented.
- An environment that allows all students and their families to experience positive and appropriate relationships
- A dedicated group of professionals who collaborate to meet each student’s individual educational and clinical needs.

EASTCONN operates two Clinical Day Treatment Programs (CDTs) in northeastern Connecticut. The Educational and Vocational Center (EVC) is located in Columbia and the Northeast Regional Program (NRP) is located in Danielson. EVC and NRP serve students K-12.

Both programs are designed for students who need a highly structured, supportive environment with access to clinical supports in order to achieve academic and behavioral success. The main goal of the programs is to help students acquire the academic, social, emotional and behavioral skills necessary to successfully return to their local public schools or a less restrictive environment. The programs utilize individualized instruction with a multimodality approach and high-interest materials.
I. CORE VALUES AND BELIEFS

REFERRAL AND ADMISSION

Contact Person: Amy Margelony, Director of Special Services, at 860-377-7650.

Students are referred to EASTCONN’s CDT by their local school district following a Planning and Placement Team meeting (PPT). Student records (educational, clinical and medical) are provided to the program after a written release of information is signed by parent/guardian. Once records have been received and reviewed, a visit to the program will be scheduled with the parent/guardian and the student. During this visit, the team will collect additional information about the student and his or her educational needs to assist in determining appropriateness of the referral for our program.

NON-DISCRIMINATION POLICY

EASTCONN pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

- Equal rights and opportunities for students and staff members in the school community.
- Equal opportunity for all students to participate in the total school program(s).
- Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
- Training opportunities for improving staff ability and responsiveness to educational and social needs.
- Opportunities in educational programs which are broadly available to all students.
- An appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.
DURATION OF STAY

The duration of stay is determined by the recommendations of the PPT. Student length of stay varies, depending upon the needs of the student. Every effort is made to prepare each student for return to a less restrictive school environment.

MCKINNEY-VENTO ACT (HOMELESS STUDENTS)

The Board of Directors shall make reasonable efforts to identify homeless children within the agency, encourage their enrollment in school, and eliminate existing barriers to their education, which may exist in agency policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Directors that no child or youth shall be discriminated against or stigmatized in this agency because of homelessness. Homeless students, as defined by federal and state statutes, residing within or residing in temporary shelters in the region are entitled to all school privileges provided other students in the LEA's.
II. PROGRAM COMPONENTS

Educational Component

Students who are enrolled in EASTCONN’s CDT are placed in classrooms with developmentally appropriate peers. Instruction is provided through individualized instruction and small-group lessons. Each special education student has an Individualized Education Plan (IEP) with specific goals and objectives that address both educational and clinical needs. The curriculum is based on these individualized goals and objectives in conjunction with the Connecticut Core Standards sequence.

The curriculum design and instruction incorporate project-based learning, integrated lessons and real-life applications. A variety of alternative teaching strategies and behavior management techniques are employed in the classroom to help students experience success.

Clinical Support Services

All classroom teams are supported by clinicians who work with the teaching staff to design a safe and supportive environment for all the students. The clinician and teachers develop strategies that help the students maintain acceptable behavior in school and the community. The clinician works with small groups of students to build social skills and other coping skills necessary to be successful in life. Additionally, the clinician helps students to cope with problems that are unique to their personal circumstances. The clinician is available to meet with families to develop strategies for helping the students at home and in the community. The staff recognizes that students are part of families and communities and that problems often occur in all parts of the students’ lives. Clinicians are able to provide referrals to community agencies, home visits, and provide collaboration with involved service providers.
Vocational Services

One of the key components of EASTCONN’s CDT is our highly successful vocational program offered to students in grades 9-12. This program has proven to be a motivator for our students to acquire the necessary skills for competitive employment and post-secondary options. The students in grade 8 will have an introduction to vocational programming and the world of work. Students in grades 9-12 will have a more in-depth exposure to the world of work and transition services. All the students will participate in the following components:

- Assessment of skills and abilities
- Participation in small-group/individualized instruction
- Participation in community tours to local businesses
- Guest speakers sharing their trades, education and experiences
- Paid internships for students, 14 years and older
- Assistance with post-secondary options, including college/vocational schools
- Planning for transition services

Family Involvement

Family involvement is strongly encouraged. Children experience greater success when their families understand the goals of the school program and can help their child as they grow and develop. Family members can make appointments with the clinician to visit the school and discuss their child’s education. In addition to school visits, the staff maintains ongoing communication with the family through phone calls, progress reports and quarterly report cards. The staff is also available to assist families who are interested in receiving services from community based agencies or individual providers. In addition, the school holds an open house at the beginning of the school year and in the spring, family events, and parent/teacher conferences twice during the school year.
DATA COLLECTION AND REVIEW

An important component of each student’s program at the EASTCONN CDT is the collection of data to analyze academic and behavioral progress. If, after reviewing the data, it is determined that a change needs to be made in the student’s program, the proposed changes are discussed and agreed upon by the multidisciplinary team at the school and/or the Planning and Placement Team. Additionally, any skill acquisition programs that are not progressing are reviewed and changes are made. A summary of each student’s progress is sent to the parent and referring agency on a quarterly basis. Any change in progress report intervals will be determined by the child’s individual needs.
STAFF ORGANIZATION

A team of well-trained professionals that specialize in educating students with social, emotional and behavior difficulties is provided. The programs provide a multidisciplinary team to create an individualized program that ensures student success. The student-to-staff ratio within the CDT is 3:1, unless a student’s IEP indicates the need for more individualized support.

Program oversight and supervision is provided by EASTCONN’s Director of Special Services, Amy Margelony and site-based Principals. Program development, instruction and consultation are done through collaboration with our multidisciplinary team. Continuous professional development is a requirement for all CDT employees working in this program.

Our multidisciplinary team is composed of the following staff:

- Director of Special Services
- Principals at each site
- Educational Coordinator
- Special Education Teachers
- Vocational Coordinator
- School Clinicians/Lead Clinician
- Behavioral Coaches
- School Psychologist/BCBA
- Consulting Psychiatrist
- Neuropsychologist available as needed for additional evaluation or consultation
- Trained Instructional Assistants and/or B.A.-level Instructors
- Related Services (Speech/Language Pathologist, Occupational Therapist, Physical Therapist, Assistive Technology)
SCHOOL HOURS
EASTCONN’s CDT instructional school day begins at 8:00 a.m. and ends at 2:00 p.m., Monday-Thursday. Friday is an early dismissal day; hours are 8:00 a.m. to 12 noon. Due to the nature of our students’ disabilities, the CDT program views transitions as part of the child’s instructional/educational program. This includes arrival at school and departure to home. If transporting your child, please notify the staff if you will be arriving late. Any student not arriving on arranged transportation will be considered Tardy after 8:15 a.m. and will be required to sign in at the main office.

Please refer to the CDT school calendar for vacations, holidays and professional development days.

EASTCONN’s CDT offers an Extended School Year (ESY) program, available to students as deemed appropriate by the LEA. However, as per IDEA guidelines, ESY is determined by the Planning and Placement Team. Any additional adjustments in an individual child’s capacity to follow the program calendar or to attend the duration of the school day will be made through the PPT process. The program calendar will be reviewed as part of the parent/child interview meeting.

SCHOOL CANCELLATIONS
School cancellations due to inclement weather will be reported via school messenger and by two local television networks as early in the morning as possible. School messenger will alert you to school closings via phone, text and/or email. TV channels 3 (WFSB) and 30 (NBC) will broadcast school closings. If the town in which you reside cancels school, transportation will not be provided for your child, even if the Clinical Day Treatment program is open. When this occurs, the day will be considered an excused absence. Any cancelled school days will be added to the school calendar in June.
TRANSPORTATION

Transportation is arranged by the school district of the sending town. Questions regarding transportation should be directed to the sending town. Parents/guardians are responsible for notifying the bus driver or bus company if their child is absent, has been dropped off, or is being picked up from school or any other bus-related issues. Students must remain on the bus until a staff member receives them. Students will not be allowed into the school until the school day begins. This policy applies to parents/guardians dropping off students and student drivers.

Transportation to/from School by Others

Students will not be allowed to be transported by buses, other than their own, to another student’s home without prior authorization by the transporting bus companies, written permission of the parents/guardians, AND authorization from your child’s sending town administration.

Students will not be allowed to be transported to and from school by an unauthorized person without prior written permission by parent/guardian. Authorized persons will require to present ID to the office to pick up a student.

Student Drivers

Students who are 16- and 17-years old and have their driver’s license may complete documentation to be allowed to drive to/from school. Students are required to turn their keys into the front office when they arrive and are not permitted to leave school grounds before dismissal unless a parent/guardian has given permission. CDT students are not permitted to transport another student to/from school.
MEALS

Open Containers

All drinks brought from home must be factory sealed. Glass containers of any kind are not allowed. No thermos or coffee cups of any type will be allowed and students will be required to dispose of the contents before entering the building. Staff will keep non-disposable containers in a designated area until the end of the day. Students are not permitted to bring coffee, soda, energy drinks or any other caffeinated beverages.

Lunch

EASTCONN’s CDT participates in the School Breakfast Program and the National School Lunch Program. Following the dietary guidelines established by the USDA, the Food Services Department prepares fresh, nutritious home style meals daily. Focused on promoting healthy eating habits, they use fresh whole food based ingredients to ensure that nutritional needs of our students are met. Meals are provided at no cost to all students. However, we do require all students complete the application, found in the interview packet, regardless of whether they will qualify or not.

Lunches are never delayed or denied as a form of a punishment. On rare occasions, a student’s meal may be delayed beyond its scheduled time as the result of the following circumstances:

- A condition or physical illness, which prevents normal eating.
- The student refuses the meal; in this case, staff will continue to offer the meal to the student for the entire duration of the lunch period.
- The student engages in behavior that is incompatible with eating (e.g., severe aggressive, destructive or disruptive behavior at the start of a scheduled meal or during a meal). In such cases, the meal will be offered as soon as the student’s incompatible behaviors have been absent for five minutes.
SCHOOL CEREMONIES AND OBSERVANCES

Silent Meditation
The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance
The Board further directs that an opportunity at each school or program within the agency to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the “Pledge,” he/she may choose to remain seated and silent. Non-participants are expected to maintain order and decorum appropriate to the school environment.
III. ACADEMIC
PROGRAMMING & POLICIES

GRADING AND ASSESSMENT SYSTEMS

It is the philosophy of EASTCONN that students respond more positively to the opportunity for success than to the threat of failure. The agency seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used report cards, combined with scheduled parent-teacher conferences, and other communication vehicles help promote a process of continuous evaluation of student performance.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Executive Director or designee.

REPORTING TO PARENTS

The Board of Directors encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters and informal notes, emails, telephone calls, and school visitation, etc. should be used regularly to inform parents of student successes and needs. Frequent communication is also necessary to inform teachers of parent concerns about, suggestions for, and perceptions of their children which may help the student continue to make progress in their academics with the support of their teacher.

Report Card

Written reports on student progress will be issued in accordance with a schedule approved by the Executive Director after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised no later than the second-to-last reporting period of a student’s
potential failure in a course or grade and the possibility of the student repeating the grade or course. Report cards should reflect the educational growth of the student in relationship to each student’s ability, attitudes, interests, conduct or citizenship, and achievement and in relationship to standards for his/her age and grade. Teachers also will report on student progress at scheduled parent conferences.

Warning Notices

Student progress reports to parents/guardians should be sent as needed between marking periods – not only to indicate student achievement. Parental acknowledgment of these communications should be encouraged. If parents are separated or divorced, both have equal rights to be informed of their child’s school progress unless there is an order from the court to the contrary. Non-custodial parents shall receive written reports and conference notifications upon a request to the school principal.

INTERNET/COMPUTER NETWORK USE

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Directors believes they should be used in schools as a learning resource. Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, and use problem-solving skills, and hone computer and research skills that employers demand.

Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with education goals. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it shall take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors. Students shall take responsibility for their own use of computers and computer systems to avoid contact with material or information that may be harmful to minors.
No Expectation of Privacy

EASTCONN computers and computer systems are owned by EASTCONN and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The agency reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of agency computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through agency computers and computer systems shall remain the property of EASTCONN.

Unauthorized and Unacceptable Users

Students shall use computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of agency computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material of information that:

- Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- Is not related to education goals or objectives;
- Contains pornographic, obscene or other sexually oriented materials, either as pictures of writings that are intended to stimulate erotic feelings or appeal to lewd interests;
- Harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap;
- Is for personal profit, financial gain, advertising, commercial transaction or political purposes;
- Plagiarizes the work of another;
- Uses inappropriate or profane language offensive in the school community;
- Is knowingly false or could be construed as intending to purposely damage another person’s reputation;
- Is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret;
- Contains personal information about themselves or others, including information protected by confidentiality laws;
• Uses another individual’s Internet or electronic communications account without permission from that individual;
• Impersonates another or transmits through an anonymous remailer; and
• Accesses fee services without specific permission from the system administrator.

STATEWIDE PROFICIENCY/MASTERY EXAMINATIONS

Each student enrolled in grades three through eight inclusive and grade ten and eleven shall take a statewide mastery examination, measuring whether or not a student has mastered essential grade level skills in reading, language arts, science and mathematics. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

EASTCONN may not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

CASE MANAGEMENT

The special education teacher is the on-site case manager for the students. As the case manager the special education teacher has the following specific duties:

• Serves as the primary contact person with the educational team regarding the progress of the student, unless otherwise determined by administration.
• Assures that the conditions of the IEP, once approved, is being implemented, including behavior management programs and environmental accommodations.
• Coordinates team meetings and PPT’s and monitors timelines set forth in the special education procedure guidelines.
DEVELOPMENT OF THE IEP

Individual Education Plans are written annually for each student in EASTCONN CDT’s. The IEP is viewed as a living document with progress toward goals and objectives assessed on an ongoing basis. Approximately one month prior to the date of the annual PPT/IEP meeting, the multidisciplinary team begin analyzing data concerning student progress for development of the IEP document. Any formal standardized assessments measures implemented are predetermined through the PPT/IEP process. The educational team will also conduct informal assessments to track progress. After this information is collected and analyzed the teacher and specialists will determine specific goals for the student and write proposed annual objectives. These goals are written in objective, measurable terms so that we can record data and determine progress toward the achievement of the objective.

Prior to the date of the IEP meeting, the teacher will contact the child’s parents/guardian to gain their input into the student objectives that he or she feels are a priority. The plan is presented as a draft at the PPT/IEP annual review meeting, where adjustments can be made. The representative from the student’s sending school district and the parent must attend the PPT/IEP meeting. The IEP is an agreement between the student’s school system and the parents.

The EASTCONN CDT staff want to develop a good working relationship with the parents and work on goals and objectives that are appropriate for the child. The parents can, at any time during the student’s IEP period, request a PPT if he or she feels the IEP is not appropriate. If at any time you are not satisfied with your child’s program, please bring your concerns to the student’s case manager and/or Program Director.

RELATED SERVICES

The related services and classroom staff will assess all students’ communication, occupational technology, assistive technology and physical therapy needs on an individual basis. IEP goals and objectives are developed with collaboration from the therapists. Consultation services are also available to classroom staff. During consultation, the therapist observes the staff work with the student, reviews data, teaches the staff to implement teaching strategies, provides corrective feedback to staff, and directly works with the student in order to revise or probe techniques. In this way, the child’s needs are addressed throughout the day, generalization is more probable, and robust changes and improvements are more likely to occur.
One-to-one therapy will be provided as determined by the PPT. However, students do not receive exclusively one-to-one group social skills from the clinicians at the EASTCONN CDTs. The role of the clinician is to evaluate and develop goals for the student, develop specific teaching strategies, teach staff how to implement procedures, and monitor implementation and outcomes.

Where appropriate, individual assessments may be provided by the EASTCONN certified staff as recommended by the PPT. Professional code of ethics requires that EASTCONN only perform assessments by certified staff who meet qualifications to perform assessments in the areas recommended.
IV. PROGRAM POLICIES

ATTENDANCE

Connecticut state law requires parents to enroll their children in school and have them attend school regularly during the hours and terms the public school is in session. Parents or guardians of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Directors requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excused Absences

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

a. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
b. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by agency administration and to be in accordance with Connecticut State Department of Education guidance.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

**Unexcused Absences**

A student’s absence from school shall be considered unexcused unless the absence meets the definition of an excused absence and meets the documentation requirements; or the absence meets the definition of a disciplinary absence, which is the result of school or agency disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child’s absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child. The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child’s family is a family with service needs.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.
**Dismissal**

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Director or designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal or designee.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student’s parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

**Truancy**

Connecticut General Statutes define a truant as a child who fails to attend school from age five (5) to eighteen (18) inclusive. The school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. These efforts will include holding a meeting with appropriate school staff and parent(s)/guardian(s) after the student’s fourth (4th) unexcused absence (truancy) within a month or tenth (10th) unexcused absence (truancy) in a school year.

Any student who is truant will be subject to the school absence policy as outlined. In addition, the student may be assigned to other disciplinary action for each day truant. Habitual truancy will also result in further disciplinary action including parent conference, suspension, and court action.

If the parent(s)/guardian(s) fail to attend the required meeting with school personnel or fail to cooperate with the school administration in trying to solve the child’s truancy problem, the school administration may refer the case to the local district Youth Services Board or Juvenile Review Board, or the Department of Children and Families for additional support. A referral will also be made to the Child Study Team to determine whether or not an educational evaluation is appropriate.
Leaving School Grounds

Students are not allowed to leave school grounds without authorization from a staff member. If a student leaves without permission, one or more of the following may occur:

- Parents/guardians (or individual listed as an emergency contact) will be notified.
- Staff responsible for student and the office will be notified immediately.
- An administrator will be notified and police may be called.
- LEA will be notified.
- Student may receive an out-of-school or in school suspension (# of days will be determined).
- A report will be filed.
- Repeated incidents will result in a family meeting and may result in a PPT meeting with the LEA.
DRESS CODE

CDT students must wear clothing that is appropriate to the school setting. Students are expected to dress and groom themselves for the business of school, so as to not disrupt the educational process, or pose a health or safety threat to anyone. Neatness, physical hygiene, safety and cleanliness will be stressed. Staff and administration have the right to consider a student’s dress as dangerous or disruptive to the learning environment. Appropriateness of attire will be determined by the staff using the following policy requirements:

- Clothing must cover entire area from one armpit to the other, down approximately 3 to 4 inches in length on the upper thighs (see image below). Tops must have a minimum 1 inch shoulder straps.
- Head coverings such as hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason as determined by school administration. Sunglasses will not be permitted to be worn during the school day.
- Inappropriate attire may include: clothing with profanity or other socially unacceptable printing, promoting the use of drugs, alcohol or gang affiliation. Accessories or jewelry that would be considered a safety issue including: any chains either worn or carried, body piercings (other than ears), mouth pieces (grills), spiked or studded bracelets, oversized or multi-fingered rings, belts with large belt buckles, or any other articles of attire with unsafe protrusions attached.

The following may be implemented if students wear inappropriate attire:

- turn clothing inside out
- may be provided with alternative attire by staff
Appropriate footwear should be worn at all times. Shoes that are considered a safety concern include: open-toed shoes, flip-flops, slippers, or high-heels/wedges/espadrilles, or steel toed-boots. **Students are required to wear sneakers/tennis shoes for gym class and sports/physical activities clubs.**

Students will not be allowed to wear jackets, or carry backpacks in the school building during the school day. Upon arrival, students must place jackets and backpacks in staff-designated areas or student lockers. These items must remain there until dismissal or otherwise designated time by staff.
PERSONAL ITEMS

It is strongly recommended that students DO NOT bring in personal items (e.g. toys, stuffed animals, etc.)

Many children have difficulty separating from favorite possessions, which may result in a challenging start to the day. Items brought from home will be stored in the student’s locker or designated area. Any student who brings personal possessions into school does so at his/her or the parents’ own risk. EASTCONN is not responsible for damage or theft of students’ personal items.

ELECTRONICS

Personal electronics are not allowed within EASTCONN’s Clinical Day Treatment Programs. This includes, but is not limited to, cell phones, video games, mp3 players, CD players, etc. If any student has these items during school hours and the items are seen or heard by a school staff member, the student will be required to turn in the item to staff and it will be kept in a designated area. The student will receive the item back at the end of the day. If repeated incidents of technology violations occur, parents may be required to come in for a meeting and/or items will be held until picked up by a parent or guardian.

PHONE USE

Students will not be allowed to use the school phone to make or receive personal phone calls. The phone is for emergency use only. Students must receive permission and be accompanied by staff to use the phone.

SUSPENSION

“Suspension” is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Suspensions shall be in-school suspensions unless the administration determines that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.
**In School Suspension**

“In-school suspension” is defined as an exclusion from regular classroom activity for not more than ten consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom. Program in a different school in the school district; such reassignment shall not constitute a “suspension” or “expulsion” under this policy. In-school suspensions shall be served in the school attended by the student.

**EXPULSION**

“Expulsion” is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
ALCOHOL USE, DRUGS, AND TOBACCO

Pursuant to the goal of the Board of Directors to maintain a drug, tobacco and alcohol-free agency, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off of school property as provided by state and federal law.

Alcohol, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

ASSAULT & THREATS OF VIOLENCE

Students that engage in physical violence against staff or students with the intent to harm may be subject to disciplinary action, including searches, suspension, expulsion, and police involvement. Students who make threats against staff, students, or the school with the intent of personal harm or imminent danger may also be subject to disciplinary action, including suspension, expulsion, and police involvement.

HAZING AND BULLYING

The Board of Directors promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, which acts are repeated against the same student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student’s academic performance or safety in school.

Cyberbullying

The EASTCONN computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the acceptable computer use policy and procedures.

Malicious use of the computer system to develop programs or to institute practices
that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the School Climate Specialist/Principal. All reports of cyberbullying will be investigated promptly in compliance with EASTCONN’s “Safe School Climate Plan.”

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school employees, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must violate a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student. A student who redistributes inappropriate content, as previously described, is also subject to disciplinary action.

Disciplinary action may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

The agency recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.
SEARCH AND SEIZURE

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Board of Directors or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. School officials carrying out a search and seizure are expected to be knowledgeable about the constitutional rights of students and appropriate procedures for conducting the search or seizure.

Reasonable suspicion that a student has unauthorized or illegal materials is generally required before an individual may be singled out for a search. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his/her person or personal effects.

Justification for Student Searches

Students possess the right to be free of unreasonable searches and seizures under the fourth amendment of the Constitution of the United States. Balanced against this right is the school officials’ responsibility to create and maintain an environment consistent with the school’s educational mission. School officials have a duty to protect the health, safety and welfare of all students under their authority.

Prohibited Items

Students are requested not to bring to school items or substances which would disrupt the educational function of the school or which are prohibited by board regulations or by law. Examples of items or substances in this category are weapons, clubs, explosives, firecrackers, alcoholic beverages and nonprescription drugs or drug paraphernalia.
**Lockers and Other School Property**

Lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property, and as such, are subject to periodic inspections by school authorities. The purpose of such inspections is not to collect evidence of wrongdoing on the part of a single student, but rather to allow school authorities responsible for the appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students. Students are therefore warned not to store items in lockers which they do not want to bring to the attention of school authorities.

**Emergencies**

Circumstances which put the safety of students or school staff at risk or could result in substantial property damage also will constitute sufficient reasons for school or police officials to conduct a thorough search of all school property. A bomb scare is an example of such an emergency.

**Student Searches**

School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by board regulations or by law. Student property shall include, but not be limited to, purses, backpacks, and cars. If students don’t have access to their cars during school hours, the justification for searching student-driven cars is removed. School authorities in cooperation with the local police department reserve the right to conduct searches with dogs of school property and student-driven cars.

**Police Notification**

With regard to possession of items that constitute a violation of law, school authorities may wish to cooperate with the appropriate law enforcement agencies in the interest of preserving the integrity of the school’s educational mission.
SEXUAL HARASSMENT

It is the policy of the EASTCONN Board of Directors to maintain a learning and working environment that is free from sexual harassment. The Board of Directors prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board of Directors to harass a student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as an unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual’s submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person’s employment or education or that it will interfere in any way with that person’s employment or educational performance or create an intimidating, hostile or offensive work or educational environment.

Sexual harassment by a student, employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by an employee, individual under contract or volunteer of the Board of Directors is encouraged to promptly report such a complaint to the Executive Director or designee. Any person who believes he or she has been a victim of sexual harassment by a student is encouraged to report such complaint to the building Principal or designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as result of the good faith reporting of charges of sexual harassment.
WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Directors determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the agency. Possession and/or use of any dangerous or deadly weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives of any kind; martial arts weapon; destructive devices.

Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A student who violates this policy will be reported to law enforcement authorities.

The possession or use of any such weapon will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Directors or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students.

The Board shall consider a student’s conduct off school grounds that is seriously disruptive of the educational process or violates publicized policies of the Board as grounds for expulsion.

SUICIDE PREVENTION AND INTERVENTION

The Board of Directors recognizes that suicide is a complex issue and that, while the agency may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

The Board of Directors recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Any employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student’s family and appropriate resource services.
PREVENTION OF STUDENT ABUSE AND NEGLECT POLICY

It is the policy of EASTCONN that all students have worth and deserve respect. This includes the right to be free from abuse, neglect, and any form of mistreatment. All employees receive training in civil rights, human rights, identifying possible abuse and neglect, and reporting requirements, including mandated reporting. Additionally, training will be provided in teaching techniques and interventions as appropriate. All employees are mandated reporters.

If student abuse or neglect is suspected, the Department of Children and Families will be contacted at 1-800-842-2288 and within forty-eight (48) hours of making an oral report, shall submit a written report (DCF-136) to accompany the oral report provided. EASTCONN will make immediate notification to the Director of Special Services and the LEA district administrator of the child’s home school.

CORPORAL PUNISHMENT

The use of corporal punishment is prohibited. Corporal punishment is defined as using physical force or inflicting physical hurt upon a child in order to punish him for misconduct or in order to regulate his behavior.

No person employed or engaged in work in a school or educational program shall inflict or cause to be inflicted corporal punishment on a student attending such school or program; but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to quell a disturbance threatening physical injury to self or others, or for the purpose of self-defense.
RESTRAINT AND SECLUSION

Upon acceptance into EASTCONN’s CDT, Parent(s)/Guardian(s) will be given the Parent Notification of the Laws relating to the use of Seclusion and Restraint in the Public Schools. EASTCONN follows Connecticut state guidelines for documentation and monitoring of students requiring restraint or seclusion.

What does “restraint” mean?  Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. The term does not include: (A) briefly holding a person in order to calm or comfort the person; (B) restraint involving the minimum contact necessary to safely escort a person from one area to another; (C) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (D) helmets or other protective gear used to protect a person from injuries due to a fall; or (E) helmets, mitts, and similar devices used to prevent self-injury when the device is part of a documented treatment plan and is the least restrictive means available to prevent such self-injury.

What does “seclusion” mean?  Seclusion means the involuntary confinement of a person in a room, from which the student is physically prevented from leaving. In a public school, seclusion does not mean any confinement of a child where the child is physically able to leave the area of confinement including in-school suspension and time-out. Seclusion does not include: (1) an exclusionary time out or (2) in-school suspensions.  


All classroom employees receive certification in Physical and Psychological Management Training (PMT) techniques. The term “protective holds” is the term used by CDT in reference to “restraint” to emphasize importance of maintaining safety, with the goal to promote positive outcomes for this intervention. Use of protective holds will be used to address an emergency situation in which there is a risk to the student or others.
NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA), 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 agency receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] 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 violates the student’s privacy rights. Parents or eligible students may ask to amend a record that they believe is inaccurate, misleading, or otherwise violates the student’s privacy rights. Parents or an eligible student should write the school principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student’s privacy rights. If the agency decides not to amend the record as requested by the parents or eligible student, the agency 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 consent to disclosures of personally identifiable information contained in the student’s educational 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 agency 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 Directors; a person or company with whom the agency has contracted to perform a special task (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 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 agency will disclose a student’s education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the agency 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 20202-4605

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the agency will be permitted to disclose “Directory Information” concerning a student. Directory Information means 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 and/or e-mail address, the student’s name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) or study, grade level participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The written objection to the disclosure of directory information shall be good for only one year. The agency is 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 a parent or eligible student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one 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 agency and is consistent with the agency’s obligations under both state and federal law.
CONDUCTING RESEARCH IN THE SCHOOLS

The Board recognizes the importance of research and surveys as means of improving the instructional program for the district’s students and also recognizes the need to monitor and control the amount of time and energy expended by both staff and students on research projects sponsored by agencies and individuals from outside the agency. Therefore, external agencies or individuals desiring to conduct research studies or surveys involving either students or staff members during the school day must submit a written prospectus to the Executive Director or designee, for approval prior to initiation of the study. To be approved, all such research proposals or surveys must demonstrate that the projected findings will have value to either the district as a whole or to a unit within the district, and not be unduly disruptive or time consuming of the normal educational process. If approved, parental consent must be given in writing through use of a consent form. There can be no “presumed consent” if a written affirmative response is not given by a parent/guardian.
V. STUDENT WELLNESS

PHYSICAL EXERCISE

All student in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, student in all grade, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

PSYCHOTROPIC DRUG ADMINISTRATION

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within EASTCONN. School nurses, nurse practitioners, medical advisors, school psychologists, school social workers and school counselors may recommend that a student be evaluated by an appropriate medical practitioner. Further, EASTCONN is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

MEDICAL PHYSICALS

Each child who is enrolled in the CDT must follow procedures for documentation required by EASTCONN. Students involved in any EASTCONN program must meet all health assessment and immunization requirements set by the State of Connecticut Department of Education. The most recent mandatory health assessment and immunization record must be received and reviewed by the nurse before the child can begin in the program.

Students in the 6th grade must complete a mandatory health assessment (physical exam) with any required immunizations. Students entering the 7th grade who have not returned a valid 6th grade health assessment form may not begin school until this requirement is met.
Students in the 9th grade must complete a mandatory health assessment (physical exam) with any required immunizations. Students entering the 10th grade who have not returned a valid 9th grade health assessment form may not begin school until this requirement is met.

Parents and guardians are required to complete yearly health update forms for all grades and should report any health changes during the year to the school nurse.

**MEDICATION**

In most cases, parents should arrange to give necessary doses of prescribed medication while their child is at home. We follow EASTCONN’s agency policy concerning medications that need to be administered at school.

Any medications administered at school require a valid medication authorization to be completed by the prescriber and signed by the parent/guardian.

Due to the nature of the Clinical Day Treatment program, students are not permitted to carry medications on their person. Students at risk for the misuse or abuse of medication may be unsafe to carry emergency medications and will be identified on a case-by-case basis. Plans to ensure immediate access to emergency medications will be developed for these students.

All medications should be delivered to the school in the original container by the parent/guardian or their representative, students may not transport medications to school at any time.

In the event the school nurse is unavailable or absent, designated and specifically trained staff will administer medications.

Topical treatments, such sunscreen, may be administered only after a completed authorization form is received and reviewed by the school nurse.

All medications should be picked up if the dose is discontinued or at the end of the school year. The school nurse will make attempts to notify the parent/guardian, however if these attempts are unsuccessful, the medication will be destroyed in a manner consistent with state medication regulations.
HEALTH AND MEDICAL RECORDS

The student’s original Cumulative Health Record will be requested from the sending district and maintained by the EASTCONN school nurse while the student is enrolled at any EASTCONN program. Records will be maintained according to State of Connecticut Guidelines for Cumulative Health Records.

When applicable, agency schools and programs will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. The Board designates the Executive Director or designee as its HIPAA Privacy Officer.

Student education records, including personally identifiable health information, maintained by the agency is subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Both the United States Department of Health and Human Services and the United States Department of Education Family Policy Compliance Office have stated that student records under FERPA are not subject to HIPAA. Therefore, schools will comply with FERPA’s confidentiality provisions rather than HIPAA’s.

The agency will seek Medicaid eligibility information to determine if services to a student may be billed. Bills will be processed electronically for Medicaid reimbursement for qualified services to eligible special education students. The agency will comply with HIPAA’s electronic transactions requirements. Procedures and safeguards will be developed to protect the privacy of health information and prevent wrongful user and disclosure. At a minimum, the policy and procedure for student records will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) with assurances that the agency has obtained authorization from the parent or adult student prior to the release of protected health information for the purpose of Medicaid billing.

Individuals involved in the Medicaid billing process for the agency shall be trained on the privacy procedures.

Discipline shall be imposed, up to and including discharge, for staff that wrongfully uses or discloses protected health information.

ILLNESS GUIDELINES

If your child has any of the following signs of illness, please keep him or her at home:

1. Fever (over 100.4 degrees orally)
2. Diarrhea or vomiting twice or more in 24 hours
3. Excessive cough, sneezing, runny nose or rash that may be due to a contagious illness
4. Rash with oozing, fever, behavior changes, significant discomfort
5. Eyes that are red and have discharge

Please notify the school office when your child will not be attending. If your child comes to school with any of these signs of illness, he or she will be sent home. The child will be unable to attend until they are symptom free for 24 hours without the use of fever-reducing medications. Generally, if a child is well enough to attend school, he/she will be
expected to participate in all activities of the day including outdoor time. If a decision is made to send the child home due to illness, you will receive a call. Please make an effort to pick up your child promptly.

COMMUNICABLE DISEASES

Children with the following communicable illnesses may return to school when they are no longer considered infectious.

**Chicken Pox**
A child may return to school when all chicken pox have formed a dry scab (about 5-7 days) with a note from the medical provider.

**Impetigo**
A child may return to school after taking medication for 24 hours. The sores should be kept lightly covered until they have dried up. May return to school with a note from the medical provider.

**Head Lice**
Children may return to school as soon as they have been treated with a special medicated shampoo and lice have been removed with a fine-toothed comb. Treatment with a medicated shampoo should be repeated within one week. Student should be checked for live lice upon return to school.

**Conjunctivitis**
Children may return to school after they have been treated by a medical provider and they have been on medication for 24 hours.

**Pinworm**
A child may return to school after being treated by a medical provider.

**Ringworm**
A child may return to school after starting medication or treatment. May return to school with a note from the medical provider.

ACCIDENTS/INJURIES

When an accident or sudden illness occurs, the classroom employee working with the child will notify the school nurse and/or appropriate personnel immediately. Any additional care or treatment is left to the family physician. In case of severe emergencies, 911 emergency response will be contacted. A school representative will notify parents or other accountable persons concerning any accident or medical emergency and assist in safely transferring the care of the student. For this reason it is important that the school have the name of the student’s physician and your authorization to call him/her if a parent or guardian cannot be reached. It is also critical that you provide the name of at least two relatives, friends or neighbors (who have previously agreed to care for your child) who may be called when parents cannot be reached. This information MUST be filled out on or before the first day of school on the Student Information Sheet.
STUDENTS and PARENTS:
PLEASE review this Manual in detail. Then sign and return this receipt to the main office.
Policies are often modified from year to year and new ones added to reflect changes in local Board of Education policy or Connecticut State Statutes.
We have reviewed the 2020-2021 Policy Manual and understand its contents:

Please print clearly:

STUDENT: __________________________________________

PARENT: __________________________________________

ADDRESS: _________________________________________

PHONE(S): _________________________________________

(Cell) ____________________________________________

(Home) __________________________________________

(Work) __________________________________________

DATE: ___________________________________________

Parent Signature: _________________________________

Parent E-mail Address: _____________________________

EASTCONN, a public, non-profit Regional Educational Service Center, administers these Clinical Day Treatment Programs. Created in 1980 under Connecticut Statute 10-66a, EASTCONN exists to provide high-quality educational and related services to 36 member Boards of Education and the 33 communities they serve in northeastern Connecticut. EASTCONN is governed by a Board of Directors, who are members of locally elected Boards of Education. For more information about EASTCONN and its programs and services, please contact EASTCONN’s Communications Department at 860-455-0707.
EASTCONN, a public, non-profit Regional Educational Service Center, administers Quinebaug Middle College. Created in 1980 under Connecticut Statute 10-66a, EASTCONN exists to provide high-quality educational and related services to 36 member Boards of Education and the 33 communities they serve in northeastern Connecticut. We are governed by a Board of Directors, who are members of locally elected Boards of Education. For more information about EASTCONN and its programs and services, please contact EASTCONN’s Communications Department at 860-455-0707.

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law.