

# UNION SCHOOL

The Little School on the Hill

## Student & Parent Handbook



**2021-2022**

## **Welcome**

Welcome to the 2021-2022 school year at Union School! This handbook contains much of the information you need regarding Union School. We hope it is useful to you and welcome any suggestions for future handbooks. Union School is a special place, and all of us look forward to working together in our commitment to excellence in education. **Please note that Covid-related policies and procedures supersede this handbook.**

**Save the Date! Open House/Curriculum Night is September 30th.**

## **Mission Statement**

The Union School District is a dynamic learning community dedicated to providing a superior educational experience which challenges, supports and prepares every student for success in a changing world.

## **Office Hours and Telephone Numbers**

The school office is open from 8:00 a.m. until 4:00 p.m. You may reach the front office at 860-684-3146, extension 102. We also have an attendance line and a separate line for the school nurse. During the day, phone calls to teaching staff will be automatically routed to the teacher's voicemail box for later return calls. If you need immediate assistance, please choose the line to talk to the Main Office. Our main phone number remains the same:

Telephone number (860) 684-3146      Fax number (860) 684-9385

## **School Day and School Year**

Regular School Day Hours are 8:15 a.m. – 3:00 p.m. Arrival after 8:20am is considered tardy.

## **E-Blasts**

Please check any email blasts for key information and updates.

## **Delayed Opening, Early Dismissal or School Closing**

If there is a two hour delay, cancellation or an early dismissal due to snow or other emergency, you will receive a phone call through our emergency calling system, as well as a text through the Remind App. These calls go out electronically at one time and will leave a phone message on your machine or voicemail. PLEASE make sure that we have a current phone number to use to call you in case of such changes to the school day.

You may also watch NBC (Channel 30) or WFSB (Channel 3) for information regarding delayed openings, school closings, or emergency early dismissals due to weather conditions.

## **Scheduled Early Dismissal Days (12:30pm Dismissal)**

September 24th

October 22nd

November 19th

December 9th, 10th and 23rd

January 28th

March 17th, 18th and 25th

June, Last Day TBD

### Faculty & Staff

Superintendent/Principal, Mr. Steven Jackopsic	<a href="mailto:sjackopsic@unionschool.net">sjackopsic@unionschool.net</a>
Administrative Assistant/Office, Mrs. Michele Powers	<a href="mailto:unionctelem@yahoo.com">unionctelem@yahoo.com</a>
PreK & Kindergarten, Mrs. Jayzel Crawford	<a href="mailto:jsamaniego@unionschool.net">jsamaniego@unionschool.net</a>
Grades 1 & 2, Ms. Alicia Agosto	<a href="mailto:aagosto@unionschool.net">aagosto@unionschool.net</a>
Grades 3 & 4, Mrs. Patricia Zulick-Bessette	<a href="mailto:pzb@unionschool.net">pzb@unionschool.net</a>
Middle school, Mr. Paul Rae	<a href="mailto:prae@unionschool.net">prae@unionschool.net</a>
Middle school, Miss Alyson Briggs	<a href="mailto:abriggs@unionschool.net">abriggs@unionschool.net</a>
Special education, Mrs. Alison Gordon	<a href="mailto:agordon@unionschool.net">agordon@unionschool.net</a>
Math/STEAM specialist, Mrs. Megan Jacobs	<a href="mailto:mjacobs@unionschool.net">mjacobs@unionschool.net</a>
Paraprofessional, Mrs. Jacquelin Budd	<a href="mailto:jbudd@unionschool.net">jbudd@unionschool.net</a>
Paraprofessional, Ms. Ann Burrill	<a href="mailto:aburrill@unionschool.net">aburrill@unionschool.net</a>
Paraprofessional, Mrs. Jacqueline Woronecki	<a href="mailto:jworonecki@unionschool.net">jworonecki@unionschool.net</a>
Nurse, Mrs. Lois Demurjian/Mrs. LeeAnn Brothers	<a href="mailto:nurse@unionschool.net">nurse@unionschool.net</a>
Physical Education, Mr. Nick Cody	<a href="mailto:ncody@unionschool.net">ncody@unionschool.net</a>
Music, Mr. Vincent LaMonica	<a href="mailto:vlamonica@unionschool.net">vlamonica@unionschool.net</a>
Art, Mrs. Julie Hull	<a href="mailto:jhull@unionschool.net">jhull@unionschool.net</a>
Maintenance/Custodial, Mr. Bill	

### Attendance

Absentee Calls: When your child is absent, please call the school before 9 a.m. When your child returns to school, a note is required with a date, the dates absent, and the specific reason for absence, signed by a parent or guardian after the 10th absence. You may receive a letter and/or phone call from the school after the 9th absence.

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. The State Board of Education definition of attendance for public school districts: 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. Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. Excused absences are legitimate absences from school due to illness or unavoidable commitments. **If your child is out for 5 or more consecutive days due to illness, the parent/guardian is required to send a doctor's note to the nurse upon return to school.**

### Excused Absences

An absence is considered excused if the student has been absent for less than ten days during the school year and the student's parent or guardian approves such absence and provides written, signed documentation of such approval within ten days of the student's return to school. The written documentation should explain the nature and reason for the absence, as well as the anticipated length of the absence. **Starting with the tenth day of absence in one school year, the absence will be considered excused, with appropriate documentation, only for the following reasons:**

1. Student illness;
2. Student religious observance;
3. Death in the family or other emergency outside the control of the student's family;
4. Mandated court appearance, with appropriate documentation;
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parent documentation is required);
6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

School absence for any other reason, except for a school implemented disciplinary action, will be considered unexcused, even if the parent excuses the absence. It should be noted that the Connecticut State Board of Education has made clear that all student absences for illness, irrespective of the length of absence, must be verified by a licensed medical professional in order for an absence to be considered excused. **Vacations are not considered excused absences.**

#### Truancy

A student ages five to eighteen with 4 unexcused absences in one month or 10 unexcused absences in a school year will be considered truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools may file a written complaint with the Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

Make Up Work: If the absence is excused, it is the student's responsibility to make up all work missed as soon as possible. Students are generally given one day for each day out to make up work.

Late Arrival and Early Dismissal: Students are encouraged to arrive on time, which means by 8:20 a.m. If a student is late, the parent must check the student in with the office. If a parent needs to pick up a student early for an appointment, please send a note ahead of time and then sign out the student in the office. For security reasons, all students and parents must use the front main doors for entry and exit to/from the school. Parents may park in the front parking lot and walk their children to the front door.

#### **Sports and After School Activities**

Students in grades 6-8 are able to participate in sports at Eastford Elementary school (if available) if they meet the following conditions:

- Submit request to Eastford Board of Education
- Complete all assigned work. If a student does not complete all assigned work for a given week, that student may be required to stay after school and may be subject to miss practice the following week until all work is made up at a satisfactory level. If this pattern continues, the student may be subject to dismissal from the team.
- Maintain grade level expectations
- Attend school for at least half of the day (3.5 hours) on a scheduled day of practice/event. This may be adjusted due to unforeseen circumstances.

*Note-Eastford Elementary School will be notified of any students who do not meet attendance requirements. Students in grade 5 may participate in track during the spring season if available.*

On practice days, students should not be picked up before the conclusion of the school day (~2:55pm). To minimize disruption to the classroom, we will have common dismissal times for home and road game days. These times will be communicated directly to the participants' parents.

### **Custody**

We understand that parents may live in separate households. If you prefer to receive two copies of any documents that are sent home, please let us know. In addition, please provide the front office with any legal documents regarding custody issues.

### **Visitors**

Parents and other visitors are welcome to visit Union School. All parents and visitors to Union School, upon entering the school building, must first report to the main office. Parents bringing items to the school for their child should leave these items in the office with the assurance that these items will be given to their child.

If you would like to schedule a time to meet with your child's teacher, please feel free to call the teacher and set up a mutually convenient time to meet. Emailing the teacher is also an effective and confidential method of maintaining regular contact, and to alerting your child's teacher of any concerns. The principal is also generally available to speak to you if an emergency arises and your child's classroom teacher is unable to talk when you arrive. All visitors must sign in at the main office. This is to assist us with ensuring the safety of all, in case of an emergency. Classroom visitors must be pre-approved in advance by the principal in order to be allowed to enter the classroom for all or part of the day, in order to prevent disruption to the educational environment.

### **Parent Drop Off/Parent Parking**

The entrance to the building on Kinney Hollow Road is a ONE WAY street. Please enter and park in the **front parking lot** to drop off your child or to come into the building. (The side parking lot is reserved for staff vehicles.)

**Pick-ups at the end of the school day** - We will continue to use the front entry way for end-of-day pick-ups as we did during the 2020-2021 school year.

To help maintain a secure building please refrain from pulling up to the front door of the school during school hours (8:15am-3:00pm).

### **Bus Transportation**

Bus or transportation changes – If the student is going to any place other than his/her normal destination at the close of school, a note is required. The note must be signed by the parent. If a student is going to be picked up by a parent, a note should be sent to the school. Our office staff creates student drop off lists daily for the bus drivers and teachers. These are necessary in the event of a bus breakdown or emergency. In consideration of our

office staff, if possible, we ask that if an emergency occurs and you have to make a change to your pickup plans, please try to call the office by 2:30 p.m. Thank you in advance for helping us on this matter.

Bus rules – The same good behavior is expected on the bus as is expected during the school day. Students must be respectful to the driver and follow directions. Students are expected to stay seated and to behave in a manner that is not distracting to the driver.

### **Union School District Bus Rules and Consequences**

Transportation is provided by the Board of Education for students at the elementary school, high school and technical high schools. Students should be at the designated pick-up point at the appropriate time. For safety, parents of kindergarten students must be visible to the bus driver before the student is dropped off.

Standards for behavior on the bus are the same as the standards in the Union School. Each bus has video monitoring in case a situation arises that needs to be reviewed. Some additional rules for the bus include:

1. The directions of the bus driver should be followed at all times.
2. The bus driver must be treated with respect.
3. Each student must be seated, facing the front of the bus
4. Undue noise or commotion en route will not be permitted.
5. Eating, drinking, or chewing gum on the bus are not allowed.
6. The bus driver or principal may assign seats to any and all riders at any time.
7. Harassing, bullying, or violent behavior are not permitted.
8. No rider should distract the driver while on the bus.
9. The rider and his/her parents will be held responsible for the repair of any damage done to the bus by the rider.
10. Inappropriate language and/or profanity are not allowed on the bus or in school.

Possible actions with regard to misconduct or misbehavior on the school bus:

- \* The driver may warn the rider verbally, informing the rider of the particular act of misconduct or misbehavior.
- \* The driver may notify the principal of Union School, verbally or by using the appropriate Bus Conduct Form and ask that further action be taken. The principal will also address any problems brought to his attention from others.
- \* The principal will meet with the rider and will send a copy of the bus conduct form home for parents to sign. The form will notify the parents that this is the first warning and contain reasons for the warning.
- \* A “first warning” will not be given if the behavior is serious (physical altercation, violence, obscenity towards the driver, smoking, etc.). The rider and his/her parents shall be notified that the rider shall not be transported on the school bus for a minimum of 1-3 consecutive days immediately following the offense.
- \* With the report of a second offense in a given school year by the same rider, the rider and his/her parents shall be notified that the rider shall not be transported on the school bus for a minimum of 3-5 days immediately following the offense. A copy

of the Bus Conduct Form with details of the second warning will be sent home as well.

- \* Notification by the bus driver to the principal of a second serious offense or a third action of misconduct or misbehavior by the same rider in a given school year may result in losing transportation for up to ten days or possible loss of the privilege of transportation for the remainder of the school year. The principal will notify the parents of this action and send a copy of the Bus Conduct Form. Parents may request a hearing by the Board of Education if transportation is to be suspended for the entire school year.

### **Computer Resources/Technology Acceptable Use Policy**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Union School is pleased to make internet services and other technology available for its students and teachers to explore thousands of libraries, websites and databases to conduct research and exchange messages with Internet users throughout the world. Other technology, such as computer software, tablets and SMART Boards support student learning in meeting varied educational goals and objectives.

Our goal in providing this service is to promote educational excellence by facilitating research, sharing resources and using sites that aid in student assessment. The Internet is a very valuable teaching tool, but it does have some inherent risks which we do not take lightly. In recognition of those risks the following precautions are in place:

**Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act (CIPA) and as determined by the Superintendent or his/her designee. The Union School District uses both a firewall and the state of Connecticut's CEN filtering programs to block access to objectionable material and inappropriate sites, but students are also responsible for using computer resources appropriately.**

Following are some of the rules regarding the use of computers and Internet:

1. Students will use the Internet only for educational purposes, and only in the presence of a teacher or other adult.
2. Students will use the Internet in a responsible manner and will use appropriate language.
3. Students may use email for school-related purposes under the direction of the teacher, but may only use the email provided to them through Google Drive.
4. Students will not give out any information about themselves or anyone else.
5. Students will not destroy, break, or make changes to the computer, keyboard, or software.
6. Students will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet.
7. Students must realize that the Internet is part of school activity; therefore, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary actions.

Students and parents should be aware that email communications, using Union School's computers, are not private, and may be monitored by staff or administrators.

Strict district guidelines have been established for the appropriate use of the Internet. Access to internet services and other technology in school is provided for students who agree to act in a considerate and responsible manner. Student violations of the guidelines can result in withdrawal of privileges and other disciplinary actions. It is the policy of the Union Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

During certain times, the teacher and/or principal may allow for the use of student-owned technology. The use of this technology must be approved by the teacher prior to use. Any violation of our Acceptable Use Policy will result in loss of privilege of bringing in technology for a period of time determined by the principal.

### **Conduct/Discipline**

Students are expected to follow the directions of teachers. Teachers may contact parents and/or issue consequences when necessary. Serious discipline issues will be referred to the principal, who may issue consequences such as further detention, suspension or expulsion depending on circumstances. Procedures for suspension and expulsion are included in the Union Board of Education policy.

### **Recess Rules**

Recess is a wonderful time to get some exercise, expend some energy, socialize and have fun with friends in a less structured school setting. Since the safety and security of our students is one of our primary duties, there are rules for appropriate behavior outside the building as well. Students are expected to demonstrate the same good behavior that is expected of them in the classroom.

Inappropriate language or physical contact will result in immediate consequences. These may include:

1. Students will sit out for the remainder of recess. (If the incident occurs near the end of recess, they may need to sit out the next day's recess.)
2. The paraprofessional/teacher on duty will report to the teacher and he/she will make a note of the incident (name(s), date, incident). This report may go to the principal.
3. The principal will take appropriate action depending upon the severity of the incident.
4. The principal may also let the classroom teacher of the student(s) involved know about any incidents.

Extremely serious misbehavior or physical aggression may result in greater consequences.

### **Lunch And Milk**

The Board of Education promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Nutritious lunches (as well as breakfast) have been proven essential for optimal performance in the classroom. Board of Education policy states, "The Superintendent or designee shall ensure that: 1) A variety of healthy food choices are available whenever food is sold OR served at school or district sponsored events; 2) The school shall regulate the sale OR serving of foods or snacks high in fat, sodium, or added sugars; 3) At any school function (parties, celebrations, receptions, sporting events, etc.) healthy food choice options should be available to students." At this time, no outside food should be brought into the classroom and shared with the other students.

We will continue our collaboration with the Stafford School District this year regarding lunches and milk at no cost to parents.

There are NO microwave capabilities for any student lunches in the new school; please keep this in mind as you or your child pack their lunch for the day. Time is also set aside for a morning snack.

### **Dress Code**

The responsibility for the appearance of students rests with each student and his/her parents, provided it does not present a danger to the student's health and safety, cause an interference with school work, or create disorder or distraction. Clothing should not contain inappropriate language. No clothing that advertises or encourages smoking, drinking or drugs are allowed. Students may be asked to put on other clothes provided by the school or parents may be asked to bring appropriate clothes if these rules are violated.

Students should have sneakers on physical education class days (Tuesday and Thursday) in order to safely participate in class. During recess (as on gym days), sneakers (or closed toed shoes for recess) should be worn to ensure safety. Flip flops and beach sandals should not be worn to school.

If there is a change in the weather during outdoor recess, a decision may be made to come indoors early. During winter months, expect recess to be held outside unless it is below 20° F (with the windchill). Children should dress according to weather conditions and bring appropriate clothes to school in order to participate in these activities (hat, gloves or mittens, warm coat, snow pants, waterproof boots, etc.)

### **Emergency Drills**

During the course of the year, we hold several different types of drills to prepare for various emergency situations.

### **Field Trips**

Field trips that are educationally sound and support our instructional efforts may occur throughout the year. Permission forms will be sent home as required. The U.S.A. helps to fund these trips. Buses are provided. Teachers will send home specific trip details from the classroom. As a rule, bag lunches and a drink in a non-breakable bottle (juice box or plastic

bottle, no thermoses) will be required. Please plan to pack a lunch that can be entirely disposed of after eating. Due to the ongoing pandemic, trips may be limited.

### **Health Services**

Emergency Information Forms: Please complete the emergency forms that are sent out at the beginning of school and **return them as soon as possible**. Please remember to call the school or send in a note with updated information if your work number or an emergency contact changes. Students will only be released to parents or to those emergency contacts that parents have indicated, so please keep this information up-to-date in case your child needs to be picked up in an emergency.

#### Medications (Prescription and/or Over the Counter):

If your child needs to have **any** medication administered in school (prescription or over the counter), it **must be delivered to a school nurse by the parent**. It must be properly contained with a label affixed bearing the patient's name, physician, medication, and instructions regarding dosage and administration, as well as prescription number. These medications must also be **accompanied by a physician signed Authorization for the Administration of Medicine by School Personnel** form per Connecticut State Law and regulations 10-21(a).

Medications that can be given at school with parental permission on the Emergency Information Form include:

Acetaminophen (Tylenol)

Tums

Sunscreen (Ages 6 and older)-Students may apply.

Health Screenings: Mandated State of Connecticut health screenings will be done annually for the following students by grade. In addition, a screening can be done at any time at the request of the parent. A parent may also "opt out" of a screening, with a written communication to the nurse.

Hearing and Vision Screenings: Kindergarten, Grades 1, 3, 4, and 5

Scoliosis/Postural Screening: Girls in Grades 5 and 7, Boys in Grade 8

Health Requirements: State law requires complete primary immunizations and a health assessment prior to school entrance. An immunization update and additional health assessment is required in the 6th grade. The state also requires a TDAP(Tetanus, diphtheria, pertussis) and meningococcal booster (meningitis) before 7th grade. The nurse will send out information and forms at the end of 5th grade.

#### General Guidelines for Keeping Your Child Home Due to Illness

**Fever:** A child with a temperature of 100 degrees or higher should not attend school. The child should be free of fever for 24 hours or more without medication such as Tylenol or ibuprofen before returning to school

**Vomiting/Diarrhea:** Your child should not have vomited in the last 24 hours before his/her return to school. A child should be able to retain solid foods before returning to school. A

child who is having frequent diarrhea should not attend school.

Nurse's Days: The nurse will be in school daily from 8:00am-3:00pm.

### **Homework**

Homework is an integral part of the instructional program and learning process. Homework is a reinforcement of classroom instruction, and for the most part, should be done independently by your child. If your child has difficulty with the homework, please contact your child's teacher about what needs to be clarified. In addition to your child's nightly homework, nightly reading should become a part of your child's regular homework routine. If your child does not have assigned homework or has finished it early, please have them read for an age-appropriate time period in a pleasure book, either independently or as part of a family reading time. This will become the best part of your evening!

#### General Time Schedule for Homework

<u>Grade</u>	<u>Approximate Minutes Per Day</u>
PK-2	5-15 minutes
3-4	15-30 minutes
5-6	30-50 minutes
7-8	50-70 minutes

### **Middle School (Grades 5-8) Homework**

We believe that homework is a valuable tool in helping students make the most of their school experiences.

- It reinforces what has been taught in class.
- Provides verification of understanding the material taught
- Prepares students for upcoming lessons
- Helps students develop self-discipline, responsibility, and organizational skills

As a general rule, homework in the middle grades should mostly be done ***independently***. Please help your child by providing them a quiet place to work and sufficient time to complete their homework.

\*If your child has given sufficient time and attention to a homework assignment and is still struggling, please note on the homework the time spent let your child's teacher know. You should not need to tutor your child or correct their homework. This will provide important information to the teacher that the lesson was unclear or that your child may need some additional support at school.

Students' homework responsibilities:

- \* All homework is expected to be turned in on time and be of high quality.

Make-up work is the sole responsibility of the student. Students should check in with all of their teachers the day they return from an absence to find out what assignments they missed, whether they need to plan to meet with the teacher for missed instruction, and to

schedule missed quizzes or tests. For every day that a student is absent, the student has that many days to make up work (i.e. one day absent, one day to make up work.)

### **Progress Reporting & Assessments**

- \* Report cards will be sent home three times during the course of the year.
- \* Assessments will be given periodically throughout a unit of study.
- \* Assessments should be made up within a reasonable amount of time upon return of absence (unless extended absence due to illness).

### **Plagiarism and Academic Dishonesty**

Examples of academic dishonesty may include, but not limited to, the following:

- Communicating with another student during a test
- Using unauthorized notes or devices
- Submitting a paper or project that is not the student's work
- Copying another person's assignment
- Misusing school computer systems

Plagiarism is the act of taking and using as one's own work, another person's published writings or unpublished thoughts, ideas and/or writings. This definition includes written work, drawings, artwork and all other types of work, which are not one's own.

Consequences of Plagiarism

- Meeting with parent(s), student(s), teacher and principal to determine next steps and to provide further clarification and support.
- Re-writing of the assignment or project in an established timeframe.

### **Electronic Devices**

Students may have and use electronic equipment at school only as follows:

- Laptops may only be used under the supervision of a teacher.
- The use of cell phones and other electronic devices are prohibited during the regular school day as well as after school activities including various clubs, concerts, and sports unless the teacher gives prior approval.

Students found to be using any electronic communication devices in violation of Union Board of Education policy and school rules may be subject to disciplinary action. Improper use of electronic equipment may result in its confiscation and disciplinary action.

### **Specials**

Music (Monday, Thursday), PE (Tuesday & Thursday), Art (Friday), STEAM (Wednesday)

### **Textbook And Library Book Care And Obligation**

All library books and regular textbooks, including paperbacks, workbooks, and planners are supplied by and are the property of the Union Board of Education. Students are expected to keep books in good condition. Books lost or damaged beyond ordinary use may be required to be replaced at parent/student expense.

## **U.S.A.**

The Union School Association meets throughout the course of the year. All parents and Union School Staff are invited to attend. The U.S.A. works to make Union School a better place for all.

### **Legal Notices**

Legislation requires all school buildings to be reevaluated periodically to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The school has passed all of the current state and local requirements for a safe school, including being free of lead, asbestos, and pesticides. We have a sprinkler system in case of a fire, a hard-wired fire alarm that sends notice to the fire dispatcher, and a building alarm system that goes to the Troop C Barracks. The school is now a "Green School," which means that all cleaning products must meet state environmental standards. Therefore, the school will provide all cleaning materials to students and staff.

Pesticide Application: The Union Board of Education has adopted an Integrated Pest Management Plan Policy. In brief, this states that the school will only have a certified pesticide applicator apply pesticides when all other pest control techniques have been tried. Pesticides will not be applied to the building or school grounds during regular school hours or during planned activities. Parents or guardians of students and any school staff may register to receive prior notice of any pesticide application. Please call the office at 684-3146 if you wish to receive notice of pesticide application. Please note that emergency applications of pesticides may be used during school hours or scheduled activities if necessary to eliminate an immediate public threat. (No restricted pesticides would be used and children would be removed from the area and not allowed to reenter the area until it was safe.) A notice of this emergency application will be given subsequently to those who have registered a request for notification.

Child Abuse: Teachers, staff and administrators are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Department of Children and Family Services. DCF is in charge of investigating and making judgments regarding reports of suspected abuse or neglect.

Equal Education Opportunity: Pursuant to the IDEA, Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Union Board of Education. Every student has the right to participate fully in classroom instruction and extracurricular activities, and these rights shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

Equal Employment Opportunity: Both federal and state laws prohibit discriminatory practices in hiring and employment. It is the policy of the Union Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for

positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school 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 parent 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 parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent 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 parent 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 education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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 school discloses education records without consent to officials of another school district in which a 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 school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Protection of Pupil Rights Amendment (PPRA): The Protection of Pupil Rights Amendment requires the Union School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

#### **Child Find**

Special Education: The Union School is required to provide special education programs to all children with special needs living in our community. We monitor and assess the needs of students in our school. However, there may be children who have not entered school who may need services that the school could provide. Please contact the superintendent or principal if you have any concerns regarding the need for special education for a preschool-age child. Contact your child's teacher if you have concerns about a child already in school.

#### **Moving**

School transfers and withdrawals – Notify the office in advance when a child is transferring to another school. We will furnish information to the new school upon request from that school. If a student transfers, the student's permanent file will be sent to the receiving school.

#### **Equal Opportunity/Title IX Non-Discrimination Notice**

Each student is encouraged to develop and achieve individual educational goals. As required by Title IX, the Union School District will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

The Union Public School District does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973. It also does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices. Mr. Steven Jackopsic is the coordinator for Title IX (sex discrimination), Title VI (race, creed and color)

and Section 504 (disabled). He can be reached at (860) 684-3146 ext. 105. Complaints of discrimination should be made in writing, and proper legal procedures will be followed to investigate and determine outcomes on any and all complaints.

### **Bullying/Harassment**

The Union School District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

### **UNION SCHOOL DISTRICT ANNUAL BULLYING NOTICE**

Bullying behavior by any student in the Union School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. **“Bullying”** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. For information regarding our Safe School Climate Plan, please visit the Union School website at [www.union.k12.ct.us](http://www.union.k12.ct.us).