



CHARLES F. HAYDEN SCHOOL

Dan French, Ph.D., Vice President of Education and Vocational Services

Charles F. Hayden School at Boys & Girls Village Student Handbook/Client Contract 2026-2027

The policies and procedures of Charles F. Hayden School are designed to provide safety and success for all students. Parents and guardians are encouraged to read this handbook carefully and review it with your child prior to the beginning of the school year. Effective October 5, 2018, a record of all amendments to the handbook is included in this handbook.

Please **return the signed form on the last page** to indicate receipt, understanding and agreement with this **Client Contract** and related new school year documents.

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AMENDMENT HISTORY

Revision Date	Type of Revision	Reason for Revision	Staff Impacted	Section	Pages
10/5/18	Addition; Clarification	Added Amendment History Section; Clarified backpack search procedures; renamed section to 'Safety & Security' and added introduction and policy statement as well as reordered subsections to be more user-friendly	CEO; COO; School Principal; Life Safety Manager	Introduction; Safety & Security	1; 14-16; 26
3/1/19	Addition	Added policies for prohibited conduct, behavior outside the classroom, harassment, sexual harassment and misconduct, hazing, cell phone searches, LEA notifications for absences, and students over 18 years old.	All	All	6, 10, 15, 17, 18, 20, 21
3/7/2019	Correction	Director of Educational and Vocational Services corrected to reflect new employee	All	Contact Information	4
8/14/19	Correction	Updated employee name, synchronize table of contents with document content, changes in restraint definition, minor wording edits	All	All	4,7,8,11,12, 15,16,17,18, 21, 22,24
3/8/21	Additions and Subtractions.	School cancellation procedures, parent involvement, Dress code, homework, Assessments, backpacks, discipline			

8/15/21	Multiple modifications	Numerous changes throughout document	All School Staff	Discipline, Cell phones, behavior management	10, 14, 18, 21, 23, 24, 25
8/15/23	Multiple modifications	Contact information updated, unexcused absences, Google privacy notice, school calendar, formatted margins.	All School Staff	Contacts, Unexcused Absences,	6, 12, 24, 26
8/8/24	Multiple Modifications	Adjustments to dress code, metal detector, and searches based on laws and trends.	All School Staff	Dress Code, Metal Detectors, Backpacks	9,10
8/16/25	Multiple Modification	Annual review to updated contacts and related information.	All School Staff	Contacts and Operations	6

CONTACT INFORMATION

Dan French, Vice President of Education and Vocational Services: 203-877-0300

Monika Edman, Director of Education: 203-877-0300

Lisa Wilson, Director of School Clinical Services: 203-877-0300

Shonne Gibson, Campus Milieu Director, 203 877-0300

Jasmin Robles, Administrative Assistant: 203-877-0300

STATEMENT OF COMPLIANCE

Charles F. Hayden School is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, programs, educational activity or employment practices on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination law in its programs, activities, and employment practices. Harassment and Bullying will not be tolerated at Charles F. Hayden School. Any incidents of harassment and/or Bullying must be immediately reported to Charles Hayden's Title Nine Coordinator. Charles Hayden's appointed Title Nine Coordinator is Daniel French (Vice President of Education and Vocational Services.).

NOTICE OF VIDEO MONITORING

In accordance with Connecticut General Statute, notice is hereby given to all employees, parents/guardians and students that Charles Hayden School conducts electronic video monitoring in some common areas throughout the school and campus.

ACADEMIC CALENDAR

SEE ATTACHED

DAILY OPERATIONS

Regular Start Time: 8:15am

Regular End Time: 2:45pm

Delayed Opening Time: 10:15am (2 hour delay)

Early Dismissal: 12:45pm

SCHOOL CANCELLATIONS

Notification of school closings will be announced as early as possible. The announcement will appear on television stations WFSB - Ch. 3; WVIT Ch. 30; WTNH - Ch. 8. If opting in, which is voluntary and not required for receiving services, the school will send voicemail and text message (SMS) to parent cell phones or other cell numbers designated during opting in regarding school notifications. Participation in the SMS text messaging program is completely voluntary and optional. Parents, guardians, or others must explicitly opt in to receive text messages by completing the SMS opt-in portion of the signoff page for this document in order to receive the optional SMS or phone notifications. School cancellations may result in an extension of the school year.

If your school district does not provide transportation because of the weather, it will count as an excused absence.

COMMUNICATION FROM SCHOOL TO HOME

It is the parent/guardian's responsibility to read or review any materials sent home by the school for the benefit of the student. The purpose of these materials is to make sure the parent/guardian is aware of upcoming programs and activities, understands new policies, and are knowledgeable of expectations for the coming year.

Parent Communication

PowerSchool is used to help parents receive important updates, information, grades and posted homework assignments. Students are expected to be responsible for completing their homework assignments. Please contact your child's social worker, Teacher or Principal for any communication concerns and ways which we can improve upon communication.

PARENT INVOLVEMENT

Parents of Charles F. Hayden School students are considered important and key to our school community success. As such, school staff will maintain regular communication through phone calls and email regarding student progress and noteworthy events.

Plans & Conferences

Individual Education Plans (IEP's) are developed for all students in accordance with State education mandates. The Local Educational Agency (LEA) invites parents to participate in developing and supporting the successful achievement of IEP goals. Additionally, parent-teacher conferences are scheduled during the school year and parents are encouraged to participate in these meetings.

Parental Notification Under The Every Student Succeeds Act

In December of 2015, President Obama signed into law the reauthorization of the Elementary and Secondary Education Act (ESEA). The title of the reauthorized legislation, which replaces the No Child Left Behind Act, is the **Every Student Succeeds Act (ESSA)**. The passage of the ESSA provides a much anticipated opportunity to improve outcomes for all students.

ESSA requires that states develop plans that address standards, assessments, school and district accountability, and special help for struggling schools. ESSA requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parent/guardian can understand. Information will be provided to parents/guardians on an ongoing basis through Charles Hayden School website, Power School, school newsletters and personal communication via email or letter. Charles Hayden School will provide to the parent/guardian:

- Upon request, information regarding the professional qualifications of the student's classroom teachers;
- The achievement level of the student on each of the state academic assessments as soon as practicably possible after the test is taken;
- The school policy on parent involvement;
- The right to request that their child's name not be released to military recruiters without the parent/guardian's consent for secondary school students;
- The sending district's policies regarding the rights of parents to inspect third party surveys before they are distributed to students.

Academic Progress

It is the responsibility of Charles F. Hayden School to provide learning opportunities for our students. To this end, teachers and staff are trained to meet students learning and emotional needs. IEPs and Charles F. Hayden School curriculum in the form of creative experiential units support students in achieving and excelling at our school.

Report Cards

Student Report Cards and scored IEP goals are issued four times per year to evaluate academic progress. Guardians can access current grades through PowerSchool. We encourage you to review your child's Report Card with him/her to support progress. Additionally, parent-teacher meetings to discuss progress are available in the fall and spring. Should you wish to discuss your child's achievement, appointments may be scheduled through your child's social worker.

Progress Reports

Progress reporting will occur four times per year regarding academic, behavioral, and emotional progress on a student's IEP. Charles F. Hayden School will also keep parents/guardians informed throughout the year regarding the student's overall school functioning via phone calls, emails, and notes home.

Reporting To Divorced or Separated Parents

If the parents of a student are separated or divorced, both parents have the right to be informed of their child's progress in school unless there is an order from the court to the contrary. To receive written reports and notification of conferences, a noncustodial parent will make such request to the school principal.

Students Who Are 18 Years Old or Older

Ongoing enrollment is deemed to be consent to continue to share information with the student's guardian.

GENERAL INFORMATION

Student's Rights

The Connecticut Board of Education assures students that they shall have all the rights afforded to them by federal and state constitutions and statutes. Charles Hayden School recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

Charles Hayden School's aim is to provide an environment in which a student's rights and freedoms are respected, and to provide opportunities which stimulate and challenge the student's interests and abilities to his or her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others.

It is the **right** of each student:

1. To have a safe, healthy, orderly and courteous school environment
2. To take part in all district activities on an equal basis regardless of race, sex, national origin or disability
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law
4. To have school rules and conditions available for review and, whenever necessary, explanation by school personnel
5. To be suspended from instruction only after his or her legal rights have been observed
6. In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction
7. To be free from physical, mental, and monetary exploitation
8. To have their privacy maintained
9. To maintain personal dignity

It is the **responsibility** of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct
2. To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible
3. To conduct himself or herself, when participating in or attending school sponsored events as a representative of Charles Hayden School and as such hold himself or herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his or her actions
4. To seek help in solving problems that might lead to discipline procedures
5. To be in regular attendance at school and in class

6. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property
7. To dress in accordance with standards promulgated by the school
8. To make constructive contributions to the school and to report fairly the circumstances of school-related issues

Dress Code

The purpose of Charles F. Hayden School dress code is to ensure a safe, pleasant learning environment for students and staff. It is expected that students will come to school properly attired. Clothing should be clean, neat, modest, in good condition and appropriate for the day's activities. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

The students sometimes transition between 2 buildings on campus. In cooler or inclement weather, students should wear appropriate outer garments. Students are required to remove outer garments while in the building. **Sunglasses may be worn outside but not in the building.** Also, sneakers must be worn to participate in gym and rubber soled shoes in the vocational kitchen and auto shop.

The following is **not allowed** to be worn in school:

- **Hats** *May only be worn outside to help protect from the sun or weather conditions*
- **Please no: Doo Rags, Bandanas, Skullies or Head Gear**
- **Gang Colors**
- Clothing or accessories that advertise or encourage the use of drugs, alcohol, sexual activity, violence, and/or cause a disruption of the learning environment.
- Clothing with graphic depictions of violence, sexual activity, or profane/disrespectful images.
- Revealing clothing (e.g., miniskirts, short-shorts, cropped tops, loose low fitting pants).
- Untied/unlaced footwear,
- Large chains, rings, jewelry that could present a danger to others.
- High heeled shoes, slippers.

If a student's appearance does not meet these standards they may be asked to change his/her clothes and a phone call will be made to guardian. Guardians may be asked to pick up their child or provide appropriate clothing. No restrictions on freedom of dress will be imposed which discriminate against a student's civil rights.

Visitors

Charles Hayden School welcomes parents/guardians, members of the community, members of the sending school district and other interested persons to visit the school. All potential visitors are encouraged to contact the school and schedule a convenient time to visit.

All doors that open to the outside are kept locked in order to preserve the safety and security of students and staff. All visitors must register in the administration building and are asked to communicate with the principal any concern regarding the visit. Visits to individual classrooms during instructional time are not permitted without the prior permission of the principal. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

Unauthorized persons are not permitted in the school building or on school grounds.

Use of Surnames

All Charles F. Hayden School staff (teachers, clinicians, social workers, instructors, administrators, and support services) will be addressed by their last names. Please encourage your child to use titles and surnames as a sign of respect for adults. A title (Dr. Mr. Ms.) can also be used with staff first names when preferred by staff (e.g., “Mr. Mike”).

Food

A nutritious breakfast, mid-morning snack and lunch are served daily at Charles F. Hayden School. We encourage and model good nutrition and dining. Arrangements may be made for students to bring their own lunches to school. (Children should not bring other food items, such as candy, gum, sweets, snacks or soda to school.) Charles F. Hayden School is a **nut free school**.

HEALTH

Illness in School

Please do not send your child to school if he or she is not well. A student may not remain in school if the school nurse determines that the student is ill or potentially contagious. The parent/guardian will be contacted if this occurs and requested to arrange for the student to be pick up from school as soon as possible. If your child experiences a fever or vomits, please do not send your child to school the next day. Please allow 24 hours of symptom free illness before sending your child back to school.

Yearly completion of the health record update is required to ensure proper health services.

Parents/guardians of students who are remaining home due to illness are to contact the school at least 30 minutes prior to the start of school. Students are to stay home if they show any of these signs or symptoms:

Fever	Ear Ache	Skin rash	Bleeding	Swollen glands
Vomiting	Eye Irritation	Diarrhea	Dizziness	Swelling of bones or joints
Sore throat	Cold chills			

Communicable Diseases

Charles F. Hayden School requires that communicable diseases are reported to the school nurse, even if diagnosed over the weekend or during a vacation. The following diseases must be reported:

Chicken Pox or Herpes Zoster	Lyme Disease	Salmonella infections
Conjunctivitis (Pink Eye)	Measles	Scabies
Fifth Disease	Meningitis	Streptococcal infections
German measles	Mononucleosis	Tuberculosis
Head Lice	Mumps	Whooping cough
Influenza	Ringworm of the scalp	Covid-19

Medications

Do not send medication to school with your child. We will not accept medication from a student under any circumstances. When a parent, guardian, or responsible adult delivers medications to the school, it is important that the medication be in the original container from the pharmacy. All prescription and nonprescription medications given at Charles F. Hayden School *require a doctor's order and written parental permission*. Any non-routine prescribed medications (such as an antibiotic) will also require a doctor's note. This order may be faxed to us by the doctor (203-783-1442) or you may call the school nurse and she can help make the necessary arrangements. **All Medication Administration Consent Forms must be signed and dated by a parent/guardian before a medication can be administered at the school.**

ATTENDANCE

School Schedule

Charles F. Hayden School is designed to provide students with the required number of school days and instructional hours. Changes in the calendar may be necessary (due to snow, etc.) and will be communicated in writing to parents, LEA's and transportation companies. Please refer to PowerSchool for any updates or changes to your child's schedule.

Absences

Students are expected to attend school each day – regular and punctual student attendance is essential to the educational process. If he/she is going to be absent, please call Charles F. Hayden School. The Boys & Girls Village Office opens at 8:00 a.m. (203-877-0300) and voice mail is available 24-hours a day. Please dial Ext. 135. If we are not notified, someone from the school will call the parent/guardian at home or at work.

The following is a list of acceptable excused absences

1. Illness (verified by a doctor's note if requested)
2. Emergency medical appointment (verified by a doctor's note)
3. Judicial system detention verified by an official note
4. Court appearance verified by an official note
5. Bereavement (e.g., funeral)
6. Religious holidays
7. Interviews for post-Boys & Girls Village plans
8. Other absences as approved

If your child is absent, it is your responsibility to call the bus company and school office. The school administrative offices are open at 800 a.m. Monday through Friday.

Absence for five consecutive days or more requires a doctor's note.

Unexcused Absence

Connecticut State Law requires parents to make sure that their children attend school regularly. Charles F. Hayden School has adopted a policy in accordance with state mandates. For the purposes of these procedures, "truant" means a child who has had four unexcused absences in any one month or ten unexcused absences from school in any school year. A "habitual truant" means any child who has twenty unexcused absences within a school year.

When a child is identified as a "truant" or "habitual truant" the following procedure will be followed:

1. Charles F. Hayden will notify the LEA according to Connecticut state law, beginning with the fourth unexcused absence in a month.
2. School Administration or designee, will conduct a meeting with the parent, LEA, the student if appropriate, and school staff. This meeting will occur no later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy, and to offer the parent information related to support services outside of the school (e.g., mental health, social services).
3. The Student Handbook/Client Contract will serve as written, annual notification of your statutory obligation under the law to insure that your child attend school.
4. Parents are required to fill out and return the "Medical Release/Information Form" which will provide the school with home and work telephone numbers for parents and back up numbers for emergency purposes.

Tardy / Early Release

We expect your child to arrive on his/her bus at the appropriate time. If you will be dropping him/her off late or picking him/her up early, for whatever reason, please call the school office or send a note in with your child. You must report to the main office located in the administrative building when dropping off or picking up a child. If you drop off your child rather than have them come in on the bus, please wait with your child until a school staff person comes to get them. **You must notify the school and the bus company.**

If you or someone you appoint plan to pick up your child, **you must notify the school and the bus company.** We will not release your child to anyone except a parent or caretaker who is recognized as such by our staff.

TRANSPORTATION

Bus Issues/Bus Behavior

Students are expected to be safe at all times including when they are on buses or vans. If a student is having behavioral difficulties on a vehicle, behavior contracts and seating modifications will be implemented in an effort to bring about appropriate behavior. Reports of more significant problems may result in disciplinary action by the transportation provider and/or the sending school district including suspension from the bus and/or school if warranted.

Parents will be contacted if transporting a student becomes a safety risk. Bus companies may suspend students from riding the bus for dangerous or repeated behaviors. Students may also be excused from attending field trips and special events should unsafe behavior be demonstrated during transports.

Transportation Expectations

Drivers are in charge during transportation. The following expectations are to be followed when utilizing transportation:

1. Student are to follow the driver's directions and requests;
2. Students are to only use their assigned transportation provider;
3. Students must get off at their assigned stop only;
4. Students are to remain seated while the vehicle is moving;
5. No eating or drinking in the vehicle;

ACADEMIC

Homework

Homework is assigned regularly to most students to reinforce learning. However, the nature and amount of homework assigned will vary as a function of a student's academic and emotional needs. Additionally, learning projects are required during lengthy breaks to maintain achievement and foster learning.

Guidelines and expectations for homework

1. To attend school and class regularly and punctually;
2. To be responsible for finding out about and making up work missed when absent within a reasonable period of time;
3. To understand the purpose and requirement of the assignment;
4. To understand the directions;

5. To understand that the content and appearance of homework are important elements in the grading process;
6. To budget time realistically;
7. To assume responsibility for obtaining the proper homework resources and materials;
8. To demonstrate integrity and not to give or receive so much help that the value of the homework will be destroyed;
9. To meet deadlines;

Parents are expected:

1. To arrange a quiet, suitable place, with adequate work space, for their children to work;
2. To encourage their children to complete homework assignments;
3. To understand that homework is assigned regularly;
4. To encourage their child to read every night;
5. To contact teachers when a child continually has difficulty doing homework.

Make Up Work

If a student is absent for a legitimate reason, he/she is allowed to make up the work within a reasonable time period as designated by the teacher. It is the student's responsibility to make up missed work.

Academic Honesty

Cheating and plagiarism are examples of academic dishonesty. Cheating is the intent to gain an unfair advantage by dishonest or fraudulent means. Examples of cheating in school-related work include, but are not limited to:

- the fraudulent giving or receiving of information about the content of a quiz or test;
- the unauthorized use of prepared materials or items during testing (e.g. cheat sheet, notes, textbook, and/or calculator)
- the unauthorized copying of another student's homework or classwork;
- collaboration of any kind with any person without the teacher's knowledge and/or consent

Plagiarism is presenting someone else's idea, language, evidence and/or organization as your own. Examples of plagiarism include, but are not limited to:

- copying, paraphrasing or summarizing from a published or unpublished source without attribution;
- using information obtained from a conversation and/or interview with another without attribution;
- using the language or organization of another person (e.g. extensive revision) without the consent of the teacher;
- the failure to use quotation marks, citation and/or footnotes to denote material directly quoted from another source.

Teachers may choose to handle academic honesty infractions themselves or refer them in writing to the school administrator. Documentation of the incident will be retained in the student's file. The consequences of the infraction may include the following:

1. The student will receive an automatic "zero" on the assignment or test.
2. The teacher or principal will contact the student's parents/guardians.
3. The student may be restricted from engaging in event and activities sponsored by the school.

Parents are strongly encouraged to discuss the importance of academic honesty with their child.

School Gatherings

Throughout the school year, students have the opportunity to attend various gatherings and events sponsored by the school. The success of each depends on the audience. The following must be followed when attending a school gathering:

1. Complete attention is to be given to the presenter. Talking and wandering around the room are disruptive and disrespectful.
2. Showing appreciation for what is being presented is to be done in a respectful manner. Applause is encouraged. Stomping feet, whistling or shouting out is not. Booing, unless encouraged by the presenter, is not appropriate.
3. Students are not to put their feet on other chairs or their peers.

Field Trips

Field trips are an important part of your child's school program. These may include community outings to enhance the school curriculum, vocational learning opportunities, social/recreational trips, and reinforcement opportunities. These will be announced individually through a letter home, phone call, or email; however, the Community Field Trip form is required for all trips indicating your permission for your child to participate. Students may be held back from field trips due to behavioral and/or safety concerns or not having met a predetermined criterion for participation.

Project Adventure

Charles F. Hayden School at Boys & Girls Village strives to provide the highest level of treatment and care to the clients that we serve by providing therapeutic experiences and programming to enhance their overall functioning. Project Adventure/adventure based programming is a key element in assisting children with the development of leadership skills, cooperation, respect, and team-building.

Project Adventure programming involves use of ground elements and belaying/climbing both in our gym as well as on the outdoor Challenges Ropes Course. This programming is a group counseling model that utilizes experiential activities that seek to elicit behavioral change and empower children/enhance self-esteem. Use of the elements is overseen and facilitated by certified staff, who are trained in adventure based programming and equipment safety.

Computer/Technology Usage

The school has purchased computers, iPads, and Smart boards for students to use for classroom activities and internet searches. Each child will be asked to sign a contract that outlines appropriate use and handling of the devices. Although our staff seeks to continually monitor the pupil's activities, students who are unable to use technology appropriately may lose the privilege of using these devices independently. In addition, cyber-bullying can not be tolerated and also may result in the removal of privileges.

Safe Usage and Monitoring of School Technology

Pursuant to the Children's Internet Protection Act (CIPA), Charles Hayden School implements procedures that provide for the safety and security of all users of the school's technology resources. Charles Hayden School's security measures include monitoring online activities on the school's network; restricting access to materials that are harmful and annually educating all users on school policy and acceptable use guidelines with emphasis on ethical and safe use.

Students who use the school's computers, networks and Internet are to do so for school-related purposes only. Each student and their parents/guardians are to sign an Acceptable Use of Computers and Technology Agreement each school year acknowledging that they have read and will abide by the school's technology regulations in their entirety.

School Property

Students will be given access to textbooks, computers and other materials to assist in the educational progress. These materials are property of Charles Hayden School. A record of the condition of the property is made by the teacher when the item is issued. It is the student's responsibility to maintain the item in the condition it was at the

date of issue. All students must return their books and/or materials directly to the teacher. The student is responsible for the replacement value of the item if it is lost, stolen or damaged.

Assessments

Throughout the year, student progress is measured by a variety of testing tools. In the classroom, teachers evaluate learning through daily classroom assignments, homework, quizzes and tests. Standardized testing allows teachers and administrators to assess student learning on a broad scale and enables us to use this information in improving curriculum, teaching methods and techniques. Testing allows schools to identify and address the needs of individual students, whether it is to provide greater challenge to some or remedial support to others.

Most testing administered in schools today is performance based which means that students must actually demonstrate what they can do with what they know. The overall goal is for students to apply what they have learned in school to situations they may encounter in life.

Charles F. Hayden School provides the following assessments as required by the Department of Education:

- Smarter Balanced Assessment Consortium (SBAC): Provided to students in grades 3 through 8 in the spring.
- Standardized Aptitude Test (SAT) School Day: Provided to students in grade 11.

There are some very easy things you can do to help your child perform at his/her best during these tests. Make sure your child is:

- Well rested
- Comfortably dressed
- Confident and motivated
- Prepared and on time
- Ready to follow directions
- Ready to ask questions when necessary

SAFETY & SECURITY

All schools need to have appropriate security measures in place to create a safe environment for staff and students, and to protect school property. Security breaches and associated vandalism, arson, and theft severely disrupts the normal daily routine of schools, and often results in the loss of valuable and irreplaceable personal resources and students' work.

Policy Statement: Charles F. Hayden School implements security measures to create a safe and effective learning environment for staff and students, and to protect school property.

Destruction of Property

Behaviors that destroy, deface and/or have a significant adverse effect on Charles F. Hayden School community may warrant payment by the student and/or parent. Payment may be monetary or in community service as assigned by the school administrator. In cases of severe property damage or the same student being repeatedly involved in offenses, the school administrator may recommend payment by the parent or guardian. The Chief Executive Officer must approve this recommendation.

Items Brought from Home

Students should not bring items such as toys, silly bands, expensive jewelry, I-pods, electronic hand held video games, computer games, CD's, trading cards, etc. that disrupt the educational process or violate safety rules at

school. Charles F. Hayden School will not be responsible for them. If an item is brought in, it is to be turned in when the student arrives at Charles F. Hayden School. That item will be marked, stored, and returned to the student before he/she leaves for the day. Some items may require a parent or guardians' pick up.

Cell Phones

Our goal is always to maintain an effective teaching and learning environment with minimal disruption. Therefore, the possession and/or use of a cell phone is **prohibited** at Charles F. Hayden School. However, if a parent/guardian feels that it is necessary for their child to bring a cell phone to school, the student will be asked to turn it in upon arrival and the phone will be secured and then returned at the end of the day. Failure to comply with this school rule will result in a suspension or termination of the student's privilege of bringing a phone to school.

If school personnel have a reasonable suspicion to search a student's cell phone or other electronic device, a search will be conducted by the principal or designee. Students are expected to cooperate if searching a device requires a password, fingerprint, or other code in order to conduct the search. If a search is conducted, the student's parent will be notified of the results of the search.

Conduct necessitating a search of a student's cell phone includes suspected bullying, sexting, inappropriate on-line access including social media, evidence of gang related or criminal conduct, and anything that might endanger the student, the school, or the public. Police may be notified at the principal's discretion if the search uncovers criminal conduct.

Dangerous Items and Threats

Dangerous items including any sharp objects, guns, knives or related items will be confiscated by Charles F. Hayden School staff. Parents will be notified, students may be subject to disciplinary action (up to and including suspension and dismissal) and a report to the police may occur if warranted. Any threat of harm to others made at school or outside of school through any avenue of communication (e.g. talking to another student, via technology or social media, etc.) will be subject to investigation. Substantive threats may result in disciplinary action (up to and including suspension and dismissal) and possibly police involvement. Should this occur, parents and the sending school district will be notified.

Drugs/Cigarettes/E-Cigarettes /Vapes/Controlled Substances

These items are not allowed at Charles F. Hayden School and this includes over the counter drugs such as Advil, cold medicine, aspirin, etc. Cigarettes, E-Cigarettes, lighters and matches are not allowed at school or during any off/on grounds student activity. If discovered, all cigarettes, lighters and matches will be confiscated and destroyed. Smoking of any kind, including use of an electronic cigarette is prohibited within a school building while school is in session or during any off/on grounds student activity, or while being transported on a school vehicle. The use, possession, distribution, being under the influence of, procurement, or being in the presence of any of these items may result in disciplinary action. Any drug involvement may be reported to the Police, the LEA, and parents, and will result in suspension and a mandatory parent meeting. Possession, distribution, sale, or use of drugs/alcohol may result in the arrest of the student.

Metal Detectors

For student safety at Charles F. Hayden School, all students upon arrival are required to walk through a metal detector, similar to those used at public buildings or airports. Metal detector wands are also used when a walk-through detector is not available or to provide additional detection when necessary. A parent/guardian will be contacted and asked to assist if a student refuses to cooperate with this standard security process. A student may be suspended from school for refusing to cooperate with this process.

Backpacks

In order to prevent dangerous items or contraband from entering the school, students are discouraged from bringing backpacks to school. If any type of backpack, tote/duffle bag, purse or carrying bag is brought to school by students, designated staff will collect it at the entry of the school and return it at dismissal.

Backpacks, totes/duffle bags, purses or the like may be searched by the school administrator, or his/her designee, if reasonable suspicion exists that a potentially dangerous item or item which violates school policy is present.

Fire Evacuation/Lockdown

Charles F. Hayden School practices a fire drill evacuation once per month. All staff and students must safely exit and re-enter the buildings. We also carefully review and update campus security procedures and practice quarterly lockdown drills for the safety of all students and staff. Emergency evacuation plans are posted in the classrooms.

Bullying

Various laws and amendments regarding bullying behavior and sexual discrimination in schools have been passed in Connecticut legislature in recent years. In order to maintain compliance with this legislation, we are asking that parents/guardians immediately notify school personnel of suspected bullying behavior directed against your child or another child. Bullying is defined as unwanted, aggressive behavior among school aged children that involves real or perceived power imbalance. Bullying may include:

- Verbal bullying including teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm;
- Social bullying, or hurting someone's reputation or relationships, including leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors and embarrassing someone in public.
- Physical bullying including hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things and making mean or rude hand gestures.
- Cyber bullying including making derogatory comments about someone on social media or other online platform.
- Dating violence including aggressive and/or harassing behavior towards someone a student is in a relationship with.

Notification of bullying can be via phone or in writing to either the teacher, social worker or program administrator if you feel bullying has occurred. Also, with the new legislative guidelines, your child may report instances of bullying to any school employee. If your child is uncomfortable making a verbal report, an anonymous report can be made by leaving a note with their social worker. When possible, please encourage your child to make such reports if he/she feels bullying has occurred. Per our student policy and expectations of conduct, bullying behavior is not accepted and will lead to consequences, such as, point/privilege loss up to out of school suspension in extreme or severe cases. By law, parents/guardians of students who commit any verified acts of bullying and the parents/guardians against whom acts of bullying are committed will be notified no later than 48 hours after the completion of the investigation. The parents/guardians of the perpetrator and victim of bullying will be invited to separate meetings to discuss what actions are taking place to ensure student safety and to prevent further acts of bullying.

We are fully aware that generally incidents of bullying rarely occur in front of supervising adults and may occur outside of the staff's supervision, such as, on transportation or via media (cyberbullying). As the parent/guardian, you are most likely to be informed of a bullying incident. Oftentimes, parents are hesitant about reporting bullying behavior because the student fears reprisal. However, it is important to report so that the school personnel are informed and can then intervene to stop this behavior. It is important for school personnel and parents to continue to work together to make sure that the school is a safe environment for all. Recent law changes require the school

to make a copy of bullying notices available when requested. Please inform school personnel if you or they would like us to make a copy of this notice available to the noncustodial parent and provide the school with the name and address in case it is not a part of our current records.

Hazing:

“Hazing” is any activity which recklessly endangers the health or safety of a person for the purpose of initiating, admission into or affiliation with, or a condition for continued membership in a student organization. Including, but not limited to, the following:

- Requiring indecent exposure of the body;
- Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Any assault upon the person; or
- Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

Any behavior that constitutes hazing will be met with disciplinary action. Charles F. Hayden reserves the right to contact police at the Principal’s discretion.

Sexual Harassment and Misconduct Policy

Charles F. Hayden School is committed to maintaining at all times, a learning and working environment free of sexual harassment, misconduct, and intimidation. Sexual harassment or misconduct by any board member, parent, volunteer, administrator, faculty member, employee, student or guest is strictly prohibited.

Sexual harassment can include, but is not limited to, the following:

- an unwanted physical advance or verbal approach of a sexual nature;
- subtle or overt pressure for sexual involvement;
- unwanted reference to one's physical appearance, sexuality or to sexual activities;
- unwanted physical contact;
- the demand for sexual favors accompanied by implicit or explicit threats against one's success or employment
- any comments or actions which denigrate a person based upon gender; or
- unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.

Any person who believes he or she has been the victim of sexual harassment, misconduct, or intimidation by a board member, parent, volunteer, administrator, faculty member, student or employee of the school is encouraged to discuss the alleged acts immediately with the school Principal, Human Resources at (203) 877-0300 x705, or the Compliance Hotline at (203) 877-0300 x299. Any complaints of alleged sexual harassment made to the Designated Persons will be discussed fully and investigated as deemed necessary by the Principal and/or CEO designee.

Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

The school recognizes that not every advance or comment of a sexual nature constitutes

harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.

Sexual Intimacy

Sexual intimacy between students is prohibited at Charles F. Hayden School. Also, please be aware that the age of sexual consent in Connecticut is 16 and that sexual contact between students with a significant age difference may be against the law. Parents will be notified in the event that school staff have any concerns regarding the possibility of students having an inappropriate sexual relationship.

Harassment Policy

Charles F. Hayden School does not tolerate harassment of any kind. Harassment, including harassment against legally protected classes including race, religion, disability, gender identity, and gender expression, will be disciplined at the Principal's discretion up to and including expulsion or termination of employment. If a student or staff member wishes to report harassment, they should report it to the Principal, Human Resources at (203) 877-0300 x705, or the Compliance Hotline at (203) 877-0300 x299.

Behavior Management Strategies and Emergency Interventions

First and foremost, the Charles F. Hayden School is committed to creating and maintaining a safe and productive environment in which the student is afforded an optimal opportunity to progress academically, emotionally, and socially. Beginning with the understanding that students with emotional and behavioral disabilities are a heterogeneous group with regard to the etiology, nature and severity of their symptoms, and can present with diverse and complex needs, the program utilizes a comprehensive, flexible, and multidisciplinary approach to intervention rooted in both behavioral and humanistic psychology.

Several core beliefs about the nature of this student population and the strategies to be used with this population underlie and guide this intervention model. These beliefs include the following: students must be treated with respect, compassion and dignity at all times; supportive interpersonal interactions and positive relationships with students are critical to the intervention process; students need to experience success and contentment at a much greater frequency than frustration and failure; the effective use of pro-active interventions (i.e., positive behavioral supports) to promote prosocial behaviors will greatly minimize the need for more restrictive interventions; flexibility and compromise, whenever possible, help to reduce conflict and resistance from students struggling to meet academic or behavioral expectations; and the maintenance of reasonable behavioral limits is necessary to cultivate a safe and productive educational atmosphere.

Charles Hayden School utilizes a comprehensive treatment approach to address the emotional, behavioral, and educational needs of the students enrolled in the school. This approach is described in full in the Behavior Management System document which is available on the school's website. The system is comprised of numerous behavior management strategies and is guided by a least restrictive treatment model wherein more restrictive procedures are implemented only after less restrictive methods have proven ineffective. Fundamentally, the school's behavior management system is rooted in principles of proactive behavior management (i.e., positive behavioral supports). This refers to all those procedures, interactions, activities, or other considerations that minimize the likelihood of occurrence of problematic behaviors. The program places considerable emphasis on proactive strategies and provides continuous training and supervision for the staff in these areas. Proactive strategies include: a low student to staff ratio, a consistent schedule/structure/routine in the classroom, structured management of transitions, frequent review of rules and behavioral expectations, high rates of positive reinforcement for desired behaviors, consistent, non-confrontational intervention for minor misbehavior, social skills instruction, and the maintenance of a calm and supportive demeanor when intervening with students.

The behavior management system is also comprised of a set of well-researched and generally accepted behavior management procedures for use with a variety of student populations. As such, these are standard procedures that are embedded into the day-to-day functioning of the classroom. Several of these procedures are proactive in nature and may have some overlap with the aforementioned proactive strategies. These standard behavior management strategies include: positive reinforcement, verbal prompting, verbal corrections or reprimands, physical prompts (e.g., a light touch on the shoulder), physical guidance (e.g., holding a student by the hand or arm, physically guiding a student by the arm to another location), modeling, extinction, behavioral contracts, exclusionary time out for the purpose of emotional regulation (e.g., a space outside of the classroom), a point/level system (i.e., contingency management), and a “work away” which involves having a student work with a staff member in a location outside the classroom (e.g., an empty office, in the hallway) where the student works independently under the supervision of a staff member for a short period of time (e.g., 30 minutes).

However, despite the numerous preventative/proactive strategies that comprise the school’s behavior management system, students with emotional/behavioral disabilities, at times, may engage in behaviors that are highly likely to cause injury to themselves or others. In these instances, emergency intervention (e.g., restraint or seclusion) may become necessary to ensure the safety of the student and/or others. If emergency interventions do become necessary, they are implemented by staff members who have undergone training in their proper use and only used in accordance with State law. The proper use of physical restraint and seclusion (unlocked) are thoroughly detailed in the Program’s Behavior Management System document.

Mandated Reporting

Charles F. Hayden School staff members are considered Mandated Reporters per Connecticut General Statute 17a-101. This means that any allegation or suspicion of abuse or neglect made to, or observed by, any Charles F. Hayden School staff member, will be reported to the Connecticut State Department of Children and Families or the local police. Reports will be made where there is reasonable cause to suspect or believe that any child under the age of eighteen:

- Has had physical injury inflicted upon him/her, other than by accidental means, by a person responsible for the child’s health, welfare, or care, or by a person given access to the child by a responsible person
- Has injuries which are at variance with the explanation given of their occurrence
- Has been placed or is placed at imminent risk of serious physical harm by an act or failure to act (neglect) on the part of a person responsible for the child’s care or by a person given access to the child by a responsible person. Such neglect can include abandonment, denial of proper care and attention, or permitting the child to live under conditions injurious to the child’s physical, educational, or emotional well-being.

DISCIPLINE

Boys & Girls Village recognizes that it is the responsibility of the Charles F. Hayden School personnel to maintain a safe and orderly environment for learning to take place and to ensure the safety of children in school, school-sponsored activities on or off school grounds and transportation to and from school. The Chief Executive Officer is authorized to establish administrative procedures that permit school administrators to take necessary disciplinary actions consistent with Connecticut General Statutes for student conduct that threatens the welfare of people who study or work at school, endangers property or persons, is seriously disruptive of the educational process or violates a law or a policy of the Board. All decisions regarding disciplinary action (e.g., in-school suspension vs. out-of-school suspension) should take into account whether the student’s conduct poses a danger to persons or property or a serious disruption of the educational process. Consideration should be given to whether there are any mitigation factors (e.g., age, development, first time offense, etc.) that might lead to a consideration of whether an in-school suspension vs. an out-of-school suspension might be warranted. Pursuant to PA 15-96, preschool through grade 2 students may be given out-of-school suspension only if their conduct is of violent or

sexual nature that endangers others. Program personnel are encouraged to establish age and developmentally appropriate expectations for behaviors that are conducive to the development and maintenance of a healthy, orderly and safe learning environment. School administrators and personnel will vigorously pursue all information regarding students who may be in possession of and/or involved in the sale of weapons, dangerous instruments, drugs and alcohol or acts/threats of violence consistent with agency administrative procedures herein. The Charles F. Hayden School will provide program personnel appropriate training on the topics of behavior management techniques, conflict resolution and school violence prevention. In addition, the school will provide annual notification to parents/guardians and when appropriate, students concerning school conduct and school discipline.

Disciplinary decisions will be made by the principal. The principal will coordinate with other relevant school staff, as determined by the particular incident, in order to determine appropriate disciplinary action. Parents and the student's home school district will be notified of any disciplinary action taken against a student. If a parent has any concern about a disciplinary decision made by the school, the parent should contact the student's school social worker or the principal to discuss it.

The school reserves the right to raise at any school meeting any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the school community overall.

For Behaviors Outside of the Classroom or Off School Grounds

Please be aware that students are subject to discipline for off campus behavior that the school, in its discretion, determines is disruptive of the school, is inconsistent with school mission and values; or impacts the safety and welfare of students and others in the school community.

In-School Suspension, Out-of-School Suspension & Expulsion

In-School Suspension means an exclusion from classroom activities for no more than two (2) consecutive school days. Students continue to receive educational instruction, clinical services and social skills instruction. Homework assignments are expected to be completed during this time.

Out-of-School Suspension means the exclusion of a student from school services for not more than ten (10) consecutive school days. In some instances, parents are expected to participate in a "re-entry meeting" prior to the child's return to school. The child's social worker will contact the parent to set up a meeting should this be required.

Expulsion means the exclusion of a pupil from all school privileges for more than ten (10) consecutive days and only the Board of Education of the student's LEA may determine expulsion. Charles F. Hayden School will not render a decision of Expulsion for any Charles F. Hayden School student.

Notice of Prohibited Conduct

Prohibited conduct at Charles F. Hayden School includes, but is not limited to, cyberbullying, sexting, sexual harassment, sexual misconduct, bullying, hazing, harassment, possession of alcohol or tobacco (including vaping), unauthorized recording and posting audio/ images, use of school name or information on-line, dishonesty during a disciplinary investigation, and any behavior that is illegal, dishonest, creates a safety risk, or infringes on the rights of others.

Emergency Termination of Placement

A student may be discharged from the Charles F. Hayden School if the health and safety of the student or others cannot be assured, if the student's educational and/or emotional needs are not being met at the school, or if the student's behavior is highly disruptive to the educational process. Ideally, on-going communication between the school, the parent/guardian, and the sending school district will have occurred prior to the decision to discharge

the student from the school. However, should an emergency or early termination of a student from the school become necessary, the school personnel will strive to ensure a smooth transition to other services whenever possible. Parents/guardians and the sending school district will be notified about the circumstances including the reasons for discharge and the conditions for return, if any. The school administration, or their designee, will also consult with the sending school district to develop a transition plan which would then be discussed at a PPT meeting.

CLINICAL SERVICES

School Social Workers

Charles F. Hayden School students are typically assigned a school social worker as part of their IEPs. For most students, services involve both individual and group counseling on a weekly basis. School social workers also communicate regularly with parents regarding student progress and provide parent support and guidance regarding community services. In many instances, the school social worker will also request permission from the parent/guardian to maintain on-going communication with a student's outside service provider (e.g., outpatient therapist) regarding the student's school functioning.

Psychiatric Consultation

Charles F. Hayden School is a therapeutic day school that treats students with emotional, psychiatric, and behavioral disabilities. Students in the program may receive a psychiatric consult by our consulting psychiatrist. This consult is not meant to replace existing providers with whom your child may be involved but is meant to supply the staff at Charles F. Hayden with additional information to ensure that the most therapeutic interventions are provided. Parents/guardians will be informed should our consulting psychiatrist meet with your child and any recommendations/impressions will be shared with the parent. Parents/guardians will also be offered the opportunity to come into the school and meet with our psychiatrist if requested.

Grievance Procedures

As part of our school's mission, teachers and social workers communicate regularly with parents regarding their child's academic, emotional, and behavioral functioning in school via phone, email, notes home, parent conferences and PPT meetings. As such, it is our hope that parents will have ample opportunity to express any concerns they may have about their child's experiences in school during these interactions with school staff. Parents are also encouraged to contact their child's school social worker at any time to convey concerns that may arise throughout the course of their child's enrollment. Should a parent/guardian have a concern that they believe is not being adequately addressed, or that is of a serious nature, they are encouraged to contact one of the school administrators and/or possibly the child's sending school district. Furthermore, should a parent feel the need to make a more formal complaint, Boy's & Girls Village has grievance procedure for this purpose. A form for filing a grievance is available upon request from a school administrator.

STUDENT RECORDS, CONFIDENTIALITY

Educational records are kept for each student and reflects the physical, emotional, social and academic aspects of a student's development in the educational process.

All information about the children and families receiving services at Charles F. Hayden School at Boys & Girls Village is considered confidential. This means that the names of children and family members, as well as anything about any child or family will not be discussed outside of Charles F. Hayden School at Boys & Girls Village. Staff and/or Boys & Girls Village programs. Such discussion may not take place outside of the work environment.

Charles F. Hayden School follows regulations as outlined by the Family Educational Rights and Privacy Act (FERPA) in protecting the confidentiality of student's information. Parents and guardians have rights according to FERPA. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Boys & Girls Village receives a request for access. A parent/guardian is to submit a release of information for records which includes identification of the records they wish to inspect.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend their child's education records should write the school principal or appropriate school official, clearly identify the part of the records they want changes, and specify why it should be changed. If the school decides not to amend the records as requested by the parent, the school will notify the parent of the decision and of their right to a hearing regarding the request for amendment.
3. The right to provide written consent before Boys & Girls Village discloses personally identifiable information from the student's education records except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Boys & Girls Village Charles F. Hayden School 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 Ave. SW
Washington DC, 20202

Disclosure without prior consent

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issues subpoenas, disclosures of directory information, and disclosures to the parent, FERPA regulations require the school to record the disclosure. Parents have a right to inspect and review the record of disclosures. Boys & Girls Village may disclose PII from the education records of a student without obtaining prior written consent of the parents:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
2. To officials of another school, school system, or institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent's State. Disclosures under this provision may be made in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

6. To organizations conducting studies for, or on behalf of, the school in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To comply with a judicial order or lawfully issues subpoena.
9. To appropriate officials in connection with a health or safety emergency.
10. Information the school has designated as “directory information.” This includes the students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents about directory information and allow parents a reasonable amount of time to request that the school not disclose directory information about them.
11. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law for the care and protection of the student in foster care placement.
12. To the Secretary of Agriculture or authorized representative of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966.

Photographs and/or Images of Students

Occasionally, photographs or videos are taken in classrooms to illustrate an aspect of the curriculum or as a visual depiction of a specific program. These photographs or videos can be used as part of a presentation to the Board of Education, teachers, parent groups and community organizations. At times, photographs depicting school events can be placed in local newspapers or school agency brochures or may appear on the school website. Your consent for such photographs is required. If you object to having a photograph or video of your child used in the manner described, you will be given the opportunity to indicate as such on the image release authorization form.

Use of Google Classroom

At Charels F. Hayden School we use Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can and should read that notice online at https://workspace.google.com/terms/education_privacy.html

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it’s also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google’s users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice (<https://cloud.google.com/terms/data-processing-addendum>) for more information.

There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student’s account or past activity to target ads. However, Google

may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

When creating a student account, BGV may provide Google with certain personal information about the student, including, for example, a name, email address, and password. When a student uses Google core services, Google also collects information based on the use of those services. As appropriate, students may access Additional Services through their Google Workspace (e.g. Google Maps). For the Additional Services additional information may be collected, as described in the Google Privacy Policy which can be found at: <https://policies.google.com/privacy>.

**PLEASE DETATCH THIS
SIGN OFF SHEET
FROM THE STUDENT HANDBOOK/ CLIENT CONTRACT
Keep the Handbook/ Contract and return only this form.**

SIGNATURE REQUIRED

I have read and understood the policies and procedures of Charles F. Hayden School Program outlined above and agree to their terms and conditions.

Parent/Guardian Signature

Date

Student Signature

Date

Witness Signature

Date

Optional SMS Text Messaging Consent:

☐ By checking this box, I explicitly consent to receive informational and emergency SMS text messages from Charles F. Hayden School at the mobile phone number(s) provided below. I understand that consent to receive text messages is not a condition of enrollment, attendance, or any services provided. I understand message and data rates may apply. I understand I can opt out anytime by texting STOP.

Mobile Phone Number 1: _____

Mobile Phone Number 2: _____

Mobile Phone Number 3: _____

Parent/Guardian Signature

Date

Charles F. Hayden School strictly respects your privacy. Mobile phone numbers and opt-in consent data collected for SMS communications will never be sold, rented, leased, or shared with any third parties, affiliate organizations, or external marketers for any purpose. Information obtained through the SMS consent process is used exclusively by School authorized personnel to deliver essential school updates, emergency alerts, notices, or event reminders.

Charles F. Hayden School

2026-2027 School Calendar

June/July 2026 (19)						
Su	M	Tu	W	Th	F	S
	29	30	1	2	3	4
5	6	7	8*	9	10	11
12	13	14	15	16	17	18
19	20	21	22*	23	24	25
26	27	28	29	30	31	

August 2026 (6)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026 (21)						
Su	M	Tu	W	Th	F	S
		1	2*	3	4	5
6	7	8	9	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28	29	30*			

October 2026 (21)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28*	29	30	31

November 2026 (18)						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25*	26	27	28
29	30					

December 2027 (17)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9*	10	11	12
13	14	15	16	17	18	19
20	21	22	23*	24	25	26
27	28	29	30	31		

January 2027 (19)						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30
31						

February 2027 (17)						
Su	M	Tu	W	Th	F	S
	1	2	3*	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28						

March 2027 (22)						
Su	M	Tu	W	Th	F	S
	1	2	3*	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23	24	25	26	27
28	29	30	31*			

April 2027 (17)						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28*	29	30	

May 2027 (20)						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12*	13	14	15
16	17	18	19	20	21	22
23	24	25	26*	27	28	29
30	31					

June 2027 (10)						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9*	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

☐ Staff Only
 ☐ Holiday
 ☐ School ½ Day
 * Early Dismissal (PD)
 ☐ End of Marking Period

Important Dates:

June 29th - First Day of ESY
 July 24th - Last Day of ESY
 August 17-21st - Staff Professional Days
 August 24th - First Day of School
 June 10th - Last day of School

Holidays and School Recess:

July 3rd - Independence Day
 September 7th - Labor Day
 October 12th - Columbus Day
 November 11th - Veteran's Day
 November 26-27th - Thanksgiving Recess
 December 24- January 1st Winter Break

January 1st - New Year's Day
 January 18th - Martin Luther King
 February 12-16th February Recess
 March 26th - Good Friday
 April 12-16th Spring Break
 May 31st - Memorial Day

Marking Period End Dates

1st Marking Period Ends- October 30th, 2026
 2nd Marking Period Ends-January 15th, 2027