



CHARLES F. HAYDEN SCHOOL

Jon Oddo, Vice President of Education and Vocational Services

Charles F. Hayden School at Boys & Girls Village Student Handbook/Client Contract 2018-2019

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 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.

TABLE OF CONTENTS

DAILY OPERATIONS	4
Contact Information.....	4
Academic calendar.....	4
School Cancellations.....	4
PARENT INVOLVEMENT	5
Communications from School to Home.....	5
Parent Communication.....	5
Plans & Conferences	5
Parental Notification Under The Every Student Succeeds Act.....	5
Academic Progress	6
Report Cards	6
Progress Reports	6
Reporting To Divorced or Separated Parents	6
GENERAL INFORMATION	7
Student’s Rights.....	7
Dress Code.....	7
Visitors	8
Use of Surnames	9
Food.....	9
HEALTH.....	10
Illness in School	10
Communicable Diseases.....	10
Medications	10
ATTENDANCE.....	11
School Schedule	11
Absences	11
Unexcused Absence	11
Tardy / Early Release	12
Bus Issues/Bus Behavior.....	12
Change in Address.....	12
ACADEMIC.....	13
Homework	13
Field Trips	14

Computer/Technology Usage	15
SAFETY & SECURITY.....	17
Destruction of Property.....	17
Items Brought from Home.....	17
Cell Phones	17
Dangerous Items and Threats.....	17
Drugs/Cigarettes/E-Cigarettes /Controlled Substances	17
Backpacks.....	18
Fire Evacuation/Lockdown	18
Bullying	18
Mandated Reporting.....	20
DISCIPLINE.....	21
In-School Suspension, Suspension & Expulsion.....	21
EMOTIONAL/SOCIAL SUCCESS THERAPEUTIC MILIEU	22
Clinical Programs	22
Therapeutic Crisis Intervention/Restraint	22
Client’s Rights	22
Grievance Procedures	23
STUDENT RECORDS, CONFIDENTIALITY	25
Disclosure without prior consent.....	25
Photographs and/or Images of Students	26
AMENDMENT HISTORY.....	27

DAILY OPERATIONS

Regular Start Time: 8:15am

Regular End Time: 2:45pm

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

Early Dismissal: 12:45pm

Contact Information

Jon Oddo, Vice President of Education and Vocational Services: 203-877-0300, ext. 133

Vincent Lindsley, Assistant Principal: 203-877-0300, ext. 135

Jun Taylor, Administrative Assistant: 203-877-0300, ext. 135

Shonne Gibson, Education Milieu Manager: 203-877-0300, ext. 110

Thomas Harris, Education Milieu Manager: 203-877-0300, ext. 110

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 laws 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 Jon Oddo (Vice President of Education and Vocational Svcs.).

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

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. 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.

PARENT INVOLVEMENT

Parents of Charles F. Hayden School students are considered important and key to our school community success.

Communications 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.

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 for each school year are scheduled several times during the school year. We sincerely encourage parents to participate fully at 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, school newsletters and personal communication via email or letter. Information Charles Hayden School will provide to the parent/guardian:

- Upon request, the 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, behavior, and emotional progress on a student's IEP. Charles F. Hayden School will notify parents/guardians throughout the year and especially when negative behavior patterns or poor grades are evidenced. Phone calls will also be used to notify parents/guardians of successful progress as much as possible.

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.

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.

Proper dress for school includes:

- Collared shirt or top (solid color or stripes)
- Pants may be denim (jeans), if they are neat and properly fitting.
- In the colder seasons, a sweatshirt (hoods need to be removed when in school)
- Sweater is permissible.
- Sneakers, in good condition, are allowed.
- Open-toed shoes, high heel shoes and/or sandals are not permitted.

The students transition between 3 buildings on campus daily. In cooler or inclement weather, students should wear appropriate outer garments. Students are required to remove outer garments while in the building.

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 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, in any way, the use of drugs, alcohol, sexual activity, violence, and/or cause a disruption of the learning environment,
- Large logos,
- Ripped clothing,
- Pictures or slogans should not be worn to school,
- Tight, revealing clothing, miniskirts, dresses, short-shorts, cropped tops, mid-drifts or loose low fitting pants
- Untied/unlaced footwear,
- Chains, rings, jewelry that could be used as a weapon.
- Please no backpacks

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 and strongly encourages parents/guardians, members of the community, members of the sending district and school and other interested persons to visit the school.

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.

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 also 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 he/she is seriously ill or potentially contagious. We will call you if this occurs and expect you or a designated person to come and pick up your child *as soon as possible and do not send your child to school the following day. If your child experiences a fever or vomits, please do not send your child in the next day of school. 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	

Medications

Do not send medication to school with your child. We will not accept medication from a student under any circumstances. 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 (203-876-0076) or you may call the school nurse and she can help make the necessary arrangements.

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. 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
2. Emergency medical appointment verified by a doctor's note
3. Judicial system detainment verified by an official note
4. Court appearance verified by an official note
5. Death in the immediate family
6. Religious holidays*
7. Interviews for past-Boys & Girls Village plans*
8. Other absences as approved*

* Need approval by the Principal in advance.

If your child is absent, it is your responsibility to call the bus company and school office. The school administrative offices are open at 8:00 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. 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.
2. If school administration determines that further assistance is required for the truant child he/she may, in conjunction with the sending school district, file a written complaint with Superior Court alleging that the acts or omission of the child are such that his/her family is a "Family with Service Needs". In the case of a habitual truant, a FWSN complaint will be filed. A referral to the Department of Children and Families because of Educational Neglect may also be made if appropriate.
3. The Student Handbook/Client Contract will serve as written, annual notification of your statutory obligation under the law to ensure 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.

Bus Issues/Bus Behavior

Students are expected to be safe at all times including when they are on buses or in vans. Reports of bus problems will result in disciplinary action by the Bus Company and appropriate response within the program behavior management system.

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;

Change in Address

If the student has a change in address, it is the parent/guardian's responsibility to complete the Change in Address Form included in this Handbook and return it to your assigned social worker. Please contact your social worker if additional forms are needed.

ACADEMIC

Homework

Homework is assigned daily to reinforce learning and encourage students to think about the lessons they have received. Please assist your child in completing homework daily. Additionally, learning projects are required during lengthy breaks to maintain achievement and foster learning.

Guidelines and expectations for homework

Students are expected:

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 every day;
4. To encourage their child to read every night;
5. To not do their child's homework for them;
6. 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 principal. 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. Students who have recently been unsafe may not be allowed to participate in field trips. It is your child's responsibility to bring home the permission slip for you to sign and have it returned to school. Students will be held back from attending the trip if we do not receive the signed permission slip.

Field trips that are programmatic are part of the school curricula. This may include monthly visits to the local library, science field trips to the beach and Audubon Society and class social trips to local restaurants. These will be announced individually through a letter to you; however, the Community Field Trip form is required as indicating your permission for your child to participate.

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 how to develop skills such as leadership, cooperation and respect.

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 and Smart boards for students to use for classroom activities. Each child will be asked to sign a contract that outlines appropriate use and handling of the devices. Students who are unable to use technology appropriately will lose the privilege.

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 3rd through 8th in the spring.

Connecticut Academic Performance Test (CAPT): Provided to students in grade 10 in the spring.

Standardized Aptitude Test (SAT): 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

We 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 Leadership Team (SLT). In cases of severe property damage or the same student being repeatedly involved in offenses, the SLT 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. to 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

The possession and/or use of a cell phone in the school is **prohibited** at Charles F. Hayden School. If a parent/guardian feels that it is necessary for their child to have a cell phone they should contact the principal to obtain permission. If a student has permission to bring a cell phone to school they will be asked to turn it in upon arrival and the phone will be returned at the end of the day. Failure to comply with this school rule will result in the confiscation of the cell phone. When confiscated, the cell phone will be returned only to the parent or guardian.

Dangerous Items and Threats

Dangerous items including any sharp objects, guns, knives or related items will be confiscated by Charles F. Hayden School staff. 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 disciplinary action. Notice to the parent and local school agency will be sent if and when this happens. Such situations will also result in suspension and mandatory parent meeting before the student's re-entry into Charles F. Hayden School program. Any dangerous item brought to school or threat made may also result in police involvement and may result in the arrest of a student.

Drugs/Cigarettes/E-Cigarettes /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. Any student found in possession of any of these items or caught using any of the above will result in disciplinary action. Any drug involvement will 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, we use wands, similar to those used at public buildings or airports, and metal detector scanners. Each student is scanned by the metal detector before they enter into the school building after emptying pockets and removing their shoes.

Backpacks

In order to prevent dangerous items or contraband from entering the school students are not allowed to bring backpacks to school. If any type of backpack, tote/duffle bag, purse or carrying bag is brought to school by students, staff, or visitors, designated staff will collect it at the entry of the school.

Using protective gloves, staff will search the contents of the bag before storing the bag in a protected area for the school day. Should a dangerous item (as defined in preceding section) be located, the searching staff member will notify the school principal and BGV Life Safety Manager, who will take possession of the item and escort the student to the principal's office. The CEO and COO shall be notified and a collective decision shall be made on how to proceed, including whether to contact the police.

Fire Evacuation/Lockdown

Charles F. Hayden School practices a fire drill evacuation once per month. We also carefully review and update campus security procedures and practice lockdown drills for the safety of all students and staff.

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 being 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.

Emergency Safety Intervention (ESI) (Restraint/Escort)

Charles F. Hayden School at Boys & Girls Village undertakes all possible measures to avoid the implementation of physical restraint. When a child is in danger of hurting themselves or others the use of an emergency safety intervention (physical restraint) is necessary.

A physical emergency safety intervention means any personal restriction that immobilizes or reduces the free movement of a child's arms, legs or head. The term does not include: (a) briefly holding a child in order to calm or comfort them; (b) minimum contact necessary to safely escort a child such as holding a client's hand to safely guide a child from one area to another. When an escort reduces a child's free movement, it is considered a restraint.

The safety, protection and well-being of your child is the staff's primary concern. A physical ESI is only used when other less restrictive measures have not been or would not be effective. An ESI is only used when there is an immediate risk of physical injury or harm to your child or others.

Many steps are taken to eliminate/reduce the need for an ESI. The PPT routinely assesses for positive ways to help your child manage their feelings and behavior. Some of the things that staff to include the following:

- Offering redirection or suggestions to help your child manage their behavior
- Encouraging use of the Peace Place to allow your child to calm down in a less stimulating environment
- Identifying specific triggers that may lead to behavioral difficulties

Regardless of the age of the child, if an ESI became necessary to keep your child or others safe, he/she would be released as soon as they regained control and were no longer demonstrating unsafe behavior. When the ESI ends, the staff reviews the reason for the restraint with your child and what he/she can do to make better choices next time. The staff will notify you if your child has needed an ESI.

The parent/guardian can:

- Be aware that your child may at times require use of an ESI to ensure their safety and the safety of others
- Encourage your child to use words, not their behavior to communicate
- Participate in PPT meetings and other family treatment
- Understand that we use emergency safety interventions only when necessary to ensure their safety and the safety of others

Parents/guardians have the right to contact the state's Office of Protection and Advocacy: 60B Weston Street, Hartford CT 06120, 1-800-842-7303, if they have concerns about Charles F. Hayden School's use of emergency safety interventions.

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

At Charles F. Hayden School, we believe that discipline supports success in all realms of the student's development. Our positive learning community utilizes social skills, experiential instruction and motivating curricula to foster success.

Charles F. Hayden School utilizes the Boys & Girls Village Model that combines effective classroom management with the teaching of essential social skills. This system includes a point system and a three-tiered student progress system. Students are taught social skills through a system of teaching interventions, administrative interventions and Center Referrals. The system does not use time-out, but does allow for Social Skill Intensive Sessions, in-school suspensions and, in extreme cases, out-of-school suspension.

As part of the model the following sequence is utilized to address problem behaviors in the classroom

1. When inappropriate behavior is displayed in the classroom setting, the child will be re-directed.
2. If the child is unable to respond to re-direction, he/she will participate in a "Corrective Teaching Interaction".
3. If the student is unable to respond to the "Corrective Teaching Interaction", he/she will "earn a critical event". During that time, the child will work with a staff member to review his/her behavior, practice the necessary skills, and develop a plan for how to behave in the classroom.
4. When the student has processed the critical event/teaching, he/she will be returned to the classroom.
5. Work missed while engaged in the critical event will be made up later in the day or as homework.

In-School Suspension, Suspension & Expulsion

In-School Suspension means an exclusion from classroom activities for no more than two (2) consecutive school days. Students continue to receive clinical services and intensive social skill 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. Parents are expected to participate in a "re-entry meeting" prior to the child's return to school. Your child's social worker will contact you to set up a meeting.

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

EMOTIONAL/SOCIAL SUCCESS THERAPEUTIC MILIEU

Clinical Programs

All Charles F. Hayden School students and their parents are associated with a clinical program. Parents and students are expected to participate in the clinical program recommended as part of the student's IEP and Treatment Plan. Any variation of that plan is to be reviewed by the clinician and the parent. The clinician will notify the Principal of changes that ultimately occur. Clinical programs may include periodic standardized assessments, individual and group therapy, complimentary therapy and Adventure Based Counseling for the student, as well as parent training, parent support and guidance regarding community services.

Therapeutic Crisis Intervention/Restraint

Charles F. Hayden School undertakes all possible measures to avoid the implementation of physical restraint. When a child is in danger of hurting themselves or others the use of restraint is necessary. All staff are trained and certified in proper restraint techniques as designed by Therapeutic Crisis Intervention. Charles F. Hayden School also uses a "Staff Practice" model for monitoring on-going restraint by qualified staff to ensure the safety of the child and proper implementation of procedure. Parents will be notified of any restraint that occurs within the school program.

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 assessment by our consulting psychiatrist. This assessment 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 in order to ensure that the most therapeutic interventions are provided.

Parents/guardians will be offered the opportunity to come into the school and meet with our psychiatrist if you think it could be helpful. Any findings from the assessment will be shared with you.

Client's Rights

As a client being served by Charles F. Hayden School at Boys & Girls Village, parents/guardians and students have the following specific rights in regard to the care and treatment they are being offered and/or receive:

- The right to be notified of their rights before agreeing to services
- The right to be treated with dignity and respect. Charles F. Hayden School will inform the student and their parents/guardians of any expectations they have of the student/parents/guardians in a language and manner they can understand
- The right to participate in the development of the plan of services and to express opinions and to disagree with the plan
- The right to be informed regarding the specific services being recommended. This includes being told of the purpose(s) of the services, alternatives that could be offered, the potential benefit and/or risks associated with the services to be provided. This includes any recommendations and/or any unusual procedures
- The right to refuse services and to be informed of any known consequences of such refusal

- The right to confidentiality of information regarding the parent, the child and the family. Unless the parent/guardian gives written permission, no information regarding the student or family is to be shared outside of Charles F. Hayden School
- The right to feel safe within Charles F. Hayden School offices, and with Charles F. Hayden School staff within the student's home. Charles F. Hayden School staff members are not to physically touch any member of the family except in self-defense or to ensure the safety of other students and staff members. Charles F. Hayden School staff are not to continue to call, write to, or visit with families or students after services are discontinued unless they receive specific approval from the agency for a specific reason. Charles F. Hayden School staff are not to threaten families or students with physical, sexual, or psychological harm for any reason.
- The right to complain about any service or act parents/guardians or students find offensive. Charles F. Hayden School staff will help families and students to understand and complete complaint procedures.

Grievance Procedures

Charles F. Hayden School has grievance procedures for any individual who wishes to file a complaint with the school. A form for these purposes is available on request from the principal or administrators.

Policy

All clients and their guardians have the right to file a grievance about the manner in which they are treated by Boys & Girls Village staff, or about the services they receive. Grievances should also be filed by staff members on behalf of a client or guardian if they become aware that there is a concern that the client/guardian is reluctant to report. A mechanism for filing a formal complaint/grievance has been developed to ensure that issues are addressed in a timely manner and that there is accountability.

Procedure

- Upon admission to any program, the client and guardian receive a copy of the Grievance Report Form and directions on how to file a grievance. The client/guardian signs a notice indicating they have read and understand the procedure and have been given a copy of the Report Form.
- If a complaint or concern is raised by the guardian regarding the care of a client, the staff member aware of this concern will give the guardian a copy of the Grievance Report Form and re-explain the policy and procedure for completing the form.
- If a client under the age of 18 raises a complaint or concern, a staff member that is not directly involved with the complaint will offer to assist the client in completing the form, or if the client is able, the client can complete the form on their own. The staff member will also explain this policy and procedure to the client.
- The client/guardian may also submit a complaint to the Office of Health and Human Services.
- The original completed Grievance Report Form will be forwarded to the Chief Operating Officer (COO) who will review the grievance, seek consultation from the Chief Executive Officer (CEO) and others as needed prior to taking the necessary action. These actions may include:
 - Providing staff training or other types of follow up to staff members that are the subject of the grievance;
 - Filing a report of abuse or neglect;

- Sending the grievance to the Privacy Officer in situations regarding a privacy or confidentiality concern.
- The COO will formally communicate with the client regarding the outcome of the grievance. If the complainant is an underage client, the COO will also communicate the results of the investigation to the client's guardian.
- A copy of each grievance filed is sent to the Quality Department by the COO for tracking and reporting purposes.
- All grievances that have been filed since the last Risk Management meeting will be discussed in that forum to determine whether further procedural or programmatic action steps need to be taken. The CEO, COO and agency leadership including the Privacy Officer attend those meetings.
- The CEO apprises the Board of Directors of any issues related to grievances as needed.

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 records 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 may appear on the school website.

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.

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
11/2/18	Formatting	Adjusted font size and margins for printing	All	All Attendance; Appendix	All
11/21/18	Addition	Added protocol and form for change in address	Social workers; VP; QA; CFO	Attendance; Appendix	12; 29

**PLEASE DETATCH THIS SIGN OFF SHEET
FROM THE STUDENT HANDBOOK
Keep the 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

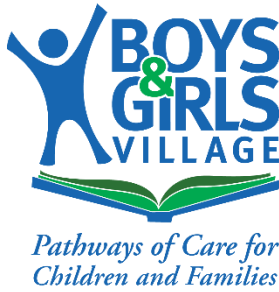
Date

Student Signature

Date

Witness Signature

Date



CHARLES F. HAYDEN DAY SCHOOL

Change of Address Form *Formulario de cambio de dirección*

Please fill out and return to school with your child
Por Favor Llene Y Regrese a la Escuela Con Su Hijo

Student First and Last Name: <i>Nombre y apellido del alumno:</i>
Our address will change as of (date): <i>Nuestra dirección cambiará a partir de (fecha):</i>

Former Address <i>Dirección anterior</i>	New Address <i>Dirección Nueva</i>
Street: <i>Calle:</i>	Street: <i>Calle:</i>
City & State: <i>Cuidad & Estado:</i>	City & State: <i>Cuidad & Estado:</i>
ZIP code: <i>Código postal:</i>	ZIP code: <i>Código postal:</i>

For Staff Use Only:

Please send the completed form to the compliance specialist, CFO, School Administrative Assistant, and Vice President of Education and Vocational Services. Please also update the student's address in CareLogic.