

# **ACCESS Middle and High School**



## **Student/Parent Handbook 2024 - 2025**

**ACCESS Middle and High School  
at WorkspaceCT  
16 Trowbridge Drive  
Bethel, CT 06801**

## Access Middle and High School Contact Names and Numbers

<b>Title</b>	<b>Name</b>	<b>Phone (855) 937-2747</b>	<b>Email</b>
<b>Principal</b>	<b>Laura Miller</b>	<b>Ext. 2020</b>	<a href="mailto:miller@edadvance.org"><u>miller@edadvance.org</u></a>
<b>SPED Coordinator</b>	<b>Bryan Luchsinger</b>	<b>Ext. 1597</b>	<a href="mailto:luchsingerb@edadvance.org"><u>luchsingerb@edadvance.org</u></a>
<b>Administrative Assistant</b>	<b>Eileen Luchsinger</b>	<b>Ext. 1024</b>	<a href="mailto:luchsinger@edadvance.org"><u>luchsinger@edadvance.org</u></a>
<b>Social Worker</b>	<b>Becky Praca</b>	<b>Ext. 1027</b>	<a href="mailto:praca@edadvance.org"><u>praca@edadvance.org</u></a>
<b>Social Worker</b>	<b>Wendy Cassel</b>	<b>Ext. 1029</b>	<a href="mailto:cassel@edadvance.org"><u>cassel@edadvance.org</u></a>
<b>School Counselor</b>	<b>Pamela Harris-Davis</b>	<b>Ext. 1231</b>	<a href="mailto:harrisdavis@edadvance.org"><u>harrisdavis@edadvance.org</u></a>
<b>SPED &amp; Transition Teacher</b>	<b>Sean Kavanaugh</b>		<a href="mailto:skavanaugh@edadvance.org"><u>skavanaugh@edadvance.org</u></a>
<b>BCBA</b>	<b>Hope Stevens</b>		<a href="mailto:stevens@edadvance.org"><u>stevens@edadvance.org</u></a>
<b>Note: Extension is for internal use only and cannot be dialed directly from an outside line. Voicemails can be left by calling our main number and using the extensions listed above. If you wish to speak with a staff member not listed above, please contact Ms. Luchsinger at our Main Phone Number.</b>			

Dear Parent/Guardian:

As you are aware, you have a child enrolled in school at ACCESS Middle & High School, located in Bethel, Connecticut. As per the state mandate, we are required to provide you access to our Student and Parent Handbook. You can receive a copy of our handbook by:

Emailing ACCESS Middle & High School at [luchsinger@edadvance.org](mailto:luchsinger@edadvance.org) or

Calling (855) 937-2747 or

Visiting our website <https://www.edadvance.org/special-education-program-locations>

ACCESS Middle & High School appreciates and encourages your involvement in your child's education. If you have any questions regarding the Handbook or your student's educational experience, please feel free to contact me by calling (855) 937-2747 ext. 2020 or email: [miller@edadvance.org](mailto:miller@edadvance.org)

Sincerely,

*Laura Miller*

Laura Miller

Principal  
ACCESS Middle & High School  
(855) 937-2747 ext. 2020

*ACCESS Middle & High School, in collaboration with school districts, is committed to providing middle & high school students high quality programming through specially designed instruction and related services. The program provides personalized learning tailored to meet each student's unique academic, social/emotional, and behavioral needs.*

## **General Information**

### **School Hours**

School hours are from 8:00 a.m. to 2:00 p.m. Students are expected to remain in transportation vehicles until staff open school doors and students are accompanied into the building by staff. Students arriving after 8:00 a.m. must be signed in by a parent in the main office, and parents who wish to pick up their child early must sign the student out in the main office.

### **Office/Staff Hours**

Staff is available from 8:00 a.m. to 3:00 p.m. and may be reached by calling (855) 937-2747. Voicemail is available after hours and prior to school opening.

### **Visitor Sign In Process**

All visitors are to enter through the main entrance. The secretary will then ask for the visitor's name and reason for visit. Once confirmed, visitors will be 'buzzed in' and are to report to the reception area. Visitors will be required to show photo identification, sign in, and display a visitor badge in order to proceed with their visit.

### **School Calendar**

Attached to this handbook is the program's current school year calendar. Parents/Guardians are asked to keep this calendar accessible throughout the school year, so they are aware of upcoming early dismissals, holidays and vacations.

### **Planned Early Dismissals**

As depicted in the school calendar, there are early dismissal days (twice most months on Thursdays), for staff professional development.

Early dismissal time is 12:00 pm. Lunch will be provided to students on early dismissal days.

### **School Ceremonies and Observances**

The school recognizes the value of certain ceremonies and observances in promoting good citizenship among the students. Therefore, activities in school commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Regarding the variety of religious beliefs, all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional and that students of all faiths can join in without feeling that they are betraying their own beliefs. Embracing and practicing activities that emphasize multiculturalism is encouraged throughout the school year.

### **Inclement Weather**

In the event of an emergency closing due to weather or other unforeseen events, parents will be

notified via email or phone call. In the event of inclement weather, the school will follow Bethel Public Schools cancellation, delays, and early dismissals. Should schools in your home district/town close due to weather, then the student will not be transported to school that day, and the absence will be excused.

## **Attendance**

### **Attendance**

Connecticut state law requires parents and persons having control of children between the ages of 5 and 18 must ensure that such children attend school regularly unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

All students are expected to attend school daily; it is essential to success! In the event of an absence, **the parent/guardian should notify the school by 8:45 a.m.** School personnel will call home if no message has been received by this time.

### **Excused Absence from School**

The first nine absences in a school year will be excused when a parent provides in writing within 10 school days approving the absence. For the tenth and further absences to be considered excused, the absence must be due to an acceptable reason. Acceptable reasons include:

- student illness (verified by a licensed medical professional)
- observance of a religious holiday
- death in the family or other emergency beyond the control of the student's family
- mandated court appearances (additional documentation required)
- lack of transportation usually provided by the school district
- extraordinary educational opportunities (pre-approved by the principal)
- visit with parent/guardian who is an active-duty member of the Armed Forces (as required by state law, some restrictions apply)

### **Mental Health Wellness Absences**

Any student enrolled in grades Kindergarten to Twelve, inclusive, are permitted to take **two** mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. Mental Health Wellness absences will be excused when parent or guardian permission is documented, regardless of the number of absences a student has accrued in the school year.

### **Unexcused Absence from School**

Any absence that does not meet the criteria for an excused absence or a disciplinary absence (out-of-school suspension or expulsion) is unexcused.

### **Truancy**

Truancy is defined as four (4) unexcused absences from school in any one month or 10 unexcused absences from school in any school year. When a student is identified as a truant, ACCESS Middle & High School, in conjunction with the home school district, will hold a meeting with the Parent/Guardian to review the student's attendance and next steps.

## **Health and Medical**

### **Immunizations**

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, Hemophilus influenzae type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization adopted pursuant to state law.

Here is the [LINK](#) to required immunizations for Connecticut students for 2024-2025 School Year

Students who have not been immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contradicted. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available.

### **Required Screenings**

All students enrolled within EdAdvance schools who are in the specific grades identified below will be screened by October 25, 2024. If you do not want your child to be screened, please notify your child's school in writing, or contact the school principal for assistance in documenting your decision.

- Vision screen - All students in grades Kindergarten, One, Three, Four and Five
- Hearing screen – All students in grades Kindergarten, One, Three, Four and Five
- Scoliosis (curvature of the spine) **screen:** \*\*\* if no documentation in school record that a postural screen was performed by the child's outside healthcare provider in the same school year as the mandated screening is required
  - Female students in grades Five and Seven
  - Male students in grade Eight or Nine

## **Medications**

Connecticut state law requires a written order by an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. All medications, except those approved for self-administration, must be hand-delivered to the school nurse or other qualified personnel trained in medication administration by the parent or other responsible adult. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel.

## **Emergency Administration of Epinephrine or Opioid Antagonist without Written Authorization**

EdAdvance schools will maintain (1) epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order and (2) opioid antagonists for the purpose of emergency first aid to students who experience an opioid-related drug overdose, and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of such opioid antagonist. In accordance with all required laws regarding storage, administration, training and record keeping, a school nurse or, in the absence of a school nurse, a qualified school employee will be on the grounds of the school during regular school hours. A parent or guardian of a student may submit a request, in writing, to the school nurse and specify that (1) epinephrine and/or (2) opioid antagonist shall not be administered in an emergency to said student.

## **Home and School Partnership**

Student success happens when school and families work closely together through communication and a common set of expectations. A collaborative partnership is critical to student success and contributes significantly to their educational and personal growth.

### **Parent/Guardian Responsibilities**

- Sign all documents requiring a parent/guardian signature
- Ensure that all contact information (phone numbers, mailing address and email address) are always up-to-date with your child's school
- Ask questions about what was learned in school each day
- Require regular school attendance
- Attend and participate in your child's PPT meetings

- Make sure your child comes to school adequately nourished and rested

### **Student Responsibilities**

● School personnel are responsible for all students' safety and well-being from the time they arrive until they depart from the school grounds. To meet these responsibilities, we have policies in place to maintain a safe and positive school climate. Students are expected to follow and cooperate with these policies while under the supervision of school personnel.

#### **Students are expected to:**

- Attend school daily
- Participate in the schoolwide social/emotional support system
- Follow all school rules and not disrupt the learning environment
- Respect the physical boundaries of each other and school personnel
- Communicate with others using respectful language

### **Staff Responsibilities**

- Guide the students' educational experience and fosters personal and academic growth.
- Set high standards for students by providing a challenging curriculum.
- Maintain an atmosphere that contributes to positive student behavior.
- Communicate regularly with parents/guardians regarding a student's progress.

## **Non-Discrimination and Unlawful Harassment Policies**

### **Notice of Non-Discrimination**

The Agency does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information or any other basis prohibited by law in any of its programs, activities and employment practices.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district in violation of this policy should immediately bring his or her complaint to the attention of a Counselor, Building Principal or the Director of Special Education.

### **Prohibition of Unlawful Harassment**

Harassment is a form of discrimination. It is the policy of the administration to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, ancestry, sex, disability, religion, sexual orientation, gender identity or expression, genetic information or any other basis prohibited by law.



Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, ancestry, sex, age, disability, religion, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, ancestry, genetic information or any other basis prohibited by law.

### **Definition of Unlawful Harassment**

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

### **Definition of Sexual Harassment**

Unwelcome conduct of a sexual nature including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

A harasser may be a student, school employee, or any other person involved in or present for school sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: Social Worker, Building Principal, and/or Director of Special Education. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal.

### **Complaints of Discrimination and/or Unlawful Harassment**

For complaints of discrimination with regard to disability, please contact the Program Director or Human Resources.

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to

have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

**EdAdvance Title IX Coordinator:**

Aisha Alam

[alam@edadvance.org](mailto:alam@edadvance.org)

(860) 567 – 0863 ext. 1311

## **Reporting Child Abuse and Neglect**

Please visit this [LINK](#) to understand the entire process that is followed to report Child Abuse and/or Neglect.

## **Student Conduct**

Students are responsible for conducting themselves properly in a responsible manner. ACCESS Middle & High School has authority over students during the regular school day. Student responsibilities for achieving a positive learning environment in school or at school-related activities include:

1. Attending school regularly and punctually
2. Being prepared for each school day with appropriate materials and assignments
3. Showing respect toward self, staff and peers
4. Behaving in a responsible and respectful manner
5. Adhering to school rules, including all safety policies, and rules pertaining to the use of technology.
6. Cooperating with staff investigations to ensure a safe and productive learning environment for all students.

Students who violate these rules may be subject to restorative practice and/or disciplinary action and shall be referred, when necessary, to school administration.

**Clothing**

Students are expected to wear appropriate clothing to school. Students should not wear any article of clothing or jewelry which could interfere or be disruptive to the learning process, be unsafe to the student, makes reference to or represent gang-related colors, symbols or regalia, has drug, tobacco or alcohol references or has offensive or obscene words, phrases or sayings.

**Smoking**

Students shall not smoke or use tobacco products, including vaping paraphernalia, on school property or at any school-related or school-sanctioned activity. Any student found in violation of this policy will be subject to disciplinary action.

**Substance Abuse Policy**

The school administration is authorized to provide discipline to students for:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages
3. Using, possessing, distributing, purchasing, or selling any illegal drugs or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school and will be requested to be picked up from school. The student's school district will be immediately notified and will participate in conversations regarding discipline and placement.

**Cell Phones and Other Electronic Devices**

EdAdvance uses Go Guardian to filter student access to some websites at school. This does not guarantee that all inappropriate sites will be blocked. Appropriate use of our devices is expected. If a student repeatedly accesses or attempts to access restricted sites, use of Chromebooks, cell phones, computers, and other web-based technology may be prohibited. Students are expected to manage their cell phones while on campus. This includes securing it, using it with staff permission, and refraining from calling, texting, posting, recording, photographing, commenting, and sharing information about other students and staff. Unauthorized use of personal cell phones or other electronic devices by a student during the school day may result in loss of device until dismissal and/or progressive disciplinary sanctions. Students are not permitted to loan out or borrow any other student's personal device. Students are responsible for securing their personal possessions and the school assumes no responsibility. Repeated violation of some or all of this policy may result in removal from the program.

**Use of the Internet**

Internet activity is closely monitored and regularly checked by the technology department.

Students are expected to remain within the boundaries of educational websites. Violation may result in loss of use of internet and device usage in school.

### **Remaining in the Building**

Students are expected to remain in the building at all times unless escorted by a staff member. If a student should leave the property, police and parents will be notified immediately. A parent meeting may be requested to review the incident and discuss next steps.

### **Emergency Response Drills**

Lockdown drills, fire alarm drills and evacuation drills are important safety precautions that are practiced at regular intervals throughout the school year. The purpose of these drills is for students and staff to practice safety procedures in order to limit confusion and build cooperation should unforeseen emergencies occur during the school day.

### **Vandalism**

A student who vandalizes school property may be required to pay restitution and/or restore property to its prior condition, in addition to receiving program consequences. Police involvement may result from any such action.

### **Pesticide Management**

Please contact the Program Director for specific information about concerns with Pesticide Management.

### **Search and Seizure**

To protect the safety of students and school personnel, school authorities may search students and their belongings and may seize contraband materials discovered in the search in accordance with Connecticut law and the authority and guidelines established by the United States Supreme Court, and other federal and state laws.

### **Out of School Suspension**

An authorized member of the administrative staff may suspend a student, from school or from transportation services, whose conduct endangers persons or property.

### **Breakfast and Lunch**

All students are eligible for breakfast and lunch provided by the school. Students may bring lunch from home as well.

### **Management of Life-Threatening Food Allergies**

Some students have serious, life-threatening food allergies. It is important that you follow any guidelines provided to you. For more information, please contact the Program Director.

**Wellness**

Student wellness, including good nutrition and physical activity, is promoted through the educational program, school activities, and our meal program. A program of physical education is included within the school day.

**Social/Emotional/Behavioral Support System**

All students at ACCESS Middle & High School benefit from both group and individual levels of social/ emotional/ behavioral (S/E/B) support. The leveled support systems are sequential and progressively less restrictive in nature with an aim toward measuring how effectively students are progressing towards mastery of IEP goals. Primary aspects of student support include:

- Proactive Behavioral Classroom Interventions & Daily Progress Assessment: The purposes of the proactive interventions and response to intervention are making positive choices, developing problem solving skills, and providing students with consistent feedback based on predetermined school expectations.
- Individual and/or small group counseling and social skill instruction to promote desirable school behavior and readiness for learning, with intent to promote generalization into the home setting.
- All students will receive both individualized and flexible counseling by a comprehensive therapeutic treatment team. Students are offered the opportunity to participate in additional groups throughout the school year to address their individualized social-emotional needs.
- All staff are certified to perform emergency physical management and/or seclusion in accordance with Physical and Psychological Management Training (PMT).

**Use of Seclusion and/or Restraints**

In the event that a student demonstrates behaviors causing imminent risk of danger to oneself or others, verbal de-escalation will be used to try and halt the escalation of risk behaviors. However,

should the verbal de-escalation techniques not work, and the student continues to display unsafe behaviors, school administration and/or clinical staff may authorize the use of seclusion and/or restraint in order to prevent injury to the student or others.

### **Restraint**

“Physical Restraint” means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. No school employee shall use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

### **Seclusion**

“Seclusion” means the involuntary confinement of a person in a room, from which the student is physically prevented from leaving. No school employee shall place a student in seclusion except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

Any use of restraint or seclusion is documented and maintained in our records, as required by the Connecticut State Department of Education.

In the event a student’s behavior remains escalated to the point that he/she is not responding positively to our emergency procedures, Emergency Medical Services and/or EMPS may be called to provide needed support. The Parent/Guardian will be informed immediately should such service be required.

For more information, please visit [THIS LINK](#). Hard copies available upon request.

## **Notifications**

### **Student data**

All staff maintain standardized student behavioral data on each enrolled student during every period or session each day. Students are assessed across a wide range of categories including Responsibility, Respect/Safety, Work Completion, and Personal Goals. Student behavioral data is compiled, shared, and interpreted by staff in a team setting to gauge student readiness regularly.

### **School records and confidentiality**

Copies of the Agency's policy are available at the school counseling office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances:
  - To other school officials within the Agency who have legitimate educational interest. A school official is a person employed by the Agency or a contracting school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school official has the ability to review an education record in order to fulfill his or her professional responsibility.
  - Upon request to officials of another school district in which a student seeks or intends to enroll.
  - To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
  - To parties in a health or safety emergency.

## **Bullying Behavior & ACCESS Middle & High School**

ACCESS Middle & High School is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually, and physically safe in school.

### **Bullying Prohibited**

Bullying is prohibited on school grounds, at a school sponsored or school related activity, function or program whether on or off school or Agency grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a local or regional board of education, the ACCESS Middle & High School or the Agency, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the local or regional board of education, ACCESS Middle & High School or the Agency.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school or the Agency. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

### **Definitions**

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which (1) causes physical or emotional harm to an individual, (2) places an individual in reasonable fear of physical or emotional harm, or (3) infringes on the rights or opportunities of an individual at school.

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

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data,



or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Out of the school setting” means at a location, activity, or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by The Partnership Learning Academy or a local or regional board of education.

“Safe School Climate Coordinator” means the individual appointed by the Agency’s Executive Director from existing staff who is responsible for:

- Implementing the program’s Safe School Climate Plan;
- Collaborating with the safe school climate specialists, local member Boards of Education, the Agency, and the Superintendent of Schools and the Executive Director to prevent, identify, and respond to bullying in the school.
- Providing data and information to the State Department of Education regarding bullying, in accordance with state law; and
- Meeting with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Safe School Climate Plan.

## **Safe School Climate Plan**

### **Reporting Procedures**

Parents or guardians of students may also file written reports of suspected bullying.

School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist (or another school administrator if the safe school climate specialist is unavailable), not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

### **Investigation**

The safe school climate specialist shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.

The safe school climate specialist shall review any anonymous reports. No disciplinary action shall

be taken solely on the basis of an anonymous report.

The investigator shall assess whether there is a necessity to take immediate measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.

The investigator shall remind involved parties that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by this policy.

### **Response to Verified Acts of Bullying**

If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to, one or a combination of the following: counseling, awareness training, warning, suspension, or expulsion.

Safe School Climate Specialist / School Principal:

Laura Miller

[miller@edadvance.org](mailto:miller@edadvance.org)

(855) 937-2747 ext. 2020

EdAdvance Safe School Climate Coordinator:

Annette Miserez-Dillon

[adillon@edadvance.org](mailto:adillon@edadvance.org)

(860) 567- 0863 ext. 1040

## **Notification of Rights Under (“PPRA”) The Protection of Pupil Rights Amendment**

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

- The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.
- The right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics.
  - a. Political affiliations or beliefs of the student or the student’s parent.
  - b. Mental or psychological problems of the student or the student’s family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of other individuals with whom respondents have close family relationships. Legally recognized privileged relationships, such as those, doctors, physicians, or ministers religious practices.
  - f. Affiliations, or beliefs of the student or the student’s parent.
  - g. Income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs.
- The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum.
- The right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including a student or parent’s first and last name, a home or other physical address, a telephone number or a social security number.
- The right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities.
  - a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).
  - b. The administration of any survey containing confidential topics (see #2, above, a-g); or
  - c. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the

immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law. Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. College or other post-secondary education recruitment, or military recruitment.
- b. Book clubs, magazines, and programs providing access to low-cost literary products.
- c. Curriculum and instructional materials used by elementary and secondary schools.
- d. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
- e. The sale by students of products or services to raise funds for school-related or education-related.

To protect student privacy in compliance with the PPRA, The ACCESS Middle & High School has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
Reference: 20 U.S.C. § 1232h