



CONNECTICUT DEPARTMENT OF CORRECTION  
UNIFIED SCHOOL DISTRICT #1

STUDENT AND PARENT/GUARDIAN HANDBOOK



UNIFIED SCHOOL DISTRICT #1  
24 WOLCOTT HILL RD.  
WETHERSFIELD, CT 06109

[www.CTDOC](http://www.CTDOC)

# STUDENT AND PARENT/GUARDIAN HANDBOOK

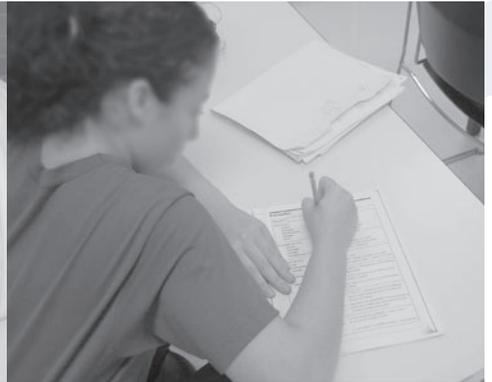
UNIFIED SCHOOL DISTRICT #1



Library Services



Resource Fairs



Writing Class

*Pictured throughout this handbook are some of the many programs offered through The Unified School District #1, Connecticut Department of Correction.*

## Over Two Decades of Service

In June of 1969, the state's General Assembly passed statutes formally establishing a legally vested school district within the Department of Correction. From a small and limited beginning, the district has grown to a multifaceted and dynamic part of the programs and treatment system in the Department. As the total prison population has grown, so has the number of students and variety of educational programs within the school district.

## Unified School District #1 Title IX Policy

### **Sex Discrimination is Prohibited under Federal and State Laws**

#### Statement of Non-Discrimination

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

*Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964.*

It is the policy of the Unified School District #1 that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, or past/present history of mental disorder, learning disability or physical disability.

Title IX Coordinator:

860-692-7543

Section 504 Coordinator:

860-692-7545

# STUDENT AND PARENT/GUARDIAN HANDBOOK

## UNIFIED SCHOOL DISTRICT #1

### Unified School District #1 Educational Sites and Program Offerings

**MacDougall CI/Walker Reception & Special Management Unit**  
(ABE/GED/HSD/PS/Spec Ed/TESOL/VOC)

**Robinson CI**  
(ABE/EDP/GED/HSD/PS/REEN/Spec Ed/TESOL/VOC)

**Enfield CI**  
(ABE/GED/HSD/Spec Ed/TESOL/VOC)

**Willard/Cybulski**  
(ABE/GED/HSD/LAS/REEN/Spec Ed/VOC)

**Hartford CC**  
(ABE/GED/HSD/TESOL)

**Osborn CI**  
(ABE/GED/HSD/PS/REEN/Spec Ed/TESOL/VOC)

**Manson Youth Institution**  
(ABE/GED/HSD/PS/REEN/Spec Ed/TESOL/VOC)

**Northern CI**  
(HSD/Spec Ed)

**Cheshire CI**  
(ABE/EDP/GED/HSD/PS/Spec Ed/TESOL/VOC)

**Brooklyn CI**  
(ABE/GED/HSD/Spec Ed)

**Garner CI**  
(ABE/GED/HSD/Spec Ed/TESOL)

**Bergin CI**  
(ABE/GED/HSD/REEN/Spec Ed/TESOL/VOC)

**Bridgeport CC**  
(ABE/GED/HSD)

**Corrigan/Radgowski CC**  
(ABE/GED/HSD/Spec Ed/TESOL/VOC)

**New Haven CC**  
(ABE/GED/HSD/TESOL)

**York CI**  
(ABE/CDP/GED/HSD/PS/REEN/Spec Ed/TESOL/VOC)

**KEY:**

**ABE** Adult Basic Education  
**CDP** Credit Diploma Program  
**EDP** External Diploma Program  
**GED** General Educational Development  
**HSD** State High School Diploma

**PS** Post-Secondary  
**REEN** Reentry  
**TESOL** Teaching English to Speakers of Other Languages  
**Spec Ed** Special Education  
**VOC** Vocational Education

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### Mission Statement of Unified School District #1

The Connecticut Department of Correction Unified School District #1 is dedicated to providing quality educational programs for incarcerated individuals. Academic knowledge, vocational competencies and life skills integrated with technology are offered to students in a positive environment to foster life long learning, multicultural awareness and a successful re-entry to society.

### Vision Statement of Unified School District #1

The vision of Unified School District #1 is to be recognized as a community of dedicated professionals providing multifaceted educational programming to a diverse population in order to encourage the development of responsible citizens who will contribute to society in a positive way.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

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Some of the proud graduates who earned their High School Diplomas through USD #1

## Preface

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general Unified School District #1 (USD#1) information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative directives or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student” or “students”. Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that effect portions of this Handbook will be made available to students and parents/guardians through other communications.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

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## Unified School District #1 Contact Information

### Central Office Directors:

	Telephone:
Angela J. Jalbert..... Acting Superintendent of Schools .....	860-692-7536
Christine Murphy..... Director of Special Education.....	860-692-7545
Caryn McCarthy..... Director of Vocational Technology Education & Fiscal Services .....	860-692-7544
Diana Pacetta-Ullmann..... Director of Academic Programs and Transition Services.....	860-692-7543

Sites:	School#:	General#:	Principal/Administrator#:
Bergin CI.....	860-487-2869 .....		860-487-2801
Bridgeport CC.....	203-579-6131 .....		
Brooklyn CI .....	860-779-4545 .....	860-779-2600	
Cheshire CI .....	203-651-6247 .....	203-651-6200 .....	203-651-6246
Corrigan-Radgowski CC			
– Corrigan CC Building.....	860-848-5729 .....		860-848-5800
– Radgowski CC Building .....	860-848-5070 .....		860-848-5072
Enfield CI.....	860-763-7339 .....		860-763-7352
Garner CI .....	203-270-2897 .....		203-270-2856
Gates CI .....	860-691-4772 .....		860-691-4703
Hartford CC .....	860-240-1855 .....	860-240-1854 .....	860-240-1833
MacDougall-Walker CI			
– MacDougall CI.....	860-627-2127 .....		860-627-2109, 860-627-2283
– Walker CI Assesment Unit .....	860-292-3505 .....		860-292-3413
Manson Youth Institution.....	203-806-2570 .....		203-806-2572
New Haven CC .....	203-789-7111, Ext 2057.....		203-974-4157
Northern CI.....	860-763-8694 .....		860-763-8703
Osborn CI.....	860-814-4783 .....		860-814-4778
Robinson CI .....	860-253-8392 .....	860-253-8000 .....	860-253-8390
Willard-Cybulski CI			
– Willard CI.....	860-763-6100 .....	860-763-6190 .....	860-763-6192
– Cybulski CI .....	860-763-6591 .....	860-763-6500 .....	860-763-6591
York CI.....	860-691-6700 .....	860-691-6810 .....	860-691-6806

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



Sign Making/Woodworking

School to Work

Automotive Repair

## Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The Department of Correction meets or exceeds these OSHA standards. Should you have any questions or concerns, feel free to contact the Superintendent's office.

## Assemblies

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring educational experiences to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

## Attendance

Connecticut state law requires that children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor to student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 16 or 17.

## Absence

Every attempt is made to confine necessary visits/appointments to after school, weekends and recess periods. When an absence is necessary, as soon as possible the teacher will request a student to make up any work that is missed.

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**Plant Science**



**Culinary Arts**



**Cosmetology Classes**

## **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Unexcused absences may be reflected in the student's file and performance evaluation.

Parents may contact guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

## **Leaving School /Release of Students from School**

Under no circumstances may a student leave the school during school hours without permission from appropriate personnel or school administration. In the event it is necessary for a student to be dismissed early, proper protocol at the facility should be followed.

## **Tardiness**

Students must follow their facility School Attendance Policy. Three (3) unexcused tardies will result in one (1) unexcused absence. Students may be subject to disciplinary action if the school administrator determines that tardiness is excessive.

Students are late to school if they are not in their seats at the start of the class. Any student who is late more than three times will receive an unexcused absence.

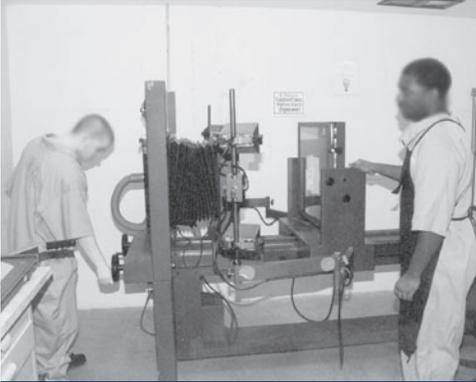
## **Truancy**

Students up to age eighteen, inclusive with 3 (three) unexcused absences in four (4) months or 6 (six) unexcused absences in a school year will be considered a truant. Disciplinary action may include no pay and/or a poor Performance Evaluation. It will be expected that tests and academic work missed in class that day will be completed. School officials have the responsibility to work with DOC staff to remedy and prevent truancy.

Every effort will be made by educational staff to counsel students to attend school on a regular basis.

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UNIFIED SCHOOL DISTRICT #1



Graphic Arts



Horticulture/Landscaping



External Diploma Program

## Board of Education

The Commissioner for the CT Department of Correction has the responsibility for ultimate governance of the school district and serves as the Board of Education for Unified School District #1. The Board's main purpose is policy setting designed to improve student learning in cooperation with the school district.

## Bullying

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus which acts are repeated against the same student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name calling and put-downs including ethically-based or gender-based put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within schools.

Students and/or their parents may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator, who will promptly reduce the complaint to writing and forward it to the building school administrator for review and action.

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Computer Classes



Graphic Arts



Re-entry Class

## Cheating

All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action.

## Child Abuse

Teachers, principals, and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm, to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect and staff receive training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse. In addition, the Agency governs the reporting of incidents within the facilities through Administrative Directive 6.6.

## Class Placement

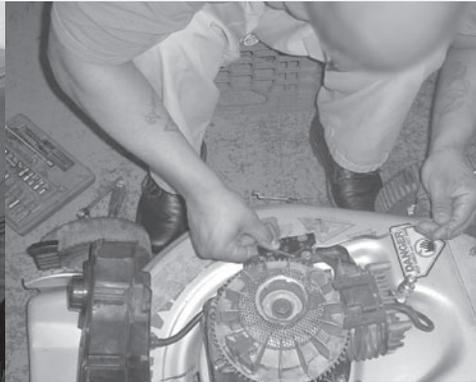
Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. The final decision for placement rests with the school administrator or his/her designee.

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Computer Instruction



Small Engine Repair



Library Reading

## Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved educational purposes only. Students will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

## Conduct

Students are responsible for conducting themselves properly in a responsible manner. The district and the Department of Correction has authority over students during the regular school day.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately in the uniform of the day
4. Showing respect toward others
5. Behaving in a responsible manner
6. Paying required fees
7. Abiding by the DOC Code of Penal Discipline (AD 9.5)
8. Obeying all school rules, including safety rules, and rules pertaining to the use of technology
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense

# STUDENT AND PARENT/GUARDIAN HANDBOOK

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**Business Education**

**English as a Second Language Class**

**SmartBoard® Instruction**

Students who violate these rules will be subject to disciplinary action and shall be referred, when appropriate, to the facility shift supervisor and/or school administrator.

Students are subject to disciplinary action for misconduct which is seriously disruptive to the educational process and is a violation of the DOC Code of Penal Discipline.

## **Dress Code**

Students will dress in the appropriate uniform of the day for their facility according to the Department of Correction Administrative Directives.

## **Smoking**

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. Any student found in violation of this policy will be subject to disciplinary action.

## **Substance Abuse**

The school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on DOC property. Any student in violation of the DOC Code of Penal Discipline (AD 9.5) will be subject to disciplinary action.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including referral to appropriate DOC resources.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for disciplinary action.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. The student will be encouraged at the earliest appropriate time to seek help from appropriate DOC staff.

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UNIFIED SCHOOL DISTRICT #1



Drafting/CAD Instruction

Social Studies Class

Business Education

## Discipline

A student who violates the DOC Code of Penal Discipline shall be subject to disciplinary action. Unified School District #1's disciplinary actions may include using one or more discipline management techniques, such as various sanctions, removal from class, or removal to an alternative education program. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension for misconduct, which is seriously disruptive to the educational process and violates publicized board of education policy even if such conduct occurs during non-school time.

### Suspension

A teacher, with the approval of the administrator, may remove a student from all classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom.

The DOC administration may remove a student for infraction of the DOC Code of Penal Discipline. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Suspensions shall be in-school suspensions.

No student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

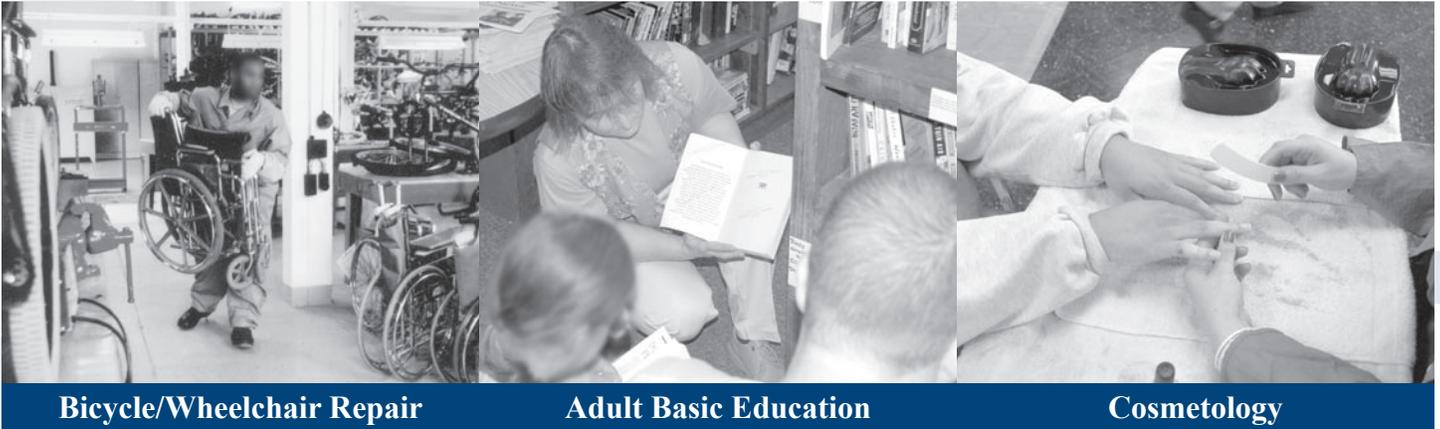
Suspension from school may result in loss of extracurricular and social privileges during the period of suspension.

## Distribution of Materials

Publications prepared by or for the school may be posted or distributed, with prior approval by the Superintendent, designee or school administrator.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

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## Educational Philosophy

### Student Goals:

- 1.) Recognize learning as a lifelong process
- 2.) Demonstrate ability to function as independent individuals
- 3.) Master basic competency skills necessary in a technological society
- 4.) Develop appreciation and respect for differences among people
- 5.) Demonstrate an understanding of ethics and morals
- 6.) Develop appreciation for achievements in arts and humanities
- 7.) Acquire knowledge and skills for physical and mental health

### Objectives:

Goals are divided into a series of objectives which provide students with tangible skills to achieve. These educational stepping stones help both teachers and students progress through the learning process. As formal goals and objectives have been defined, district educators have developed multi-leveled educational programs that are designed to meet the individual needs and interests of each student. Educational programs are offered in the areas of General Academic Instruction, Vocational Education, Reentry and special services for students with disabilities.

## Electronic Devices

In no case will any personal communication device be allowed. Students found to be using any electronic communication devices are in violation of Department of Correction policy and shall be subject to disciplinary action.

## Emergency School Closing Information

In the event school is closed because of an emergency, students will be informed.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

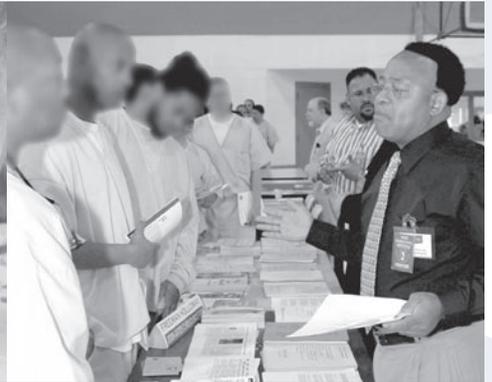
UNIFIED SCHOOL DISTRICT #1



Adult Basic Education



Culinary Arts



Resource Fairs

## Enrollment

An individual remanded to USD #1 for the first time or following attendance in another Connecticut public school district, out-of-state attendance, or private school attendance will be contacted by the school administrator or designee. A student who is from a non-public school or school outside the district will be placed at his/her current ability level pending evaluation and observation. After such assessment and consultation with the school intake staff, the school administrator or designee will determine the grade placement of the student. A student who has attained the age of eighteen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be formally enrolled in the adult education program. A student age sixteen or seventeen years of age, with parental permission through the Superintendent's office, may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

## Facilities

Certain areas of the school may be accessible to students before and after day school for specific purposes and with the authorization of the school administrator. Students are expected to remain in the area in which their activity is scheduled to take place.

After being dismissed, unless involved in a teacher/staff supervised activity, students are expected to leave the school area immediately.

## Fees

Materials that are part of the basic educational program are provided without charge to students. The student may be required to pay certain other fees, including fees for non-mandated programs such as:

1. Vocational classes
2. Elective classes

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**Student Counseling**



**Horticulture**

## Field Trips

In-house “field trips” may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the school administrator. While on a “trip”, all students are considered to be “in” school. This means that conduct will be appropriate for the field trip activity.

## Financial Assistance

Any student who needs financial assistance for school programs upon release to the community should contact a guidance counselor, reentry teacher or administrator to request confidential help.

## Grading System

Unified School District #1 is an ungraded school district and does not provide class ranking.

### Graduation Requirements

Students must successfully complete the required number of credits and/or must demonstrate proficiency in the skills identified by the Board of Education, as required for graduation.

### Report Cards

Report cards are not issued in USD #1. Students may be given Student Academic Profiles or Vocational Education Profiles to demonstrate activity and level proficiency as deemed appropriate. Student transcripts and Minimum Requirement Worksheets are shared with the appropriate authorities or school districts upon request.

### Weighted Grading

The school district does not have weighted grading for honors or advanced placement courses.

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Cosmetology

ABE (Language Arts Class)

Career Counseling

## Guidance and Counseling

Pupil services and counseling are rendered by professionally certified members of the school staff. The responsibilities of the pupil services staff include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Pupil Services staff will listen and be open and honest with students. Appointments can be arranged by filling out a request form or by stopping by the school office.

Educational and career planning guidance is available along with information to develop a plan for the student's future. Reentry classes are provided to students with nine months or less time to serve prior to their release. This may include a long range plan of studies in keeping with students' career interests and special skills or talents. Parental notification and involvement will be solicited when appropriate.

## Harassment and Discrimination Statement

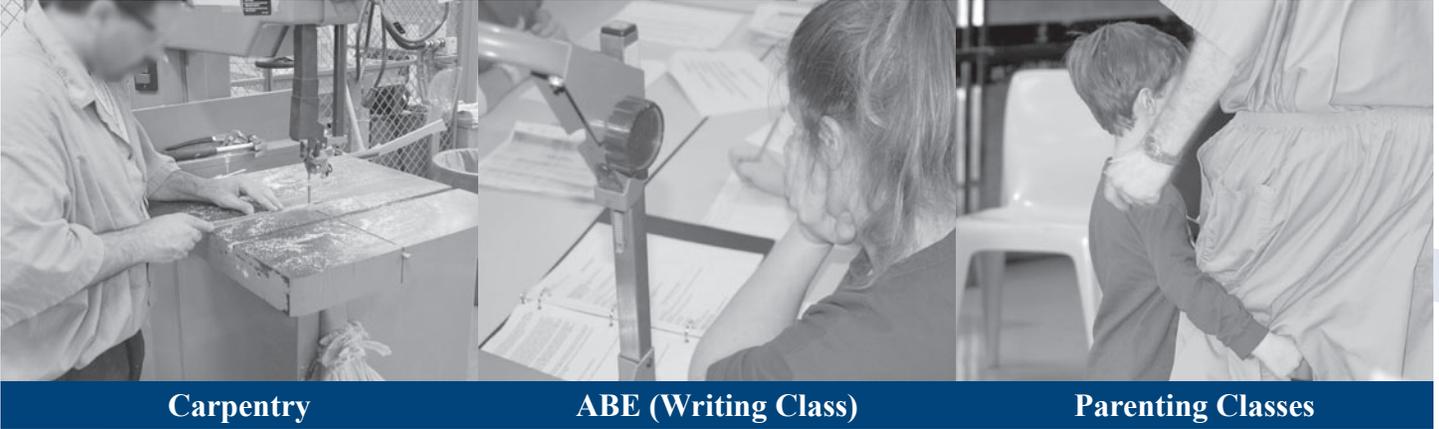
Every student has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make students feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment/discrimination of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

To maintain a productive and positive learning environment, the Board will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed/discriminated against is encouraged to report the incident to the principal or his/her designee. The allegations will be investigated, addressed and appropriate disciplinary action taken, where necessary.

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Carpentry

ABE (Writing Class)

Parenting Classes

## Hazing Activities

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education, shall be subject to appropriate disciplinary action.

## Health Services

The Department of Correction contracts for health services through the University of Connecticut Managed Health Care system. A nurse is available to students for conferences regarding health issues.

### Administration of Medication

The DOC provides immediate access to qualified health care professionals and trained custody staff on-site 24 hours per day to respond to a full range of medical, mental health and dental emergency situations.

### Communicable/Infectious Diseases

Students with any medical condition identified by medical staff, which within the school setting may expose others to disease or contagious and infectious conditions, will be referred for medical diagnosis or treatment. Additional information concerning this may be obtained from the health services provider.

### Disabilities

Unified School District #1 will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs and services that other students enjoy and may continue to attend the school. The local liaison for homeless children is the facility school administrator.

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## **Immunizations**

Immunizations are available upon order of the health care provider.

## **Physical Examinations**

All students receive an intake health screening upon admission to the Department of Correction.

## **Homework**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills, extend classroom learning, stimulate and further interests, reinforce independent study skills, develop initiative, responsibility, and self-direction and stimulate worthwhile use of leisure time.

## **Laser Pointers**

Students are not permitted to possess or use any DOC indicated contraband, including laser pointers, and will face the appropriate consequences per directive.

## **Limited English Proficient (LEP) Students**

Parents of Limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



**ABE (GED Preparation)**

**Computer Repair Technology**

**Career Resources**

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, Teaching English to Speakers of Other Languages (TESOL) program, homework assistance, and tutoring.

## Library/Media Center

Students are invited to use the books, magazines, newspapers, and other materials located in the library, if one is located at their facility. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk.

USD #1 offers no Internet use for students. Guidelines have been established for the use of technology. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use computers and other technology exclusively for educational purposes.

## Make-up Work

A student may be permitted to make-up tests and to turn in projects due in any class missed because of an excused absence.

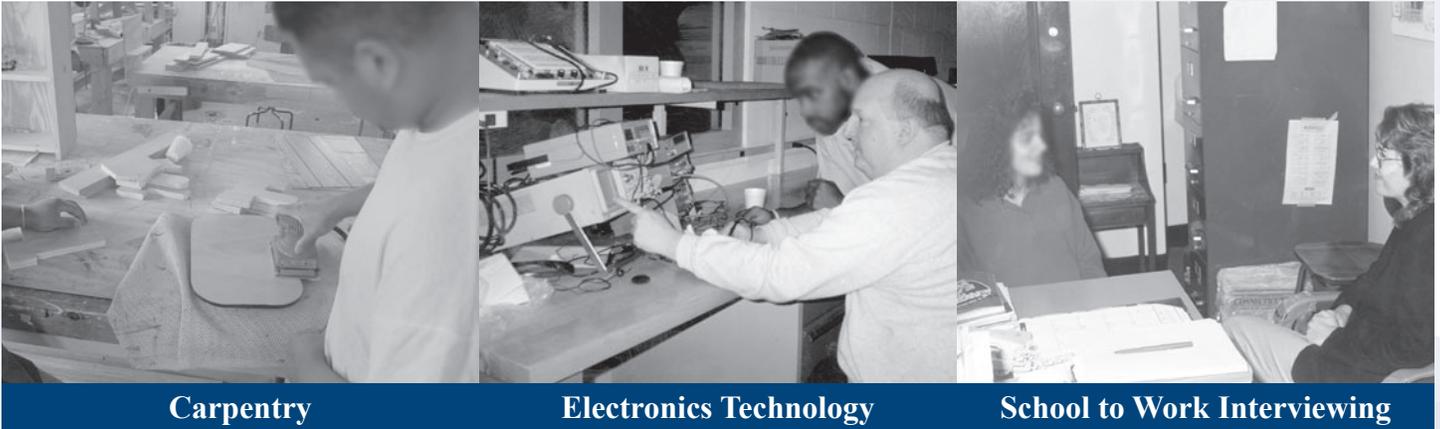
For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

## Migrant Students

A full range of services will be provided to migrant students, including applicable Title I programs, special education, vocational education, language programs, counseling programs and elective classes.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



## Parent/Guardian Conferences

Parents/guardians are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Telecommunication of PPT meetings is available upon request at the Manson Youth Institution and the York Correctional Institution. Parents/guardians, as well as teachers, counselors or administrators may initiate a person to person conference or teleconference.

A parent/guardian or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent/guardian schedules.

## Parent/Guardian Involvement and Communications

Education succeeds best when there is a strong partnership between home and school based communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the student's school activities and with the District's academic programs, including special programs. Attendance at PPT conferences, graduations, and participation in facility parent/guardian activities are always encouraged.

## Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. The Department of Correction will have on file an annual calendar showing the anticipated dates and locations of pesticide applications. A written record of all pesticide applications will be maintained for five years. Parents/guardians may contact the Superintendent's office requesting to be listed on a registry to receive an annual calendar showing the anticipated dates of pesticide applications (as required by law).

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



Plant Science



Computer Classes



Automotive Technology

## Promotion, Retention and Placement

A student shall be promoted from one level to the next on the basis of academic performance.

A student shall be placed in an appropriate class level when meeting (one or more) of the following criteria:

1. The student has scored (one or more) years below grade level on the district's standardized achievement test.
2. The student was a special education student upon enrollment into the school district according to past school records.
3. The student has been recommended, based on prior performance in academic courses, by the teacher, school administrator, or pupil services staff.

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from level to level. Students who master objectives at an exceptional rate may be considered for acceleration to another level or class. Students who do not master basic learning objectives at a normal rate will be considered for remediation. Remediation and acceleration decisions are the responsibility of the teaching staff and school administrator. The final decision rests with the school administrator.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, continued attendance, retesting, etc.

## Psychotropic Drug Use

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. The DOC health service provider and school pupil service staff may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



External Diploma Classes

Library Services

Dental Technology

## Safety/Accident Prevention

Student safety in the school and at related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Besides following all DOC administrative directives, a student should:

- Avoid conduct that is likely to put the student or other students at risk
- Follow the DOC Code of Penal Discipline
- Remain alert to and promptly report safety hazards
- Follow immediately the instructions of staff who are overseeing the welfare of students

## Financial Aid and Awards

Financial Aid is available to qualified students with a high school degree once they exit to the community. Students should consult a pupil service staff or reentry teacher for information about what scholarships are available and how, when and where to apply for financial aid prior to exiting to the community.

## School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools 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 without feeling that they are betraying their own beliefs.

Embracing and practicing activities that emphasize multiculturalism is encouraged throughout the school year.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

## Search and Seizure

The DOC governs the process for search and seizure based on needs of the agency. Use of the canine unit is governed by the DOC.

## Special Programs

The district provides special programs for students of other languages and for those with disabilities which affect student success at school. A student or parent/guardian with questions about these programs should contact the Superintendent's office.

For students in need of Special Education and related services, a planning and placement team is designed to provide communication and decision-making at the school level concerning the effective use of available resources.

Any student identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. Parents/guardians must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the findings of the evaluation will be developed by the PPT, with parental involvement.

## Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



**Writing Classes**

**Credit Diploma Program**

**Computer Instruction**

By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The school administrator is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents/guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental/guardian consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent/guardian or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents/guardians or student.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



**Bicycle Repair**

**Carpentry**

**Culinary Arts**

A student over 18 and parents/guardians of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Parents/guardians or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records can be made available. Parents/guardians may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if parents/guardians fail to follow proper procedures; or (4) when the district is given a copy of a court order terminating parental/guardian rights.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## Summer School

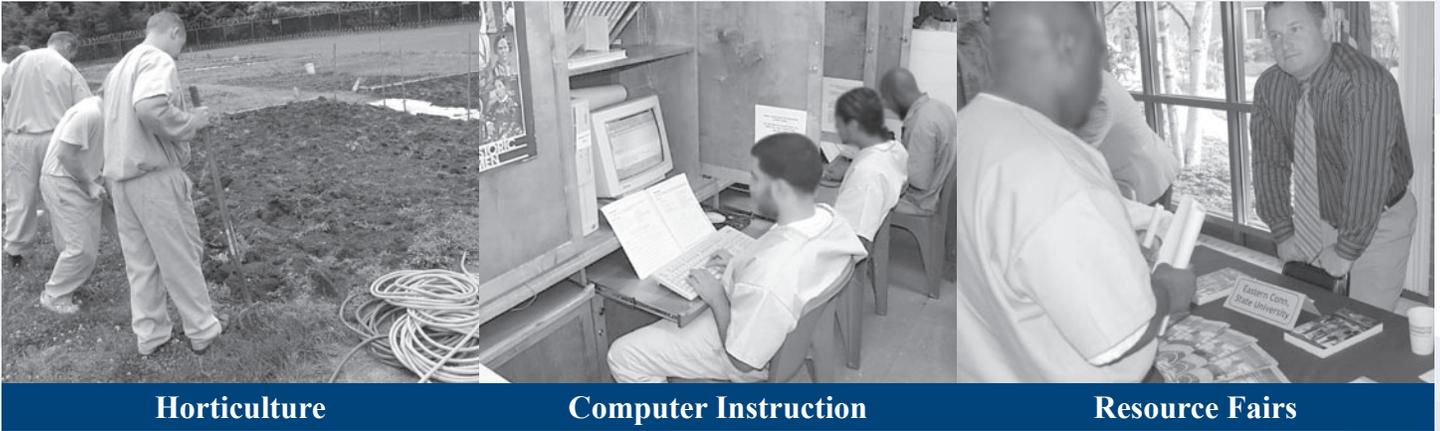
All students in the district are expected to attend a 35 day summer session.

## Telecommunication Devices

Students shall not possess or use a remotely activated paging device or cellular mobile telephone according to DOC administrative directive. Students found under possession of such devices will be disciplined under the DOC Code of Penal Discipline (AD 9.5).

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



Horticulture

Computer Instruction

Resource Fairs

## Teacher and Paraprofessional Qualifications

Parents/guardians have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught, that is, the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. No paraprofessionals are hired by the district.

## Testing

All students without a high school diploma will participate in the Employability Competency System (ECS) and Test of Adult Basic Education (TABE) assessment programs. Special education students participate in these programs except in the rare case when participation in an alternate assessment is detrimental to the student's PPT. In order to graduate students must meet District standards for graduation. The ECS and TABE test are two of the measures used to determine if students have met the identified standards. Student scores on each component of these tests shall be included in permanent records.

## Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. The DOC administrative directives will be adhered to concerning this issue.

## Title I Comparability of Services

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

# STUDENT AND PARENT/GUARDIAN HANDBOOK

UNIFIED SCHOOL DISTRICT #1



Culinary Arts

Computer Instruction

High School Diploma Program

## Title I Parental Involvement

Parents/guardians of a student in a Title 1 funded program will receive a copy of the district's parental involvement policy including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

## Transfers and Withdrawals

Parents/guardians must submit a formal written statement of withdrawal to the Superintendent's office before a student age 16 or 17 can be withdrawn from school.

## Visitors

All visits are governed by the DOC visiting policy. Exceptions may be made for invitations to PPT meetings, school graduations and family orientation sessions.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

## Wellness

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



Brian Murphy  
Acting Commissioner

Patrick Hynes  
Director  
Programs and Treatment

Angela Jalbert  
Acting Superintendent  
Unified School District #1



State of Connecticut  
Department of Correction

Unified School District #1  
24 Wolcott Hill Road, Wethersfield, CT 06109

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