

2018-2019

# Parent-Student Handbook

Bethany  
Community  
School

44 Peck Road

Bethany, CT

203-393-3350

## PREFACE

The material covered within this Parent-Student Handbook is intended as a method of communicating to students and parents regarding general District information, rules and procedures and is not intended to replace any Board Policy, Administrative Regulation or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This handbook is written as a reference for our students and their parents. 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,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or another 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 Parent-Student Handbook is designed to be in harmony with Board Policy and Administrative Regulations. Please be aware that the handbook is updated yearly, while policy and administrative regulations adoption and revision may occur throughout the year. Changes in policy and administrative regulation that affect portions of the handbook are available on the District website, [www.bethany-ed.org](http://www.bethany-ed.org) or by clicking the links throughout this handbook.



*Built in 1834*

# Mission Statement

To challenge and inspire every student to become a lifelong learner and a resilient, independent, literate, caring, creative, responsible world citizen.

## Our Beliefs and Commitments

### We believe that...

- Educating children is our first priority.
- Education is a community-wide responsibility and requires the active engagement of all stakeholders.
- The individual worth of each child must be celebrated.
- Every student can learn and deserves an equal opportunity to learn.
- Every student has special gifts and talents to be discovered and nurtured.
- Positive attitude and effort lead to accomplishment.
- Physical activity, the arts, and play are essential elements of a comprehensive education.
- Education must focus on active learning, using critical thinking, and problem-solving skills.

### We are committed to...

- Empowering students to become resourceful learners who can apply their knowledge.
- Challenging each student to reach his/her full potential.
- Respecting individual and community values.
- Integrating twenty-first-century technology throughout our school.
- Investing in our professional staff to enhance instruction.
- Developing and retaining exemplary teachers.
- Providing a safe, secure and positive environment.
- Managing our financial resources efficiently and effectively.
- Advancing the Bethany School District together as a community.

## Board of Education Members [back to top](#)

Board Member	Email	Term Expires
James Bruni	<a href="mailto:ibruni@bethany-ed.org">ibruni@bethany-ed.org</a>	July 1, 2021
Doreen Fox	<a href="mailto:dfox@bethany-ed.org">dfox@bethany-ed.org</a>	July 1, 2019
John Paul Garcia	<a href="mailto:jpgarcia@bethany-ed.org">jpgarcia@bethany-ed.org</a>	July 1, 2019
Inez Kelso	<a href="mailto:ikelso@bethany-ed.org">ikelso@bethany-ed.org</a>	July 1, 2021
Christopher Pittenger, Chair	<a href="mailto:cpittenger@bethany-ed.org">cpittenger@bethany-ed.org</a>	July 1, 2023
Dorothy Seaton, Vice-Chair	<a href="mailto:dseaton@bethany-ed.org">dseaton@bethany-ed.org</a>	July 1, 2021
Vivian Shih	<a href="mailto:vshih@bethany-ed.org">vshih@bethany-ed.org</a>	July 1, 2019
Lynette White	<a href="mailto:lwhite@bethany-ed.org">lwhite@bethany-ed.org</a>	July 1, 2023
Namita Wijesekera, Secretary	<a href="mailto:nwijesekera@bethany-ed.org">nwijesekera@bethany-ed.org</a>	July 1, 2023

More information on the Board of Education can be found in the Board of Education section of our school website, [www.bethany-ed.org](http://www.bethany-ed.org).

## Board of Education Meetings [back to top](#)

The Regular and Special Board of Education Meetings are open to the public. All meetings begin at 6:30 p.m. unless otherwise posted. Regular meetings are typically held in the Bethany Community School Learning Commons unless otherwise indicated. All meeting dates, agendas, minutes, meeting packets and available meeting videos are posted on the District website. Refer to [Policy 1120](#) for more information.

## Equal Opportunity [back to top](#)

In compliance with Title VI, Title IX, Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Bethany Public School District does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law, whether by students, board employees, or third parties subject to the control of the board. The board's prohibition of discrimination or harassment expressly extends to its services, equal opportunity employment, educational programs, academic, nonacademic and extracurricular activities, including athletics. Inquiries regarding the Bethany Public School District's nondiscrimination policies should contact the Superintendent of Schools, 44 Peck Road, Bethany, CT, 06524, (203) 393-1170. Refer to [Policy 0521](#), [Policy 5145.4](#), [Administrative Regulation 5145.4](#), and [Policy 6121](#) for more information.

## Notice of Video Monitoring [back to top](#)

In accordance with Connecticut General Statutes, notice is hereby given to all employees, parents, and students that the Bethany Public School District conducts electronic monitoring in all school buildings. Video cameras are set up throughout the school and are monitored regularly. Refer to Policy [5131.111](#) for more information.

# Daily Operation

## School Day, Hours of Operation [back to top](#)

	Start Time	End Time
Regular School Day	8:40 a.m.	3:10 p.m.
Early Dismissal	8:40 a.m.	1:10 p.m.
Delayed Opening	10:40 a.m.	3:10 p.m.

## School Cancellations/Delayed Openings/Early Dismissals [back to top](#)

The decision to alter/cancel the school day is made when the health and/or safety of students is in jeopardy. In the event of serious inclement weather, information is provided to us by Bethany Department of Public Works and a decision is made no later than 6:30 a.m.

The decision to delay, close school, or dismiss early is often a difficult one. During inclement weather when an administrative decision to open school has been made, this is not meant to preclude a family's choice to keep their student home. Families are encouraged to exercise their own judgment in such cases.

## Announcement Times [back to top](#)

6:30 a.m. Decision is made to delay opening or to cancel school.

8:10 a.m. If weather conditions have worsened during this early morning period, an originally reported delay might be changed to a cancellation. Continue to monitor broadcasts and websites until 8:30 a.m.

11:00 a.m. If an early dismissal has been called for, the announcement will be added to the District website and provided to the local media stations by 11:00 a.m.

## Media Announcement Sources [back to top](#)

Website: (First Choice): [www.bethany-ed.org](http://www.bethany-ed.org); [www.ctweather.com](http://www.ctweather.com)  
Email/Text: SwiftK12  
Radio: WICC Radio 600AM, WEBE Radio 108FM  
Television: WTNH, NBC CT, Fox, NECN and WFSB

## Bus Pick-Up Times During Delays [back to top](#)

In the case of a delay in the morning, buses will pick up students 2 hours later than their regular pick up times. Dismissal is as normal.

## Before/After School Activities [back to top](#)

If there is a delayed opening there are no morning school activities. If there is an early dismissal there are no afternoon school activities. Please contact your child care provider directly to determine their policies regarding delayed school openings and early dismissals from school.

# Communication

## A vital part of student achievement [back to top](#)

We believe that good parent-teacher relationships are necessary for maximum school success. Throughout the year the school will communicate with you through notes, telephone calls, weekly newsletters, and parent-teacher conferences. We encourage you to contact the teacher if you have any questions or concerns. The District website, [www.bethany-ed.org](http://www.bethany-ed.org), provides a wealth of information. Refer to [Policy 6135](#) for more information.

## School and District Contacts [back to top](#)

Bethany Community School	(203) 393-3350	<a href="http://www.bethany-ed.org">www.bethany-ed.org</a>
Superintendent of Schools	Mrs. Colleen Murray	<a href="mailto:cmurray@bethany-ed.org">cmurray@bethany-ed.org</a>
Director of Special Services, Curriculum and Instruction	Mrs. Kai Byrd	<a href="mailto:kbyrd@bethany-ed.org">kbyrd@bethany-ed.org</a>
BCS Principal	Mr. Robert Davis	<a href="mailto:rrdavis@bethany-ed.org">rrdavis@bethany-ed.org</a>
School Psychologist	Mrs. Marjorie Nusom	<a href="mailto:mnusom@bethany-ed.org">mnusom@bethany-ed.org</a>
School Psychologist	Mrs. Cara Bordonaro	<a href="mailto:cbordonaro@bethany-ed.org">cbordonaro@bethany-ed.org</a>
Guidance	Mrs. Tina Spagnoletti	<a href="mailto:tspagnoletti@bethany-ed.org">tspagnoletti@bethany-ed.org</a>
School Nurse	Mrs. Jennifer Bobok	<a href="mailto:jbobok@bethany-ed.org">jbobok@bethany-ed.org</a>

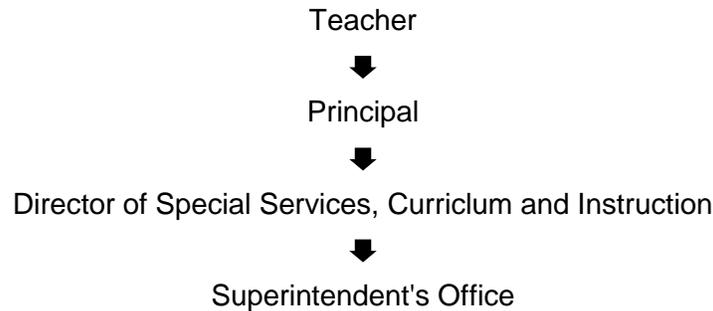
If you are aware of any problem or an unusual occurrence at home or at school that might affect your child's learning, such as conflicts with other children, illness or death of a family member, friend or pet, or changes in the family structure, please share this information with the School Nurse, School Psychologists or Guidance Counselor.

## Back to School Open House [back to top](#)

A Back to School Open House is held at the beginning of the academic year. This is an excellent opportunity for you to learn about school activities planned for the year, policies and procedures and general expectations of you and your child. It is designed as a time to become more familiar with our school and its surroundings. It is not, however, a time to visit with your child's teacher to discuss specific issues about your child. We suggest you reserve your specific questions relating to your child for the Parent-Teacher conference or schedule an appointment with the teacher for another time when you both will be able to concentrate on the issues at hand.

## Channels of Communication [back to top](#)

When you have a question about your child's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. If you do not come to resolution or you need to discuss a matter further, we ask you to use the following information path. Using this path will help you get the information you seek quickly and efficiently. Parents/guardians have the right to appeal any decisions by contacting the Superintendent.



## Communication From School to Home [back to top](#)

There are many ways BCS communicates with you. It is your responsibility to read or review all materials or events created for your benefit. The purpose of these items is to make sure you are aware of upcoming programs and activities, understand new policies, and are knowledgeable of expectations for the coming year. Here are some of the ways we communicate with you:

Open House	Newsletters	Email & Text Messages
Parent-Teacher Conferences	Website	Flyers
Standardized Test Reports	Automated Phone Messages	Standardized Report Cards

## Distribution of Materials [back to top](#)

Printed or electronic materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations; will be referred to the Principal to make sure the request complies with District policy.

## Emergency Contact Information [back to top](#)

Parents/guardians must complete or update emergency contact information for each child at the beginning of each school year. Additional emergency contact names and numbers may be given when providing this information. This is very important in case of an emergency an adult can be contacted. If information changes, it is the parent's responsibility to update the information as soon as possible.

## Newsletters [back to top](#)

One of the best sources of news from school to home is in the form of the School Newsletter. Weekly newsletters are distributed via email and are available on the District website. It is strongly recommended that you read these newsletters to learn more about what is planned for the school and community.

## Parent Teacher Conferences [back to top](#)

Two parent/teacher conferences are scheduled per year – one at the beginning of the school year and one at the end. Additional conferences between the parent and teacher can be arranged at any time. Addressing academic or behavioral difficulties when they first appear will often times provide easy solutions rather than waiting until the problems become magnified. Please refer to the [School Calendar](#) for conference dates.

## **SwiftK12 – An automated messaging system** [back to top](#)

The Bethany Public School District uses an automated phone messaging system called SwiftK12. This system gives District administrators the ability to easily and quickly contact parents immediately via phone, email or text of news that needs to be communicated. Administrators have the ability to send messages to the entire school community, or they can tailor transmissions to smaller groups when needed (for example, if a particular bus route is delayed, the SwiftK12 system could be deployed to contact parents/guardians from that specific school bus route only).

## **The Website - [www.bethany-ed.org](http://www.bethany-ed.org)** [back to top](#)

The Bethany Public School District website is an extremely useful resource of information. We enthusiastically urge all residents to visit the website to see what is available there. Immediate news, such as school cancellations or delays, is placed right on the home page for instant access. Some of the items found on the website include School and Community Happenings, Newsletters, Policies, Procedures, Parent Resources, Teacher Programs, Services, District Information and Board of Education Information.

## **Bethany Board of Education Privacy Statement**

The Bethany Board of Education maintains [www.bethany-ed.org](http://www.bethany-ed.org), hereafter referred to as *Site*, to provide relevant information concerning the Bethany Public School District. The Bethany Board of Education is not liable for any direct, incidental, consequential, indirect or punitive damages arising out of access to or use of this Site. The Bethany Board of Education also assumes no responsibility and shall not be held liable for any damages to or viruses that may infect computer equipment or other property as a result of using, browsing or downloading any materials, data, images or text from this Site or any publications linked to this Site. The entire Privacy Policy is on the District website, [www.bethany-ed.org](http://www.bethany-ed.org).

# **Academic**

## **Policies and Procedures**

### **Admission/Ages of Attendance/Placement** [back to top](#)

A resident student is a student whose parent or person having control of the student reside in the Town of Bethany or who meet state requirements for school accommodations. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the District's programs and activities without discrimination on account of race, color, sex, religion, national origin, sexual orientation, gender identity or expression, marital status, genetic information or membership in any other protected class. Students who are classified as homeless under federal law, and therefore do not have a fixed residence, will be admitted pursuant to federal law and Board Policy or Regulation. Refer to [Policy 5111](#) for more information.

## **Computer Use & Internet Safety** [back to top](#)

The Bethany Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world. Therefore, the District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives. The use of technology in support of learning shall be balanced against student needs and parental consent. The Board directs the Superintendent or his/her designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy. Refer to [Policy 5134](#) and [Administrative Regulation 5134](#) for more information.

## **Curricular Exemptions** [back to top](#)

Upon the written request of a parent/guardian received by the School District prior to planned instruction in the areas set forth below, the Board shall permit curricular exemptions for instruction in the following areas:

1. Dissection;
2. Family Life Education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

Refer to [Policy 6144.1](#) for more information and [Forms & Information](#) for the Exemption Form.

## **Examination/Grading/Rating** [back to top](#)

The Bethany Board of Education seeks, through performance objectives in its instructional program, to make achievement both recognizable and possible for students. The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance if such change seems necessary. Refer to [Policy 5121](#) for more information.

## **Field Trips** [back to top](#)

The Board recognizes that field trips are an educationally sound part of the approved curriculum of the District. Field trips provide students with first-hand experiences and are an effective and worthwhile means of learning. The Board supports field trips of significant educational value related to the total school curriculum under the current fiscal constraints and administrative regulations established by the Superintendent. Refer to [Policy 6153](#) and [Administrative Regulation 6153](#) for more information.

## **Freedom of Speech/Expression** [back to top](#)

The Board of Education supports the dissemination and discussion of diverse points of view. Through the school Administration, it encourages the publishing and distribution of student-written material or other publications, posted, circulated or otherwise distributed. While students' rights to freedom of expression are constitutionally guaranteed, these rights are limited with regard to libelous or obscene statements or material that would cause substantial disruption of the educational process. Refer to [Policy 5145.2](#) for more information.

## **Homework** [back to top](#)

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade. Refer to [Policy 6154](#) for more information.

## **English Learners (EL) Students** [back to top](#)

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. Refer to [Policy 6141.311](#) for more information.

## **Makeup Work** [back to top](#)

If a student is absent for legitimate reasons, 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.

When parents call the school office to report an unplanned absence (due to illness or other unexpected reason), they may request assignments at that time. Assignments may be picked up in the office at the close of the day or carried home by a sibling or friend.

For planned absences, (e.g., vacations planned during the school year other than those appearing on the Bethany Public School District Calendar), teachers will not provide students or parents with advance work or assignments. It is the student and/or parent responsibility to get the work upon their return to school.

## **Promotion, Acceleration, and Retention** [back to top](#)

The Board of Education is dedicated to the best total and continuous development of each student enrolled in the school. Therefore, the District will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The school administration and faculty shall establish a system of grading and reporting academic achievement to students and their parent/guardian. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on demonstrated and assessed successful completion of the curriculum, attendance, standards, performance on statewide assessments and other testing instruments. Any necessary retention should take place as early in a student's educational career as possible. Refer to [Policy 5123](#) for more information.

## **Sexual Abuse Prevention and Education Program** [back to top](#)

Students in K-6 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents may permit their child to opt out of the awareness program or any part of it. Refer to [Policy 5145.511](#) for more information on the program and [Policy 6144.1](#) for more information on opting out of the program.

## **Teacher and Paraprofessional Qualifications** [back to top](#)

Parents have the right to request information about the professional qualifications of their child's teacher(s). Available information includes whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications the teacher may have. To view this information go to the [Faculty & Staff webpage](#), choose the name of the teacher and click on Profile. Parents will also be advised if requested as to whether the child is provided service by paraprofessionals and their qualifications.

## Textbooks and Materials Care & Obligations [back to top](#)

Textbooks, paperbacks, library books and other educational materials or equipment are loaned to students who are responsible for the proper care of books and materials entrusted for their use. Students will be assessed damages for abuse of school buildings, equipment including technology devices, and materials. Refer to [Policy 6161.2](#) and [Administrative Regulation 6161.2](#) for more information.

# Attendance

## Policies and Procedures

### Attendance and Truancy [back to top](#)

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Any student five (5) years of age or older, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year is considered Truant. Refer to [Policy 5113](#) and [Administrative Regulation 5113](#) for more information.

### Early Departure/Late Arrival [back to top](#)

Students are expected to be in attendance and participate in all assigned activities and programs for the entire school day. Late arrival to school (tardiness) and/or early departure from school will be excused only if the reason for such absence is consistent with the above conditions for excused absences and proper documentation is provided. **Parents must call the school by 8:00 a.m. to report late arrivals and/or to request early dismissal.**

Any child arriving to school after 8:40 a.m. on a regular school day will be considered tardy, the parent is required to sign them in at the main office.

### Drop off K-6

If your child does not ride the bus to school, they should be dropped off no earlier than 8:30 a.m. and no later than 8:40 a.m. on a regular school day. There is no supervision for students prior to 8:30 a.m. on a regular school day. All students are expected to be dropped off at the main entrance of the school building and enter through the main doors. Students should not be dropped off in the Town Hall parking lot. A staff member will be on duty at the front door to meet students at 8:30 a.m. **Please drop students off curbside and do not get out of the car with your child. If you cannot disembark curbside, please park your car and walk your child to the front entrance.** Once students are in the school they are not allowed to leave the school building or property without appropriate permission/supervision.

## Pick up K-6

- All student pickups will be dismissed from the sixth-grade wing door (closest to Town Hall) outside classrooms 306 and 307. There will be signage that designate this area as the student pick up location. Please park in the Town Hall parking lot (lower lot) when picking up your child at dismissal time.
- **All** adults picking up students must show a valid picture ID. In adherence to our School Safety Plan, children will not be released to anyone who does not show an ID.
- If there is a change in your child's dismissal schedule (e.g., park and rec., taking bus home, etc.), including who is picking up your child, please be sure to contact the main office **no later than 2:45 p.m.** to be sure that this information is disseminated to the supervising classroom teacher and faculty in a timely fashion.
- Children not picked up by 3:30 p.m. will be sent to the main office and their parent/guardian contacted.

## **Excuse from Physical Education** [back to top](#)

Excused absence from Physical Education for more than three consecutive classes requires a licensed medical professional's note stating the reason for and expected duration that the student is physically unable to participate in such educational activity.

## **Withdrawing From School** [back to top](#)

Parents withdrawing students from school must notify the Principal one week in advance of their last day of attendance at Bethany Community School. At that time, the parent will be provided with any required forms to complete. Records cannot be forwarded until all books and materials have been returned and any financial obligations, including lunch balances, have been met.

# Conduct

## **Policies and Procedures**

### **Academic Honesty** [back to top](#)

The Board of Education seeks to promote personal and academic integrity in all members of the school community. The Board considers cheating and plagiarism of all types as well as disregard for copyright law and fair use guidelines to be violations of this policy and subject to consequences. Refer to [Policy 5121.3](#) for more information.

### **Behavior Expectations** [back to top](#)

The Bethany Community School utilizes the Positive Behavioral Interventions and Supports (PBIS) process to address the school climate. PBIS is a research-based, school-wide systems approach to improve school climate and create a safer and more effective school.

- PBIS **is** a process. PBIS **is not** a program or curriculum.
- The process focuses on improving the school's ability to teach expectations and support positive behavior for all students.
- PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific discipline plans.
- PBIS is a team-based process for data review, data-based problem solving and intervention, ongoing planning, and monitoring of interventions. PBIS implementation includes school-wide procedures and processes intended for ALL students, ALL staff and in ALL settings. This includes individual classrooms and teachers AND non-classroom settings and related staff.

- The following is a list of behavioral expectations for locations throughout the building:
  - **Classroom** → Do your best work ★ Participate ★ Be prepared ★ Follow directions ★ Raise your hand ★ Treat others in a positive and polite manner ★ Keep hands and feet to self ★ Be an active listener ★ Quiet voices ★ Leave no trace ★ Respect the property of others ★ Use materials appropriately.
  - **Hallway** → Walk to the right ★ Single file ★ Face forward ★ Voices off ★ Respect classes in session ★ Keep hands and feet to self ★ Silent greeting.
  - **Bus** → Stay seated ★ Wait/walk in line to get on and off bus ★ Listen and follow bus driver directions ★ Quiet voices ★ Use appropriate language ★ Keep hands, feet and objects to yourself ★ Respect property of others ★ Leave no trace ★ Walk on the sidewalk ★ Keep aisles clear ★ No food or electronics.
  - **Cafeteria** → Enter and exit in an orderly manner ★ Use proper table manners ★ Stay seated at assigned table ★ Raise your hand for help ★ Treat others in a positive and polite manner ★ Use quiet voices and appropriate language ★ Keep hands, feet and other objects to yourself ★ Leave no trace ★ Keep all lunch food in cafeteria ★ Empty and stack trays.
  - **Recess** → Play in assigned area only ★ Use equipment responsibly ★ Listen and follow all adult directions ★ Keep hands and feet to self ★ Use appropriate language ★ Include others ★ Report any unsafe behavior ★ Leave no trace ★ Respect the environment and playground equipment.
  - **Bathroom** → Go directly to the bathroom and return immediately ★ Flush toilets ★ Wash hands ★ Respect the privacy of others ★ Report inappropriate use of bathroom ★ Keep hands, feet and other objects to yourself ★ Leave no trace.
  - **Assemblies** → Enter and exit in an orderly manner ★ Voices off ★ Remain seated appropriately ★ Remain in assigned area ★ Follow directions ★ Respect others personal space ★ Be an active listener ★ Clap appropriately ★ Keep hands, feet and other objects to yourself ★ Leave no trace.

## **Bullying Prevention and Intervention** [back to top](#)

The Bethany Board of Education is committed to creating and maintaining a physically, emotionally and intellectually safe educational environment free from bullying, teen dating violence, harassment, and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed a [Safe School Climate Plan](#), consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

The Board also prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the Board of Education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Refer to [Policy 5131.911](#) and [Administrative Regulation 5131.911](#) for more information.

## **Fire Emergency and Crisis Response Drills** [back to top](#)

A fire drill shall be held at least once a month in the school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill shall be substituted for one of the required monthly school fire drills every three months. The Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of the school in the shortest possible time and in the most efficient and orderly fashion. Refer to [Policy 6114.1](#) for more information.

## **Parent Messages/Student Electronic Device Use** [back to top](#)

Parents should not contact their children via cell phone during the school day. It is not school procedure to interrupt classroom instruction to deliver messages. Parents are urged to remind students of appointments before they come to school. Students are permitted to use the main office phone during school hours with permission of the Principal or his/her designee. Refer to [Policy 5133](#) for more information.

## **Playscape Rules** [back to top](#)

The school has outdoor recreational structures called playscapes. Rules to ensure the children's safety will be discussed with the students by the classroom teachers. Visitors should not use the playscape during school hours; its use is limited to students during these hours.

## **Search and Seizure** [back to top](#)

The Bethany Board of Education seeks to ensure a learning environment that protects the health, safety, and welfare of students and staff. To assist the Board in attaining these goals, District officials may, subject to the requirements below, search a student's person or property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities. Refer to [Policy 5145.12](#) and [Administrative Regulation 5145.12](#) for more information.

## **Sex Discrimination and Sexual Harassment** [back to top](#)

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees, and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. Refer to [Policy 5145.5](#) and [Administrative Regulation 5145.5](#) for more information.

## **Student Conduct** [back to top](#)

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and at all school-related activities and obey the rules established by the Board of Education.

### **Areas of Responsibility**

1. Certified staff

Teachers, administrators, and other certified staff are responsible for the proper conduct and control of students while they are under the supervision and jurisdiction of the school and all school-related activities.

2. Principal

The Principal may implement necessary procedures and school rules and regulations on student behavior consistent with Board of Education policies and administrative regulations. The Principal may involve representatives from school personnel, students, parents, and citizens of the community in developing standards, specific rules, regulations, and procedures for student conduct at school or during school-related activities.

### 3. Teachers

Teachers are responsible for proper and adequate control of students and for student instruction on rules and regulations of proper conduct. Teacher responsibility and authority extends to all students of the District under the assigned supervision of the teacher and to other students with whom the teacher comes into contact throughout his/her work day.

### 4. Support Staff

Instructional and other aides, custodians, secretaries and clerks, cafeteria employees, bus drivers, and other non-certified staff are responsible for reporting to teachers and administrators, any inappropriate student behavior, and for intervention and necessary action in the absence of certified staff to preserve personal safety, the safety of other students and/or staff, and to safeguard District property.

### 5. Parents

Parents are expected to cooperate with and to support school authorities regarding the behavior and discipline of their children. Parents shall be held responsible for willful misbehavior of their children and for any destructive acts on school property.

## **Student Behavior**

Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for complying with the school and District standards of behavior.

## **Notification of Behavior Code**

The Superintendent shall require the Principal take steps to ensure that all rules pertaining to the discipline of students are communicated to the parent/guardian and students at the beginning of each school year and to transfer students at their enrollment in the school. Refer to [Policy 5131](#) for more information.

## **Student Discipline** [back to top](#)

A student who violates the District's Code of Conduct or state or federal law shall be subject to disciplinary action. The Bethany Public School District's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, in school suspension, out of school suspension, and expulsion. 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 of the educational process and violates publicized Board of Education policy and administrative regulations even if such conduct occurs off-school property and during non-school time. Refer to [Policy 5114](#) for more information.

## **Student Dress** [back to top](#)

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from being worn during the academic school day:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn or carried in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Footwear which mars floors or is a safety hazard.
- d. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.

- e. Oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- f. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- g. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- h. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- k. See-through clothing, tank tops or sleeveless shirts.
- l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- m. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.
- n. Items a. and b. above, must be secured in the student's locker or other storage area before school starts. Items not stored may be confiscated by the Principal.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline. Refer to [Policy 5132](#).

## **Student's Rights** [back to top](#)

Students have a right to understand and discuss why certain actions have been taken or certain policies exist. Along with this right comes responsibility of doing so in a respectful manner. The following guidelines have been set up for student due process:

1. Any question about a grade, action, or policy of a teacher should be discussed directly with the teacher.
2. The first line of communication should be directly with the teacher.
3. If, after discussion, additional advice or assistance is needed, a school administrator should be contacted.

## **Substitutes** [back to top](#)

It is expected that students will cooperate fully with substitute teachers. Substitutes are in our building to continue the learning process in the absence of a regular teacher. Assignments given to students by substitutes have been prepared by their regular teacher and will be returned to their regular teacher for grading.

## **Weapons and Dangerous Instruments** [back to top](#)

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the District. Possession and/or use of any dangerous instrument, deadly weapon, electronic defense weapon, firearm, martial arts weapon, or destructive device in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Refer to [Policy 5131.7](#) for more information.

# Food Service

## How it Works, How to Pay, and Nutrition

### Lunch Program [back to top](#)

The goal of the Bethany Lunch Program is to provide nutritious, attractive, and tasty meals at an affordable price. The National School Lunch Program (NSLP) is governed by federal and state guidelines set by the U.S. Department of Agriculture and the State Department of Education. Meals are planned to meet the Dietary Guidelines for Americans and one-third of the Recommended Dietary Allowances for school-age children.

School lunch menus are available through the Nutrislice website at [www.nutrislice.com](http://www.nutrislice.com). Nutrislice works on all smartphones, and also creates PDF, online and email menus. You will be able to see what is being served, nutrition data, allergy data and much more. Children bringing lunch may purchase milk, water, juice or snacks separately.

### Paying for School Lunches [back to top](#)

Bethany Community School uses a computerized “Point of Sale” program where all students have an account ready to be used for the purchase of school lunches. All students are issued a unique lunch code that each child memorizes and enters at the serving line. Students can pay for lunch in cash or by depositing money into their lunch account.

Parents can send in cash or check/money order payable to “Bethany Community School Lunch Program.” Payments can be sent to the cafeteria in the morning before lunch for deposit into the student’s account or the student can make payment/deposit in the lunch line. Parents can also make deposits to the student account online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

Bethany participates in the National School Lunch Program where families who qualify can receive free meals or reduced price meals. Family applications will be distributed on the first day of school to each child in the school. Applications are also available on the District website under [Lunch Program](#). Only one application per family is required.

2018-2019 Lunch Prices	
Students	\$3.00
Adults	\$3.75
Milk	\$0.65
Reduced Lunch	\$0.40

The Bethany Community School makes every effort to promote positive social interactions and a pleasant environment during lunch. All food should be eaten in the cafeteria. Rules of cleanliness are to be observed at all times. All students are expected to demonstrate good behavior in the cafeteria. For safety and confidentiality reasons, a parent/guardian is not permitted to have lunch with their child during the school day.

Please refer to [Policy 3542.43](#) and [Administrative Regulation 3542.43](#) regarding Food Service Charging.

# Health and Well Being

## School Nurse, Medication and Other Health-Related Services

The health and well-being of our students take a high priority at our school. It is important that you understand what the school professional medical staff member both can and cannot do relating to medical issues. In addition to providing the overall principles we follow in school for medical care, we are also including several of our formal administrative policies, as adopted by the Bethany Board of Education.

In addition to providing routine and emergency medical care to students, the school nurse maintains information on immunizations and required physical examinations. The school nurse should be able to answer many of your health-related concerns such as administration of medication during school hours, symptoms that warrant school absence, general health screenings and much more.

### Accidents [back to top](#)

Students may call upon the school nurse at any time for emergencies when they occur in school. It is important to keep the student's emergency contact information updated so that parents/guardians can be contacted in the case of an accident or illness at school.

Injuries which have occurred out of school and require medical attention should be handled immediately by contacting your personal physician for assistance; do not wait to report such injuries to the school nurse for treatment, as legal guidelines limit the extent of treatment the school nurse may provide.

### Accommodating Students with Food Allergies and/or Glycogen Storage Disease [back to top](#)

The Bethany Public School District recognizes that food allergies and Glycogen Storage Disease may be life-threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The District is also committed to appropriately managing and supporting students with Glycogen Storage Disease. The District further recognizes the importance of collaborating with parents/guardians and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or Glycogen Storage Disease, as developmentally appropriate. Refer to [Policy 5141.25](#) and [Administrative Regulation 5141.25](#) for more information.

# Administration of Student Medications in School [back to top](#)

Refer to [Policy 5141.21](#) for more detailed information.

## General Policies on Administration of Medications

1. Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
  - a. the written medication order of an authorized prescriber;
  - b. the written authorization of the student's parent/guardian or eligible student; and
  - c. the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
2. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
3. Except as provided in Section D., medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
  - a. a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
  - b. students with chronic medical conditions who are able to self-administer medication, provided all of the following conditions are met:
    - i. an authorized prescriber provides a written medication order, including the recommendation for such self-administration;
    - ii. there is a written authorization for self-administration from the student's parent or guardian or eligible student;
    - iii. the school nurse has developed a plan for self-administration and general supervision, and has documented the plan in the student's cumulative health record;
    - iv. the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;
    - v. the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is self-administering prescribed medication;
    - vi. such medication is transported to school and maintained under the student's control in accordance with this policy; and
    - vii. controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

- c. a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
  - i. an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
  - ii. there is a written authorization from the student's parent/guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
  - iii. the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
  - iv. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- d. a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of an automatic prefilled injection cartridge or similar automatic injectable equipment at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
  - i. an authorized prescriber provides a written order requiring the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
  - ii. there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
  - iii. the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
  - iv. the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

- e. a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
  - i. the school nurse has determined that a self-administration plan is not viable;
  - ii. the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
  - iii. the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section J of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
  - iv. the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section G of this policy, when appropriate.
- f. an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D. below, and the following additional conditions are met:
  - i. there is written authorization from the student's parents/guardian to administer the medication in school;
  - ii. medication is administered pursuant to the written order of (A) a physician licensed under Chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under Chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
  - iii. medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor, and under the supervision of the school nurse;
  - iv. the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
  - v. the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- g. a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
  - i. there is written authorization from the student's parents/guardians to administer the medication; and
  - ii. a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes; and

- iii. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication; and
    - iv. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
    - v. the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
  - h. a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
    - i. only to a child enrolled in such program; and
    - ii. in accordance with Section K of this policy.
  - i. a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
    - i. training in administration of medications as part of their basic nursing program;
    - ii. successful completion of a pharmacology course and subsequent supervised experience; or
    - iii. supervised experience in the administration of medication while employed in a healthcare facility.
4. Medications may also be administered by a parent or guardian to his/her own child on school grounds.
5. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

## **Asbestos** [back to top](#)

The Bethany Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within District school buildings, and required inspections and preventive measures related thereto.

In accordance with federal law, upon request, the District shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The District shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received. Contact the Office of the Superintendent at (203) 393-1170 to request access to the Bethany Board of Education Asbestos Management Plan.

## **Class Parties** [back to top](#)

Holiday and special event parties can be a source of learning as well as fun, but these activities should not disrupt the educational process. The classroom teacher will be responsible for coordinating holiday parties along with the room parent. Please do not send in any food for class parties.

Birthdays are special occasions for young children. The teacher will acknowledge your child's birthday in class by singing and giving them a special birthday hat, pencil, and/or card. Please do not send in any food to celebrate their birthday.

## **Concussions** [back to top](#)

A Coach or the school nurse will notify a student's parent or guardian when he/she is removed from play due to a concussion or suspected concussion within 24 hours of removal but will make a reasonable effort to provide such notice immediately after the student's removal. Refer to [Administrative Regulation 4116.1](#) for more information.

## **Communicable and Infectious Diseases** [back to top](#)

Students with any medical conditions which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Refer to [Policy 5141.22](#) for more information.

## **Drugs and Alcohol Use by Students** [back to top](#)

The Bethany Board of Education is required by Connecticut law to prescribe rules for the management and discipline of the District. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in [Connecticut General Statutes Section 21a-240](#), or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. Refer to [Policy 5131.6](#) and [Administrative Regulation 5131.6](#) for more information.

## **Green Cleaning Program** [back to top](#)

It is the policy of the Bethany Board of Education to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Refer to [Policy 3524.2](#) for more information. Visit the District's [Government Compliance webpage](#) for a list of products used in BCS.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

## **Homeless Students** [back to top](#)

In accordance with federal law, it is the policy of the Bethany Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of a conflict between federal and/or state law and the administrative regulations, the provisions of law shall control. Refer to [Policy 5118.1](#) and [Administrative Regulation 5118.1](#) for more information.

## **Illness** [back to top](#)

Sick children can spread illness to other students and staff. Your child should not come to school if he/she has had a fever of 100° F or more in the past 24 hours; vomiting or diarrhea in the past 24 hours or a skin rash that has not been diagnosed by a health care provider.

Please contact the school nurse if your child has a condition that can be spread to others such as strep throat, chicken pox or head lice and if you have any questions or concerns.

## **Immunizations** [back to top](#)

In accordance with state law and accompanying regulations, the Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, Hemophilus influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to [Connecticut General Statutes Section 19a-7f](#), prior to enrolling in any program or school under its jurisdiction. Refer to [Administrative Regulation 5141.31](#) for more information.

Click for the [State of Connecticut immunization requirements for enrolled students in Connecticut schools for the 2018-2019 school year](#).

## **Pesticide Application** [back to top](#)

It is the policy of the Bethany Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of the school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

Parents/guardians of children and/or staff members may register for prior notice of pesticide application at the school. The school shall maintain a registry of persons requesting such notice and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions. Refer to [Policy 3524.1](#) and [Administrative Regulation 3524.1](#) for more information and notification requirements.

## **Physical Examinations** [back to top](#)

The Board of Education requires each student enrolled in the Bethany Public School District to have health assessments as mandated by state law. Refer to [Policy 5141.3](#) and [Administrative Regulation 5141.3](#) for more information.

## **Recommendations for Psychotropic Drug Use** [back to top](#)

The Board of Education, consistent with state statutes, prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the [Controlled Substances Act, Title 21 U.S.C. 801 et seq.](#)) in order for the child to 1. attend school; 2. receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3. receive special education and related services. Refer to [Policy 5141.231](#) for more information.

## **Reporting of Child Abuse and Neglect** [back to top](#)

[Connecticut General Statutes Section 17a-101 et seq.](#) requires school employees who have reasonable cause to suspect or believe 1) that any child under eighteen (18) has been abused or neglected, has had a non-accidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or 2) that any person who is being educated by a local board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require **ALL EMPLOYEES** of the Board of Education to report suspected abuse and/or neglect, non-accidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, in accordance with the administrative regulations. Refer to [Policy 5141.4](#) and [Administrative Regulation 5141.4](#) for more information.

## **School Health Services** [back to top](#)

The school nurse on duty is designed to provide care to students who become ill or are injured during normal school day hours.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Vision and hearing screenings are administered in accordance with state requirements.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. When appropriate, notices will be sent home to advise parents of their child's possible exposure to a communicable disease. It is likewise important that parents notify the school nurse in case of a student's illness. The school nurse is available to parents and students for conferences regarding health issues.

If a student is to be excused for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician.

## **Smoking in School Facilities** [back to top](#)

The Bethany Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product within any indoor facility owned, leased or contracted for, and utilized, by the Board, for the provision of routine or regular kindergarten, elementary or library services to children. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, and the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not contain nicotine, that is inhaled by the user of such product. Refer to [Policy 1331](#) for more information.

## **Student Insurance** [back to top](#)

All students may purchase accident insurance for a moderate cost. Applications forms are available on the District website under [Forms & Information](#) or by contacting the main office.

## **Sudden Cardiac Arrest** [back to top](#)

The Board recognizes the importance of ensuring the safety of students participating in the District's intramural or interscholastic athletic programs. Any student known to have exhibited signs or symptoms of cardiac arrest prior to, during or following an athletic event shall be prevented from participating in the athletic activity. Refer to [Policy 4116.12](#) for more information.

## **Suicide Prevention and Intervention** [back to top](#)

The Bethany Community School recognizes that suicide is a complex issue and that the school is not a mental health treatment center. School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school. Refer to [Policy 5141.5](#) and [Administrative Regulation 5141.5](#) for more information.

## **Wellness** [back to top](#)

It is the policy of the Bethany Board of Education to promote the health and well-being of District students. In furtherance of this policy, the Board has created a Wellness Council to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Wellness Council involves parents, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the Board of Education, and members of the public and may also involve Supplemental Nutrition Assistance Program (“SNAP”) coordinator or educators. The Wellness Council will be involved in the development and implementation of this policy, the triennial assessment and periodic updating of the policy. Refer to the [District Wellness Council webpage](#), [Policy 6142.101](#) and [Administrative Regulation 6142.101](#) for more information.

# **Parent Involvement**

## **Caring for the Children We Share**

### **Community Collaborations** [back to top](#)

We have established strong partnerships with many community members, organizations, and local businesses for the benefit of children and youth in our town. We look forward to continuing these relationships and building new ones in the coming year. Please check the District website under, [Community Happenings](#) as a starting point in your search for information when looking for information or assistance.

### **Extracurricular Activities** [back to top](#)

The Board of Education believes that extracurricular activities reinforce the instructional program, give students practice in democratic self-government and provide social and recreational activities. Student organizations also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging.

No student shall be denied equal access or a fair opportunity to be chosen to participate in extracurricular activities as established by the advisor/coach of said activity. Refer to [Policy 6145](#) for more information.

## [Parent-Teacher Organization \(PTO\)](#) [back to top](#)

The Bethany Community School PTO strives to promote closer relations between the school, community, students and the parents it serves. The PTO encourages and stimulates the exchange of ideas between educators and the general public, in order to secure the best possible education for every child. The BCS PTO:

- Finances schoolwide programs, assemblies, after-school clubs, classroom supplies and field trips.
- Sponsors numerous activities throughout the school year including:
  - School Pictures
  - Pumpkin Night
  - Book Fairs
  - School Dances
  - Field Day
  - Family Picnics
- Encourages parent opinions and always welcomes new ideas!

The success of each and every event and activity at BCS is dependent upon volunteer support. Many hands make light work! Whether you are new to the school, or a "seasoned veteran" you are welcome to join any committee that interests you. Consider your strengths and how you can help. Please also keep in mind that there are lots of positions that can be done from home, so if you are unable to come in during the school day that's okay. For jobs big and small, please share your expertise with us. The PTO holds monthly meetings and membership is open to everyone!

The Bethany Community School PTO Board Members for 2018-2019 are:

Trudianne Formica	President	<a href="mailto:bethanypto@gmail.com">bethanypto@gmail.com</a>
MaryGrace Crisci	Vice President	<a href="mailto:mgcrisci@gmail.com">mgcrisci@gmail.com</a>
Amber Durkin	Treasurer	<a href="mailto:amber_ccs@yahoo.com">amber_ccs@yahoo.com</a>
Melanie Rausch	AM Secretary	<a href="mailto:melrausch@hotmail.com">melrausch@hotmail.com</a>
Christina Logue	PM Secretary	<a href="mailto:davidandchristinalogue@yahoo.com">davidandchristinalogue@yahoo.com</a>
Heather Chometa	Corresponding Secretary	<a href="mailto:hlec@sbcglobal.net">hlec@sbcglobal.net</a>

## **School Social Events** [back to top](#)

School social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend these events unless other arrangements have been made with and approved by the administration. Students are expected to dress appropriately for all events. Standards of conduct and dress, admission costs and other pertinent instructions for a particular day will be announced prior to the event.

## **School Volunteers, Student Interns and Other Non-Employees** [back to top](#)

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of the Bethany Public School District staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Bethany Public School District. Refer to [Policy 1212](#) and [Administrative Regulation 1212](#) for more information.

## **Visitors** [back to top](#)

The Board of Education encourages visits by citizens, taxpayers, and parents to the school. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Visits to individual classrooms during instructional time shall be permitted only with the Principal’s or his/her designee’s approval. Refer to [Policy 1250](#) and [Administrative Regulation 1250](#) for more information.

# **Privacy/Confidentiality**

## **Policies and Regulations relating to Student Records, Information, and Photographs**

### **District/School/Staff/Student Publications** [back to top](#)

To enhance communication with students, parents/guardians, staff, community members, the public at large and to foster creativity, the Board of Education encourages the development and ongoing maintenance of District and school publications on the Internet. All publications shall support the educational vision of the District and shall be consistent with the District’s plans for communications and media relations. Refer to [Policy 6141.322](#) and [Administrative Regulation 6141.322](#) for more information.

### **Rights of Custodial & Non-Custodial Parents of Minor Children**

[back to top](#)

The Bethany Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent’s right to be kept informed of the student’s school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit to the school administration a copy of the court order which curtails these specific rights. Refer to [Policy 5142.1](#).

### **Student Data Privacy** [back to top](#)

Schools and school districts have always collected data on students. Instead of paper files, much of that data is now collected through computers and online resources. While the systems for organizing and managing this information have changed over the years, our school district’s commitment to confidentiality remains the same.

It is our responsibility to ensure the security of each student’s education record and we take that responsibility very seriously. There are also existing federal and state laws in place that protect student information. Refer to the District’s [Student Data Privacy webpage](#) for more information.

## Student Privacy [back to top](#)

The [Protection of Pupil Rights Amendment \(PPRA\)](#) affords parents and eligible students 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:

1. the right of a parent/guardian to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent/guardian 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/guardian;
  - 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;
  - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent/guardian to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent/guardian to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
5. the right of a parent/guardian 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/guardian's first and last name, a home or other physical address; a telephone number or a social security number;
6. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly 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-h); 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 educational 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 activities;
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the Bethany Public School District has adopted policies regarding these rights. Parents/Guardians 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

The Superintendent or Board of Education reserves the right to refuse admission or to terminate the tuition status of any student if such action appears in the best interest of the school system. Refer to [Policy 5145.16](#) for more information.

## **Student Records Confidentiality** [back to top](#)

### **Notification of Rights Under FERPA**

The [Family Educational Rights and Privacy Act \(FERPA\)](#), 20 U.S.C. Section 1232g, *et seq.*, affords parents and eligible students certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal or his/her designee a written request that identifies the record(s) they wish to inspect. The Principal or his/her designee will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school Principal or his/her designee, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the 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 Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. 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. The name and address of the agency that administers FERPA is:

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

Unless notified in writing by a parent or eligible student to the contrary within two (2) weeks of the date of this notice, the School District will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's/guardian's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The School District may disclose directory information about students after they are no longer in enrollment in the School District. Notwithstanding the foregoing, the District will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the School District from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school District from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the School District and is consistent with the District's obligations under both state and federal law. Refer to [Policy 5125](#) for more information.

## **Surveys and Screenings of Students** [back to top](#)

Surveys and screenings can be valuable resources for the school and the community in determining student needs for educational services. Refer to [Policy 6162.51](#) for more information.

# **Special Education**

The Board of Education shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District as required by state and federal law.

It is the intent of the District to ensure that students who are disabled within the definition of [Section 504 of the Rehabilitation Act of 1973](#) are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the [Individuals with Disabilities Education Act \(IDEA\)](#).

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by [Section 504 of the Rehabilitation Act of 1973](#), need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent/guardians, and representation by counsel, and a review procedure.

The Board of Education in fulfilling its legal duties and responsibilities for providing special education programs for the students of the School District. For more information, visit the District's [Special Education webpage](#).

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law. Refer to [Policy 3231](#) and [Administrative Regulation 3231](#).

The Board of Education directs the Superintendent or his/her designee to take the necessary steps to ensure compliance with the Health Insurance Portability Act of 1996 (HIPAA). Compliance activities may include but not be limited to conducting periodic audits to determine the applicability of HIPAA to District operations, recommending policies to the Board, implementation of administrative regulations, including recordkeeping procedures, preparation of necessary documents, employee training and all other activities necessary to ensure compliance. Refer to [Policy 4112.61/4212.61](#) for more information.

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this Policy and accompanying Administrative Regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. Refer to [Policy 5144.1](#) and [Administrative Regulation 5144.1](#) for more information.

# Transportation

## **Bicycles** [back to top](#)

Students fourth grade and above may ride their bicycles to school with written permission from a parent/guardian and school administration approval. Students in Pre-K through third grade may ride their bicycles to school accompanied by an adult. Refer to [Policy 5131.3](#) and the [Bicycle Safety Agreement Form](#) for more information.

## **Bus Conduct** [back to top](#)

School transportation is a school accommodation provided to students conditional upon their satisfactory behavior on the bus and at bus stops.

Students will be advised that while awaiting or receiving transportation to and from school, they may be suspended from transportation services for improper conduct which endangers persons or property or violates a Board policy or administrative regulation. School administration shall follow procedures in [Policy 5114](#) on Student Discipline when suspending bus privileges. Refer to [Policy 5131.1](#) for more information.

## **Bus Rules** [back to top](#)

It is crucial that students maintain an orderly atmosphere when on the bus. Safety is paramount. Distractions cause the bus driver to divert attention from the road.

1. Be at the bus stop at least five (5) minutes prior to bus arrival.
2. Wait for the bus to come to a complete stop before approaching.
3. Each student is allowed to carry onto the bus items that can fit safely in their lap including musical instruments, projects, and backpacks.
4. Enter the bus in an orderly manner and find your seat quickly.
5. Follow the bus driver's direction and requests at all times.
6. Stay in your seat while the bus is moving. Do not change seats. Wait for the bus to come to a complete stop before standing to get off.
7. Keep all body parts inside the bus.
8. Keep the aisle clear of all body parts and carry on items.
9. Talk quietly and respectfully. Derogatory and obscene language is prohibited.
10. Keep all body parts and carry on items to yourself.
11. Food and beverages are not allowed at any time.
12. Do not damage or deface the bus in any way. The student will be liable for any damage.

The bus driver will be in charge of the bus and will not permit any violation of the established rules listed in this section. If a student breaks any of the rules or fails to follow the bus driver's request, the bus driver will report the infraction to the school administrator in writing with a copy going to the parent/guardian and the bus company.

## **Bus Routes & Stops** [back to top](#)

The Bethany Board of Education is committed to providing an effective, efficient and safe transportation system for all students. Bus Routes and Stops will be established in accordance with Board of Education [Policy 3541](#) and [Administrative Regulation 3541](#). When determining Routes and Stops consideration will be given for:

- Time on the Road/Bus
- Hazardous Conditions
- Distribution of Students
- Grade Level
- Access to Stops
- Efficiency

By mid-August each year, student school bus schedules and stops will be developed by the Transportation Coordinator. Bus routes will be published on the District website and in the newspaper prior to the opening of school.

## **Bus Stop Changes** [back to top](#)

The safety and security of all students is paramount.

All school buses have an approved seating capacity which cannot be exceeded. Because school buses are scheduled for maximum use of seated capacity, students must ride to and from school on buses to which they are assigned.

An exception will only be made for permanent and consistent home care/childcare arrangements. Child care arrangements must be made in writing to the Transportation Coordinator at [beth@bandbtrans.com](mailto:beth@bandbtrans.com).

If an emergency situation arises and a student needs to take a different bus, the parent/guardian must contact Transportation Coordinator, Beth Cohen at [beth@bandbtrans.com](mailto:beth@bandbtrans.com) or (203) 393-9750.

Any other bus changes will not be allowed.

## **Parent/Guardian Responsibility** [back to top](#)

Parents/Guardians are responsible for ensuring the safety of their children up until the point when students board the school bus and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and the provision of supervision that is appropriate the student's age, maturity and conditions along the walking route and/or at the bus stop at all times. Refer to [Administrative Regulation 3541](#) for more information.

## **Parents Transporting Students** [back to top](#)

We urge you to use bus transportation services provided by the District. Parking at our school is extremely limited and using the District's school bus services helps to keep school parking lots less congested and safer for our students.

Double parking is strictly prohibited. We ask for your help in these matters since the safety and protection of our children is our primary goal.

If you can't pick up your child promptly, please make other arrangements. This is for the safety of your child. When it is necessary for a parent to pick up a student during regular school hours, parents must report to the main office. The student will then be called for dismissal.

## **Transportation** [back to top](#)

The Board of Education will provide transportation for students enrolled in the Bethany Public School District under provisions of state law and regulations. The Superintendent of Schools, and/or his/her designee, shall administer the operation so as to:

1. Provide for the safe transportation of students,
2. Promote safe and appropriate student behaviors,
3. Assist students identified as handicapped under state and/or federal law,
4. Provide access to off-campus enrichment activities related to the instructional program as recommended by the staff.

Refer to [Policy 3541](#) and [Administrative Regulation 3541](#) for more information.

## **Reporting Concerns** [back to top](#)

The following steps will be followed regarding transportation concerns:

### **Step 1**

Email the BCS Transportation Coordinator, Beth Cohen at [beth@bandbtrans.com](mailto:beth@bandbtrans.com). An appropriate investigation and decision will be completed in a timely manner.

### **Step 2**

Parent/Guardian may submit a written appeal of the Transportation Coordinator's decision to the BCS Transportation Committee. The committee will convene within 10 business days from receipt of the letter to review the appeal. The parent/guardian will be notified of the committee's decision in writing.

### **Step 3**

Parent/Guardian may submit a written appeal of the BCS Transportation Committee's decision to the Superintendent of Schools. The Superintendent will investigate and communicate the decision to the parent/guardian.

### **Step 4**

Parent/Guardian may submit a written appeal of the Superintendent's decision to the Bethany Board of Education Transportation Committee.

### **Step 5**

Parent/Guardian may submit a written appeal of the Bethany Board of Education Transportation Committee's decision to the Board of Education Committee of the Whole.