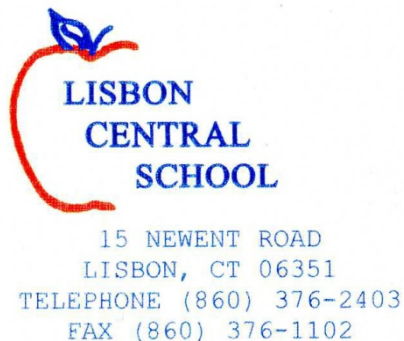


SALLY KEATING
Superintendent



ROBERT W. AUSTIN
Principal

August 31, 2011

Dear Families,

Please take time to read the Lisbon Central School parent/student handbook. The Lisbon Board of Education is required by Connecticut General Statutes and federal law to provide you with information regarding specific student related school policies as well as your rights as parents. Consequently, we must have verification that you have received the Lisbon Central School handbook and have read it. By signing and returning the attached form, you will provide the documentation necessary for compliance.

You may also contact us at the school for clarification or explanation of any part of this handbook.

We look forward to serving you during this school year.

Sincerely yours,

Sally Keating

Sally Keating
Superintendent

R. W. Austin

Robert W. Austin
Principal

NOTE: PLEASE SIGN AND RETURN THE ATTACHED PERMISSION SLIPS

EMERGENCY CANCELLATION INFORMATION

Dear Parents,

Please read with and discuss this emergency school closing, late opening or cancellation information with your children.

The following procedures will be followed in the event of cancellation, delayed opening, or early release of schools due to **inclement weather** or **other emergency situations**. All decisions will be based on the most current weather forecasts available and observations of road conditions.

If the weather conditions indicate that schools will be closed, delayed or early dismissal, announcements will be made on the following radio and TV stations by 6:30 A.M. whenever possible.

AM:	WICH – 1310	WNLC – 1510	WILI – 1400	WTIC –
1080				
FM:	WCTY – 97.7	WKNL – 100.9	I – 98	WILI –
98.3				
	DRC – 102.9	WTIC – 96.5	WRCH – 100.5	WZMX –
93.7				
TV:	WVIT – TV30	WTIC – TV3	WTNH – TV8	

In addition to the radio stations, you may also log on to www.ctweather.com, www.drcfm.com and www.wdrc.com for accurate dismissal information. You will also receive a call from ConnectED. You will only receive a call if the school has your ConnectED number.

In most cases of delayed opening, school will begin one hour later than usual. **Please note that all school transportation will be delayed the same amount of time as the school delay (i.e. 90 minute school delay = 90 minute bus delay).**

If it becomes necessary to delay the starting time by more than one hour, morning Pre-K and kindergarten classes will be CANCELLED.

It is sometimes necessary to close schools earlier than usual because of emergency situations such as storms, loss of heat, etc. Parents should discuss this possibility with their children and make contingency plans. Morning PreK and Kindergarten students will be dismissed at 11:15 during their usual dismissal, unless the administration feels the roads are too dangerous for travel. In this case morning Prek and Kindergarten students will be dismissed at 1:00. Students will be given a lunch during this time and parents will be contacted regarding this change.

Please note that it is well advised to validate school cancellations or delays by tuning to a second station. If conflicting information is given you may contact the bus coordinator's office by calling (860) 886-4194. Please do not utilize the bus coordinator's phone number unless you have attempted to validate the announcement and there is a problem.

Sincerely,

Sally Keating

Sally Keating
Superintendent

**PLEASE SIGN, DETACH AND RETURN THE APPROPRIATE PERMISSION SLIPS BY
SEPTEMBER 9th.**

My child _____ has brought home the Handbook and I have read the materials.

Parent/Guardian Signature

Date

Student's Homeroom

I give permission for my child _____ to receive instruction through the Health/AIDS/HIV Curriculum.

Parent/Guardian Signature

Date

Student's Homeroom

Dear Families,

As many of you know, we have an interactive web site for the school. We are constantly adding student created graphics in an effort to keep the web site current. We need your permission in order to use your child's work on the website, as this would be a wonderful way to showcase some of our students' creativity.

As the Parent/Guardian of: _____
Student

- () I **AGREE** to give my permission allowing my son's/daughter's work to be displayed on the Lisbon School website.
- () I **DO NOT** agree to give my permission for my son's/daughter's work to be displayed on the Lisbon School website.

Parent/Guardian signature

Date

Please visit our site at www.lisbonschool.org

Lisbon staff has used children's photographs, videos, etc. as a means of acknowledging the child's efforts and recognizing excellent programs. The school has published children's photographs through "yearbooks". These are only some of the ways we have used photos and videos in constructive, positive ways.

The State Department of Education has now advised us that, due to "privacy laws", the Lisbon School System should seek parental/guardian permission to photograph/videotape children.

We would appreciate your cooperation in signing the form below in order to indicate that you have read this letter. Thank you.

Photograph/Video Release: The Lisbon Board of Education retains the absolute right and permission to copyright and use, reuse and publish portraits, pictures or videotapes of my child or in which my child may be included, in whole or part, without restrictions as to changes or alterations in composite of photograph/video.

The Lisbon School System will use these photographs/videotapes and no fees will be collected or profits made from these photographs/videotapes.

Parent/Guardian Signature

Date
LISBON CENTRAL SCHOOL
15 Newent Road - Lisbon, CT 06351
(860) 376-2403
(860) 376-1102 fax

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PREFACE

The Lisbon Central School Handbook is intended as a summary of a great amount of school related information. Extended explanation of school policy may be found in the school policy manual. Interested parties are welcome to examine the policy manual and consult with school administration if further clarification is needed.

504 POLICY

The focus of the school system is on the learner, the student. The student's educational development toward the school's goals is the central concern of the Board of Education's policies and the administrator's regulations.

Each child of each parent shall be given equal opportunity. However, children vary widely in capacities, interests, social and economic background; therefore, no two can be treated exactly alike if the fullest development of each is to be achieved.

The Board of Education will attempt to erase any limitations of facilities and means that stand in the way of our school's availability to all who wish to learn.

Discrimination among students attending our schools with respect to race, color, religious creed, age, marital status, national origin, sex or physical disability is prohibited. The Title IX officer for the Lisbon School System is Mr. Robert Austin.

Legal Reference: Title IX of the Education Amendments of 1972
Section 504, U.S. Rehabilitation Act. 1973
Connecticut General Statutes
10 – 15 Discrimination in public schools prohibited

Student Policy (5145) Adopted: September 20, 2010

PHILOSOPHY OF LISBON PUBLIC SCHOOL

The Lisbon Public Schools reflect all that is good and positive about life and learning within the Lisbon community and society in general. Learning is nurtured within a warm accepting school environment which facilitates the development of optimum student potential. Individual student differences are respected and creative thinking is fostered. Empathetic guidance and support are provided by a qualified staff of professionals who not only recognize the individual needs of students but also respect and appreciate each student's unique personality and style of learning.

Lisbon's educational goals are indicative of a community of educators who value high academic standards and accompanying student achievement levels. Lisbon's curriculum is based upon planned assessment and evaluation of its students' cognitive and affective development in order to insure relevant content and progressive pedagogy. Accordingly, the State of Connecticut guidelines are also incorporated within the curriculum to insure that basic skills are attained, while moral, ethical and aesthetic values are cherished and fostered as the foundation for exemplary living and character development.

The Lisbon Public School enthusiastically accepts the challenge of providing excellence in education into the twenty-first century. Preparing tomorrow's democratic leaders whose priority is learning and sense of community is a challenge worthy of the Lisbon Public Schools' best effort.

SCHOOL OBJECTIVES

1. To provide understanding and mastery of basic skills necessary to function effectively in an increasingly complex and changing society.
2. To create an atmosphere of respect for authority through responsible disciplinary actions and rewards.
3. To provide opportunities for students to develop positive self-image.
4. To foster student growth in recognizing and accepting his/her potential.

5. To develop social and cultural awareness through school sponsored activities.
6. To assist students in forming career goals by using all available resources.
7. To encourage each child in understanding and maintaining a healthy mind and body.
8. To continue to evaluate and update our curriculum.
9. To satisfy the requirements of a growing school population by providing adequate classroom space, equipment, supplies, programs and transportation.
10. To strive for an effective pupil/teacher ratio which will meet the needs of the students.
11. To enhance all opportunities for good communication between parents and the school.
12. To inculcate awareness of the cooperative responsibility shared by the school, students, parents and the community.
13. To provide each student with the knowledge needed to use computers and other technologies for learning and problem-solving.
14. To develop the skills necessary for lifelong learning.
15. To acquire an appreciation for the mutual dependence of all people in the world.

INSTRUCTIONAL GOALS

1. To increase student achievement and improve effective instruction.
 - To provide understanding and mastery of basic skills necessary to function effectively in an increasing complex and changing society.
 - Verbal and mathematical proficiency of all students will be at or above expected levels of performance.
 - Technology will be integrated, as an instructional tool, into curriculum areas.
2. To provide resource equity and equality of educational opportunities, including education of racial, ethnic and economic isolation.
 - Students will have multiple opportunities to engage in learning activities designed to increase their awareness of cultural diversity.
 - To develop social and cultural awareness through school sponsored activities.

ATTENDANCE POLICY

Connecticut State Law requires all students between the ages of seven and sixteen years to be registered in school. In addition, the law further requires the regular attendance of all students enrolled in a public school. These laws were passed in order to provide all youngsters with the opportunity to receive an education that would enable them to lead successful lives. The learning experience that takes place in the classroom environment is considered meaningful and essential to the child's educational development. Therefore, continued absences, over a long period of time tend to disrupt the continuity of the instructional process, and the time loss from the class is irretrievable. Excessive absenteeism will definitely be considered in decisions concerning retention. It is expected that attendance at school be reinforced by the parent or legal guardian.

As of 2009 the Connecticut State Board of Education mandates the following:

A student is considered to be "in attendance" if present at his/her assigned school, or activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

ABSENCES

It is very important that parents/guardians call the attendance secretary at ext. 203 each day that the child is absent, to explain why they are absent, and send notes explaining the nature of their child's absence, on the first day that the child returns to school, following the absence. If a child is absent from school five or more days, due to illness, a doctor's note will be required before the child may return to school. A doctor's note is to state the nature of the illness, and indicate that the child is now able to return to school. This note should be presented to the teacher upon the return to school. In case of long-

term illness parents must notify the school immediately in order that a special program of instruction be developed.

EXCUSED ABSENCES

Students receive an excused absence when they are absent from school for the following reasons:

- 1) death in the immediate family.
- 2) serious illness of a member of the family which necessitates the absence of the student.
- 3) illness or injury of the student.
- 4) religious obligation.
- 5) an emergency.
- 6) such other exceptional circumstances as approved by the principal.

The responsibility for the make up of work lies with the student, not the teacher. Unless a student has an extended illness, all make-up privileges will be completed within five days when the student returns to school.

UNEXCUSED ABSENCES

These absences are those which do not come under any of the definitions of excused absences.

When a student is absent for an unexcused reason, the amount and kind of assistance provided to the student is at the discretion of the student's teacher and the school administration.

TRUANCY

The Lisbon Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" is a child enrolled in a grade from kindergarten to eight who has four (4) unexcused absences in one month; or ten (10) unexcused absences in a school year. A "habitual truant" refers to any child who has a minimum of twenty (20) unexcused absences during the school year.

The Lisbon School Administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are known to be truants or habitual truants.

Regular student attendance in school is essential in the educational process. Responsibility for assuring that students attend school rests, by statute, with the parent or other person having control of the child. To assist parents and others in meeting this responsibility, the Lisbon Board of Education, through its Superintendent, will adopt and maintain procedures to:

1. Annually notify parents or other persons having control of school-age children enrolled in Lisbon Central School in grades kindergarten through eight of their obligation to assure that such children attend school or show that they are elsewhere receiving equivalent instruction;
2. Provide for obtaining from each parent or designated contact person of an enrolled child in grades kindergarten through eight, a telephone number or means of contacting such parent or designated contact person during the day;
3. Establish a system for monitoring individual unexcused absences of enrolled students in grades kindergarten through eight by school personnel or volunteers. Additionally making a reasonable effort to notify parents or other person by telephone when any such student fails to report to school on a regularly scheduled school day, if school personnel have not otherwise received indication that the parent or other person is aware of the absence;
4. Identify an enrolled student in grades kindergarten through eight as "truant" when he or she has four unexcused absences in any one month or ten unexcused absences from school in any school year;

5. Hold a meeting with the parent or other person having control of a child who is truant and appropriate school personnel within ten school days of designation as truant to review and evaluate the reasons for the child being truant;
6. Identify an enrolled student in grades kindergarten through eight as “habitually truant” when he or she has twenty unexcused absences within a school year;
7. Provide for coordinating services with and referral of enrolled students in grades kindergarten through eight who are truant or habitually truant to community agencies providing child and family services;
8. Require that the Principal file a written complaint with the Superior Court, Juvenile Matters for a family with service needs when a student is truant; indicate that prior to the written complaint to Superior Court, Juvenile Matters, a referral was made to the school’s Planning and Placement Team to determine whether or not an educational evaluation is appropriate; or file a written complaint with the Superior Court, Juvenile Matters, alleging that the act or omission of any child designated as habitually truant are such that his or her family is a family with service needs;
9. Require that the Superintendent annually report to the State Department of Education on a school by school basis the number of children enrolled in grades kindergarten through eight in the Lisbon Central School System who are habitually truant.

Legal references:

Conn. Gen. Stat. 10-184
Conn. Gen. Stat. 10-198a
Conn. Gen. Stat. 10-220
Conn. Gen. Stat. 10-235
Conn. Gen. Stat. 46b-149

VISITING LISBON CENTRAL SCHOOL

Members of the community and other interested persons are welcome to visit Lisbon Central School. All visitors must register at the main office. Visitors may be asked to fill out a written permission slip. Visits to the school should not hinder or disrupt your child’s educational program.

Any person shall be considered loitering on school grounds when he/she remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be present. Staff members are alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. For the safety of its children, loitering in or about school grounds is considered a Class C misdemeanor. Shadowing requests are prohibited at Lisbon Central School. Under rare circumstances, with permission of administrators and/or teaching staff, prospective students at Lisbon Central School may be allowed to attend.

STUDENT APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene, distracting or disruptive to the purpose of the school will not be permitted. Shorts are considered acceptable attire at Lisbon Central School. Dress code requires that the shorts be no more than a “hands-width” above the knee. Revealing tops and shirts displaying: alcoholic beverages, drugs, obscene or questionable print, will not be permitted. Clogs and shoes with cleats are not recommended. Sneakers are to be worn in the gym during all physical education classes. Hats, headbands, bandanas, team jackets, and overcoats are not permitted in the corridors, classrooms, or cafeteria during regular school hours; except that grades K-5 may bring overcoats to lunch so that they may immediately go to recess.

ELECTRONICS/PERSONAL ITEMS

Lisbon Central School is not responsible for any equipment or personal items that a student brings into the building.

Any electronic equipment such as iPod's, CD players and cell phones, are only to be used with specific teacher permission and/or in the case of an emergency.

Cell phones, especially those with built-in-cameras, are never to be used during the school day unless specific permission has been granted.

Students are advised to keep all personal items at home unless it has a specific purpose for school use.

HARASSMENT AND STUDENT BEHAVIOR

We guarantee to each student the right to attend school in an environment where they will not suffer harassment of a physical, sexual, academic or social nature. Such behavior will not be dismissed as "teasing" or "kidding around" by students who engage in such behavior.

Continued harassing behavior will result in administrative intervention. Administration will usually make parental requests for assistance in managing their child's behavior. Continued behavior may result in suspension or other forms of removal from the school environment.

Bullying

Bullying Behavior in the Schools

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports and to review any anonymous reports, (provided that no disciplinary action shall be taken solely on the basis of an anonymous report), (5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commission of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (1) identify the appropriate school personnel responsible for taking a bullying report and investigating the complaint. Such personnel may include, but shall not be limited to, pupil services personnel.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, “**Bullying**” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus or at a school sponsored activity, which acts are committed more than once against any student during the school year.

For purposes of this policy, “**School-Sponsored Activity**” shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

For the purposes of this policy, “**Prevention and Intervention Strategy**” may include, but shall not be limited to (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education; (2) a school survey to determine the prevalence of bullying; (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy; (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; (6) including of grade-appropriate bullying prevention curricula in kindergarten through high school; (7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff; (8) school-wide training related to safe school climate; and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board’s policies on student discipline, suspension and expulsion.

This policy and the applicable regulations shall be included in the school district’s publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

Legal Reference: Conn. Gen. Stat. § 10-222d
Conn. Gen. Stat. §§ 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Policy Adopted – 01/27/03 – Lisbon Board of Education
Policy Amended – 12/20/10 – Lisbon Board of Education

GANG POLICY

Lisbon Central School is committed to the safety of all children. It is with this concern that “gangs” and related gang paraphernalia are prohibited on school grounds.

Students will not be permitted to take part in gang activities. Use of gang names, symbols, dress or colors are likewise prohibited.

We urge parents to communicate to the school their observations of student behaviors and activities. Administration will notify parents if their child is suspected in involvement in gang activity. Continued evidence of gang activity may result in suspension or additional removal from the school environment.

BUSING

Students are assigned regular buses at the beginning of the school year and are expected to take their buses every day. Students are to be outside eight minutes prior to pick up time. Please remain outside for at least eight minutes after your scheduled pickup in the event buses are running late. Due to the

implementation of assigned seating, transfers will only be allowed for day care purposes. Notes are required for any of these changes.

Please make certain child's name, complete address, where they are going and phone number appears on this note. Proper behavior on the bus and at the bus stop is of the utmost importance. Students must be on time for their bus and wait on the side of the road. School projects may not be transported on the bus. Students are to take a seat and stay in the seat until the bus arrives at school. Courtesy to and cooperation with the bus driver is a must in order to insure a safe trip.

The bus driver will report students whose behavior is deemed inappropriate and at the discretion of the Superintendent, a student's bus privileges may be suspended.

BUS RULES BOARD OF EDUCATION

1. Bus Driver is in FULL CHARGE.
2. Students will sit where the driver instructs them to sit.
3. Students must cross in FRONT of the bus, not to the REAR.
4. Students must wait for signal from driver, before crossing the street.
5. EMERGENCY DOOR shall not be used as an entrance or exit except in the case of an EMERGENCY.
6. Positively NO WALKING AROUND OR STANDING, while the bus is in motion.
7. Students SHALL NOT put their hands out of the windows.
8. Students SHALL NOT throw anything out of the bus windows at any time.
9. NO UNNECESSARY NOISE IS ALLOWED.
10. Students SHALL NOT throw papers or articles on the floor of the bus. Please use disposal basket in the front of the bus.
11. NO GYM BAGS OR INSTRUMENTS to be left in the aisle of the bus or EXIT AND ENTRANCE DOORS.
12. Only regular students are allowed to ride the bus unless an authorized note is presented to the driver – and if room is available.
13. FOOD OR BEVERAGES are not to be consumed on the bus.
14. NO ARTICLES larger than what a student can put on their lap are allowed on the bus. ABSOLUTELY NO PETS ALLOWED.
15. Students MUST board and depart their bus at their regular assigned bus stop unless otherwise permitted by the driver or request by the school principal.

WALKERS/RIDERS

By completing the appropriate form, students in grades 5-8 may obtain permission to walk or ride their bicycle to school. Students who walk or ride are not to report to school before 8:15 A.M. Students riding a bicycle will walk the bicycle to the designated parking area on the playground. At the end of the day, when walkers are called, they are to leave school grounds immediately.

Please be reminded that by law students under the age of 12 are required to wear a helmet.

DISMISSAL

At the beginning of the school year your child will bring home a BUS DISMISSAL slip. It must be completed by you and returned to the school. You will be given four choices how your child will be dismissed throughout the school year. You must check off one choice, sign and return this form during the first week of school. If you choose to have your child dismissed as a walker each day, your child will

be dismissed from the Library wing exit door before all the buses have been dismissed. Parking is available in the senior center parking lot.

DISMISSAL DURING THE SCHOOL DAY

- Students that are picked up during the school day must be dismissed from the main office. We will not accept calls on a daily basis from parents requesting to have their child waiting in the main office for pickup.
- Parent/Guardian must sign out of school with the main office personnel. Anyone who is signing out a student must be included on his/her emergency card.
- If an emergency arises, and it becomes necessary for someone who is not listed on this card to pick up a student, it must be authorized by the parent in writing or fax to the main office. No exceptions will be made.

CAFETERIA

Lisbon Central School serves hot lunch and breakfast daily and participates in Healthy School Meal Initiative, which follows new federal guidelines. Our hot lunch program consists of three complete entrée choices which all meet the new nutrition standard based on the new federal guidelines. The new guidelines increase fiber, lower fat and 1/3 the RDA for lunch and 1/4 the RDA for breakfast.

The hot lunch program will serve a choice of three daily entrees: (1) complete hot lunch, (2) complete salad, or (3) complete deli sandwich. Available to all grades is our ala carte program which we will sell on a daily basis: homemade soups, hamburgers, cheeseburgers, hot dogs, pizza or chicken nuggets, as well as other hot entrees.

Lisbon Central participates in the federally subsidized free and reduced program. Applications with complete guidelines outlining the qualifications will be sent to all parents with a reminder that if you qualify for free or reduced lunch, you also qualify for free or reduced breakfast. We encourage everyone to take advantage of our lunch and breakfast programs.

It is Lisbon School policy never to let a child go without a meal. If they forget their lunch money, we will issue them a charge and parents will be held responsible for all charges. If a parent chooses not to let their child charge for whatever reason, it must be in writing and it will be kept on file in the Food Service Director's office. Parents should be responsible for balances on their own child's account and will not be notified by the cafeteria, unless it reaches a substantial amount. Upon withdrawal from Lisbon Central School all charges must be paid in full.

Deposits in any amount may be made to a student's personal account, thus reducing the chance that breakfast and lunch money will be forgotten, lost or stolen. Students will use their PIN number (ID#) to debit purchases from their accounts. While students will still have the option of paying as they go through the line, advance payment will speed transactions, allow lines to move more quickly and afford more time for eating.

BASIC INFORMATION ABOUT THE SYSTEM

- An account is provided for each student into which money can be deposited.
- Every student (free, reduced or full pay) is assigned a PIN number to access his or her account.
- Students enter their PIN number into keypad. One lunch will be debited from account.
- No snack item may be purchased from their account.
- Students who pay cash daily will continue to pay cash.
- Parents can pay as much on account as they wish.
- We prefer parents pay by check; however, you may use cash. Your envelope containing check or cash must have child's name and PIN number written on it.
- No payments on accounts during lunch. Student must pay \$2.00 or it will be entered as a charge for the day. When payment is made it will automatically erase the charge.

PLAYGROUND

Decisions about recess are made on a daily basis, with consideration given to: temperature, wind, precipitation, ground cover, and safety concerns. Students will stay on the playground from the arrival of the first bus until 8:30 A.M. Skateboards, in-line skates, sneaker roller blades, cell phones, playing cards, frisbees, footballs, hardballs, softballs, bats, pagers, radios, electronic games, walkmans, boom boxes, personal tape players/CD players and earphones are not permitted on the playground except as they may be used, by teacher direction, in connection with gym, music or academic classes.

Note: During the winter season, outdoor recess will be held when the wind-chill factor is above 20 degrees (f). While teachers can remind students to dress appropriately, it is the responsibility of the parents/guardians to ensure their children arrive at school with appropriate attire.

LOCKERS

Students in grades 5 – 8 are provided with a locker near his/her homeroom. Students will go to their lockers before 1st period and prepare themselves for their morning classes. They may go to their lockers again before lunch and again at the end of the day. Lockers are school property and may be checked at the discretion of the administration.

STUDENT HEALTH SERVICES

The nurse is on duty everyday from 8:00 A.M. until 3:10 P.M. Should a student become ill or sustain any type of injury during the school day the parent will be notified. In order for your child to take any type of prescribed medication the parent must bring the medication and the doctor's order to the school nurse. The medication must be in a pharmacy bottle, with your child's name, name of medication, amount, and time of dosage. Only with the doctor's written order on file may the school nurse administer medication. Students may use cough drops provided a note is sent to the school nurse. The nurse shall notify your child's teacher that the cough drops are necessary.

AIDS/HIV CURRICULUM

In accordance with Connecticut General Statute 10-19 the Lisbon Central School Health Curriculum addresses HIV and AIDS. The purpose of this component of our curriculum is to provide students with information to prevent contact with and understanding of HIV and AIDS. Parents may request that their child be excluded from this portion of the curriculum but it is strongly recommended that parents requesting exclusion arrange to meet with the administration to discuss the state requirement. Please contact the school regarding further explanation of this curriculum policy.

SUPPORT SERVICES

The Lisbon Board of Education offers a wide range of support services to assist students in developing to their optimum potential. All support services are provided by a qualified staff of professionals who are sensitive to student needs. Students are provided services that are developmentally and individually appropriate. Each child's strengths and weaknesses are taken into consideration when determining and recommending support services.

Support services available to Lisbon students include but are not limited to:

1. Guidance services – to provide the necessary support services to students who have academic, social or emotional problems and to assist eighth grade students to select appropriate high school programs.
2. Remedial Education Programs – academic assistance in reading, writing, language and math for students in grades 1 – 8.

3. Special Education Programs – a continuum of services for students ages 3 – 21 who have been identified according to state and local criteria as requiring special education and/or related services in order to meet their educational needs.
4. Preschool Programs – a continuum of programs for students ages 3 – 5 who have been identified according to state and local criteria as requiring special education and/or related services to meet their educational needs.
5. Speech/Language therapy – a variety of programs are available for students who have been identified as having communication difficulties.
6. Psychological Services – evaluation of students who are experiencing academic, behavioral or psychological difficulties in school, and individual or group counseling to assist students in school.
7. Occupational Therapy – to assist students with fine motor, visual motor and visual perception difficulties.
8. Physical Therapy – to assist students with delays in gross motor skills or who have difficulty negotiating the school environment.
9. Lisbon Central School is dedicated to meeting the individual needs of its students. If your child requires additional services that are not mentioned above, please contact the Director of Special Services at 376-2403 ext. 270.

PERMISSION FOR SCHOOL COUNSELING

There are professional counselors available at LCS throughout the school year. From time to time, situations arise that involve psychological issues that impact the school and/or school day. We reserve the right to speak to your child in the case of suspected risk of injury to self or others for everyone's safety. If the school counselors were ever to speak with your child about harming him/herself or thoughts about hurting someone else, you will be contacted. Our professional counselors work in large group (whole class), small group (lunch bunch style) and on an individual basis. **If you do not want your child to speak to our staff** (school psychologist and/or school counselor) on an individual basis, **you must submit your choice in writing** to LCS.

Please keep in mind that for eighth graders, our school counselor facilitates the application/registration process for our high schools. This person will be speaking to your child about high schools in a career/future counseling capacity.

DRUG USE AND ABUSE

It is the policy of Lisbon Central School to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances.

The administration shall practice the following procedures relative to student drug use and abuse on school property.

1. No internal medicine is to be administered by school personnel except as prescribed by a doctor.
2. If students must ingest medicine prescribed by a doctor on school property, the parent must bring the prescribed medication in the original container and the doctor's order to the school nurse. The medication will be kept and dispensed by the nurse.
3. Possession or use of cigarettes will lead to suspension from school until a conference with child, parent and school administrator is held.
4. In a case where a student appears to be under the influence of a drug, the parent will be notified by school officials and the child will be removed to his/her home or to medical facilities.
5. Upon reasonable evidence of drug use, the student will be suspended from school until such time as a doctor authorizes the student's return to school under stated conditions recommended by the doctor.

EXCELLENCE

The Lisbon staff is dedicated to excellence by: 1) Maintaining high academic expectations for students; 2) Setting comprehensive curriculum goals; 3) Providing maximum direct instruction; 4) Conscientiously monitoring student progress; and 5) Fostering warm, accepting learning environments.

PROMOTION/RETENTION POLICY

Every effort will be made to place pupils at their appropriate grade level and in an educational program which provides for the continuous progress of pupils from grade to grade. However, when it is felt that certain pupils may not benefit from the existing program, modifications will be considered.

Retention may be a modification to be considered at any grade level. Some considerations to be given for retention are as follows:

1. Retention will offer a reasonable chance of benefiting the child.
2. Retention will be considered when a pupil is achieving below his/her ability and grade level.
3. Retention will be considered when poor attendance has been a contributing factor to poor educational progress.

The recommendation for the retention of a pupil will be based on the professional judgment of the classroom teacher(s) after having discussed this recommendation with all concerned – parents, administrator and support personnel. Considerations to academic achievement, chronological age, and social maturity will be made in formulating the recommendation. The advantages to the student in question will be considered as well.

The decision for promotion or retention will be based on the recommendations of educators and the parents. The final decision will be made by the building Principal or his/her designee, except for those students who are enrolled in special education classes, in which case, the decision to promote or retain will be made by the Planning and Placement Team.

HONOR ROLL CRITERIA

The Honor Roll Criteria for the 6th, 7th and 8th grades is as follows:

HIGH HONORS WITH DISTINCTION:	3.75 QPR
HIGH HONORS:	3.45 QPR
GENERAL HONORS:	2.95 QPR

No student may have a D or an F in any subject.

The subjects students take daily are weighted as 5, multiplied by 5. Special subjects that students take once a week are weighted as 1. Grades are then averaged together to get a GPA.

A+ = 4.00	B+ = 3.25	C+ = 2.50	D+ = 1.50	F = 0
A = 3.75	B = 3.00	C = 2.25	D = 1.25	
A- = 3.50	B- = 2.75	C- = 2.00	D- = 1.00	

Example:

Student's report card:

(Daily subjects, multiplied x5)

Reading: A
Math: B
Lang. Arts: A-
Soc. St.: B+
Science: B-

(Weekly subjects, weighted x1)

Spanish: B+
PE: A
Art: A-
Music: B+
Computer: A

Reading (A) $3.75 \times 5 = 18.75$
Math (B) $3.0 \times 5 = 15.00$

Spanish (B+) $3.25 \times 1 = 3.25$
PE (A) $3.75 \times 1 = 3.75$

Lang. Arts (A-) 3.5 x 5 = 17.50	Art (A-) 3.5 x 1 = 3.50
Soc. St. (B+) 3.25 x 5 = 16.25	Music (B+) 3.25 x 1 = 3.25
Science (B-) 2.75 x 5 = 13.75	Computer (A) 3.75 x 1 = 3.75

Student's GPA is 3.29 (98.75 / 30 = 3.29)

Student has made general honors.

HOMEWORK POLICY

The Lisbon Board of Education recognizes that a reasonable amount of study and preparation is necessary for the scholastic growth of students. It is also aware that the amount of preparation should increase as the child progresses through the grades.

Homework assignments should be given to reinforce and augment the lesson taught in the class, providing exercise in the development of self-discipline and conscientious work habits. Homework also provides additional opportunity for parental involvement, (especially parents of elementary school children,) in the education of their children. Assignments should allow for research, individual projects, and drill in accordance with a pupil's ability level.

The following time values are the Board's recommended guidelines for the assignment of homework in minutes per day, Monday through Thursday:

Minutes/Day	Grade
10	K
15	1
20	2
30	3
45	4
60	5
75	6
90	7
90	8

In order that homework accomplishes the objectives cited above it is essential that the responsibilities of the students, teachers and parents be clearly defined.

EXTRA HELP

All teachers are ready to aid students with additional instruction. It is the student's responsibility to make arrangements with his/her teacher for this instruction.

Lisbon Central School encourages parents to work with the classroom teacher to provide additional help and provide transportation.

STUDENT DEFICIENCY

Parents will be notified if the student is not working up to his/her potential or is deficient in his/her work. Conferences will be held with the parent/guardian as necessary.

HOMEWORK RESPONSIBILITIES

1. To verify the directions and requirements of the assignment.
2. To be responsible for determining and making up work when absent.
3. To meet deadlines and understand penalties.
4. To understand that the content, structure and appearance of all homework assignments are important elements in the grading process.
5. To assume responsibility for obtaining the proper resources and materials.
6. To budget their time realistically.

7. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her present assignment.

TEACHER'S RESPONSIBILITIES

1. To explain to students at the beginning of the school year and subsequently, if necessary, the homework policy and how it will be carried out in their respective classes.
2. To assign homework on a regular basis.
3. To assist students in understanding what to do and how to do it.
4. To insure that every homework assignment is properly evaluated, recorded, and returned to the student within as short a time as possible after its completion.
5. To include homework grades as a portion of the student's overall grade.
6. To communicate with parents when children are falling behind in completing homework assignments.

PARENT'S RESPONSIBILITIES

1. To arrange for a quiet, suitable place, with adequate work space, for the student to work.
2. To encourage their child to complete homework assignments on time and to the best of their ability.
3. To communicate to the teacher when there is a valid reason for homework not being completed on time.
4. To understand that there is never a time when a student does not have homework. He/she may review, preview, or improve his/her present assignment.

BEHAVIOR GUIDELINES

- A. Lisbon Central School encourages and expects good citizenship and appropriate social behavior at all times.
- B. Inappropriate behavior infringes upon the rights of other students and the teacher, and disrupts the learning process and classroom environment.
- C. Each teacher has the authority to remove a child from class when the child causes a disruption of the education process to others within the classroom.

GENERAL DISCIPLINARY PROCEDURE

Lisbon Central School has a Code of Conduct. The general disciplinary procedures are included in the Code of Conduct document. The Code of Conduct is sent home annually.

STUDENT SUSPENSION/EXPULSION DUE PROCESS

A copy of the Board of Education policy 5114, Student Suspension/Expulsion Due Process, will be sent home to students, parents/guardians on an annual basis at the beginning of each school year and will be posted on the Lisbon Central School website. Questions may be directed to the Principal or Superintendent of Schools.

EIGHTH GRADE CLASS TRIP

The eighth grade class trip is a culminating activity for graduating students as well as a reward for their efforts. With this in mind, the opportunity for students to participate with classmates should be seen as a

privilege earned by exhibiting characteristics indicative of successful performance in the areas of academic and school citizenship.

It is our expectation that all students will qualify for the trip, but there are also certain circumstances that may deny a student the opportunity to take part. In order to assure fairness a Criteria Committee has been established consisting of grade 8 teachers and administrators for the purpose of reviewing those students who do not meet acceptable standards. Reviews will be held in December, February and May and students identified as ones who are having difficulty will have their parents called to discuss the specific problems.

The following behavior will initiate a review and may jeopardize attendance on the class trip:

1. One or more school suspensions
2. Four or more conduct-related detentions
3. Excessive tardiness or absenteeism
4. Parental discretion

Any student who loses the privilege of the trip will be required to attend school.

FIELD TRIPS

Field trips are planned throughout the school year for individual classes. A letter will be sent home prior to each trip with an attached permission slip that must be signed by the parent or guardian and returned to the school. Parking for all field trips will be in the Meadows Parking lot.

When attending school field trips as a chaperone, parents who choose to take their children home after the trip need to provide a written note. This note should be given to the teacher at least one day in advance of the trip.

MOVIE PERMISSION SLIPS

The Lisbon Board of Education has requested that each parent/guardian sign a permission form each school year, to allow their children to view videos, which are selected by the Lisbon teaching staff to enhance their curriculum. In most circumstances, movies are only shown as part of the approved curriculum. All movies are reviewed and are age appropriate for school use.

Your child will bring home this permission slip at the beginning of the year and it must be completed by you and returned by the date specified or your child will not be allowed to view movies.

LIBRARY/MEDIA RESOURCES

Recognizing the movement of our society from the industrial age through the electronic age, and having emerged into today's information age, the school library media center is recognized as a critical component in the education of our students.

Technology, common in the workplace, is found in the classroom and instruction in learning resources develops lifelong skills necessary to locate, evaluate, and use information available from the library media center or computer database. Through cooperative planning and delivery of instructional units, the resources of the library media center are utilized, and the center becomes an extension of the classroom, whereby, a variety of materials facilitates the learning process. Resources include:

- . . . a well developed collection of books
- . . . subscriptions to magazines, journals, periodicals
- . . . a ReQuest database to locate materials in other CT libraries
- . . . a ProQuest database to locate magazine articles
- . . . an electronic card catalog & circulation system to locate holdings
- . . . extensive use of inter-library loans
- . . . telecommunications

. . . video and filmstrip collection

The library media center at Lisbon Central School is committed to promoting literacy and assisting students in reading and interpreting the written word.

Students are responsible for properly maintaining all school property in their possession. All textbooks that leave the building must be covered and protected at all times.

Lost or damaged books must be paid for by the student. Failure to do so will result in the holding of student's report cards. In grades 4 – 8 students are charged a fine of \$.05 per day per overdue book (not including holidays, weekends or days absent from school). These fines will accrue until they reach \$1.00. Students must pay fines before checking out more books from the library.

EXTRA-CURRICULAR ACTIVITIES

Lisbon Central School is pleased to offer a variety of extra-curricular opportunities to its student body. There are many athletic, academic and social activities and programs that are available to students throughout the year.

The Lisbon Chapter of the National Junior Honor Society is organized to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. Membership is an honor bestowed upon grade 7 and 8 students who exhibit these characteristics and who are selected by the faculty council. The academic requirement is a minimum grade point average of 85 percent, B, 3.0 (on a 4.0 scale) plus evidence of participation in each of the other areas.

Other extra-curricular activities that enhance the educational process at Lisbon Central School include the student council, the Cougar Cheerleaders, boys and girls soccer and basketball teams, track and cross country, baseball, softball, and the debate team. Participation in most of these programs is limited to students in grades 6 - 8 whose academic and behavioral effort indicates that they will be a good representative of Lisbon Central School. A grade of 'F' in one major subject or 2 'D's' in any two subject areas disqualifies a student until the middle of the following marking period, at which time his/her eligibility may be reconsidered. Students whose behavior is contrary to guidelines established by Lisbon Central School will not be allowed to participate and students who are absent from school on the day of a given event (game, dance, etc.) will not be permitted to participate. In no case shall a student on suspension or classroom detention be allowed to participate in any extra-curricular activity.

A student participating in any sports program must have a yearly health assessment, within one year prior to the first training session for the sport or sports. Each participant in a sport program must complete a sports physical form. Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with the school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse. Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition. For further information or to make suggestions regarding extra-curricular activities, please contact the main office.

AFTER SCHOOL ACTIVITIES

Many after-school events are held during the school year. Attendance at these events is strictly voluntary but requires parent permission. Students in grades 6 – 8 are invited to attend any after school activity but must have a written note allowing attendance at each individual event.

The school does not provide supervision for students voluntarily attending an after school activity.

Parents are responsible for their child's behavior. Some of these events may occur across the street at the Lisbon Meadow's sports facility. Parents are advised attendance at some of these events may

include crossing Route 169 unsupervised. All students attending any after school event must follow the approved rules and regulations for the school or risk removal from the activity.

STUDENTS RECORDS: CONFIDENTIALITY

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

The Family Educational Rights and Privacy Act of 1974 (the federal law known as the "Buckley Amendment") grants you the right to inspect your child's school records, and to request correction of any information in the records which is inaccurate, misleading or a violation of the child's right to privacy or other right. The law also guarantees the confidentiality of school records.

Upon written request, schools will make an appointment for you to inspect and discuss your child's school records, and may provide one free copy of each document in your child's school record.

Legal Reference: Connecticut General Statutes
Section 10-15b Family Educational Rights and
Privacy Act of 1974.

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student unless a parent or eligible student make a written request to hold such information private:

- Student's name;
- Address;
- Telephone number;
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Photograph;
- Grade levels;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Recognition and awards received;
- Most recent public and private school attended; and
- Family e-mail address(es)

Pursuant to the No Child Left behind Act of 2001 and the National Defense Authorization Act of 2002, the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school student's names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as provided for herein, as is provided generally to post-secondary educational institutions or to prospective employers of those students.

A parent of eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also request that school officials not release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent of eligible student. Any such request must be made in writing to and received by the Superintendent or his/her Designee.

PROOF OF RESIDENCY/ATTENDANCE TO LISBON CENTRAL SCHOOL

Students who are not residents of the town of Lisbon are not eligible to attend Lisbon Central School. In some instances the Board of Education may make exception to this policy. Exceptions include but are not limited to:

- 1) Relocating after a portion of the school year has been completed.
- 2) Currently building a home or relocating to Lisbon.

In all non-resident situations, tuition payments may be required. All allowances for non-resident attendance are subject to approval by the Lisbon Board of Education. The Board of Education additionally reserves the right to cease allowance of non-resident attendance when it deems appropriate.

LISBON PUBLIC SCHOOLS DRUG/ALCOHOL-FREE WORKPLACE POLICY

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, narcotic drug, hallucinogenic substance, as defined in schedules I through V of section 202 of the controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school –owned vehicle or any other school approved vehicle used to transport students to and from school or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined, no later than 5 days after such conviction. The Lisbon Board of Education shall then, by mandate, report that conviction to the federal agency which supplies grant funds within ten days after receiving notice from an employee.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall abide by the terms of the school district policy respecting a drug-free workplace.

Any employee who violates the terms of this policy shall, within thirty days, enroll in and then satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

The Lisbon School Board recognizes its responsibilities toward employees and shall establish a drug-free awareness program to inform said employees about the danger of drug abuse in the workplace by disseminating information as it becomes available.

LISBON PUBLIC SCHOOLS POLICY ON SEXUAL HARASSMENT

A copy of the Board of Education policy 5145.5, Exploitation/Sexual Harassment, will be sent home to students, parents/guardians on an annual basis at the beginning of each school year and will be posted on the Lisbon Central School website. Questions may be directed to the Principal or Superintendent of School.

POLICY ON ALLERGY AWARENESS/HEALTHY FOOD CHOICES

Lisbon Central School has adopted policies/procedures regarding Allergy Awareness/Healthy Food choices. A summary of each of these important, possibly life saving procedures includes the following:

- Allergy awareness zones have been created within the school. At no point before, during or after the school day are potential allergens allowed in these areas.
- Several rooms have been established to be designated as allergen free. Before entering any such areas, hand washing practices must be observed.
- Parents are encouraged to follow the allergy awareness guideline regarding bringing outside food/snacks into the building.
- Individual teacher permission is required to allow outside food stuff to be brought into school.
- Parents are requested to follow the Healthy Schools Initiative with regard to nutritionally appropriate lunches and snacks.
- All attempts to keep LCS a healthy and safe environment for all students will be enforced.

Copies of each of these policies/procedures are available for review by contacting the main office.

SERVICE LEARNING

The Lisbon Central School Board of Education desires that all students:

- Understand that learning can occur beyond the classroom walls.
- Demonstrate responsibility and dependability.
- Explore potential career interests.
- Develop self-confidence.
- Understand their obligations as citizens.
- Understand the value of justice and compassion.
- Hold and meet high personal expectations.
- Understand the importance of quality work.
- Understand the relevance of school work to the real world.

The Board believes that service learning can serve as a vehicle through which these virtues can occur. The Board also understands that service learning is also a vehicle for delivering curriculum and meeting state standards. Therefore, the Board supports and encourages the use of service learning as a teaching strategy Pre-K – 8.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“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 45 days from the day the District receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal is responsible regarding arrangements for access and notifying the parent 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 parent or eligible

student believes are inaccurate or misleading.

Parents or eligible students may ask Lisbon District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent 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 parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational 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 School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or 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.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (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 Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-8520

Pesticide Management

As of July 1, 2000, the Lisbon Central School is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at our school and on our grounds. This statement of policy shall be made available to all of our staff and to all parents or guardians of students enrolled in school under the control of the Lisbon Central School. This statement will be made annually at the beginning of the school year.

An Integrated Pest Management is in place for the Lisbon School system. This plan requires that alternative methods be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide, it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold proper State of Connecticut Certificates.

Parents of guardians of children in school and/or staff members in any school may register for prior notice of pesticide application at their school. Each 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.

Green Cleaning Products

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. **For information concerning the district's green cleaning program, please contact:**

Mr. Brian McGlew
Director of Buildings and Grounds
15 Newent Rd.
Lisbon, CT 06351
(860) 376-2403 x205

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY

Date: August 3, 2011

To: Parents, Teachers, Employees, Guardians, and other Personnel at Lisbon Central School.

From: Lisbon Board of Education
Sally Keating, Superintendent of Schools

Re: Lisbon Central School - Asbestos Management Plan
15 Newent Road, Lisbon, CT 06351 Phone# (860) 376-2403

Federal and state asbestos-in-schools regulations require that written notice be made annually to the occupants of Lisbon Central School it has an Asbestos Management Plan (AMP) for the safe control and maintenance of asbestos-containing building materials (ACBM) known to exist in the building. This plan is available for review by anyone at the administrative offices during normal business hours.

Inspections by licensed personnel of the known ACM take place twice each year to check for changes in its condition. Additionally, the entire building is re-inspected every three years. The last re-inspection was in the summer of 2011.

All known ACBM is identified in the AMP. There are no plans to remove any ACBM during the current school year.

Any questions regarding ACM can be directed to the Director of Buildings & Grounds at the above phone number.