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## MISSION STATEMENT

### **Stratford Board of Education Mission Statement:**

The mission of the Stratford school community is to ensure that all students acquire the knowledge, character and 21st century skills to succeed through high quality learning experiences and community partnerships within a culture of diversity and respect.

### **Stratford Continuing Education Mission Statement:**

The Stratford Continuing Education Department is responsive to the educational needs of the town's adult population. These needs vary from one individual to another, ranging from acquiring basic skills to receiving a high school diploma. The adult education program is mandated to provide this basic instruction by Connecticut General Statute 10-69, along with addressing the civic, cultural and vocational needs of the community.

The adult education program tailors its curriculum and teaching methods to match individual learning styles and capabilities, personal interests, goals, maturity levels, special talents and ethnicities. Through a flexible curriculum, it responds to the requirements of a changing world and a shifting population. Two essential goals of the program are:

- To assist adults as they develop fundamental skills in fulfilling their basic education requirements.
- To enrich the personal lives of adults by providing them the opportunity to address and satisfy their life-long educational needs, with a broad range of cultural, academic and physical activities.

The Stratford Continuing Education Department is committed to furnishing the residents of Stratford with educational programs which provide a high level of continuing education and personal enrichment at a reasonable cost to the Town of Stratford and its participants.

### **NON-DISCRIMINATION:**

*The Stratford/Trumbull Continuing Education Program is committed to a policy of equal opportunity/affirmative action and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by the Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Stratford/Trumbull Continuing Education's nondiscrimination policies should be directed to our Continuing Education Administrator at (203)385-4270 or Heather Borges, Coordinator of Pupil Services, Stratford Board of Education, 1000 E. Broadway, Stratford, CT 06615, (203)385-4225.*

### **GENERAL ACCESSIBILITY AND ACCOMMODATION:**

*All activities offered by Stratford/ Trumbull Continuing Education are held in accessible locations. Accommodations for individual with a disability are available upon request. Please contact our staff Disability Contact Person, or Continuing Education Administrator, at (203)385-4270.*

## PROGRAMS

### **STRATFORD CREDIT DIPLOMA PROGRAM**

Students have the opportunity to earn their high school diplomas by acquiring credits as they successfully complete required courses. Students must be at least 17 years old and have withdrawn from high school.

Depending on eligibility, students can also earn credits by completing online courses through the Connecticut virtual high school (CTVHS), verifying military service and/or work experience, and participating in community service.

### **NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)**

The NEDP is a high school diploma program designed for mature adults with at least one of the following: job skills, specialized skills or training, advanced academic skills, home management experience or a documented occupation or trade. It provides flexible self-paced scheduling with the average time for completion between six months and one year. Students must score a minimum CASAS score of 236 in Reading and 226 in Math to qualify. This is a confidential program and students meet 1:1 with a mentor at mutually agreed times.

### **BASIC SKILLS / GED PREPARATION**

Adult Basic Education (ABE) classes focus on the improvement of fundamental reading, writing and math skills to ready the adult student for taking GED courses.

### **GED® PREPARATION**

GED® preparation classes assist students who have fundamental skills and need to demonstrate readiness for the GED® Test in four areas: Language Arts/Writing Skills, Mathematics, Science, and Social Studies. All four sections of the GED® Practice Test will be administered each semester.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

Stratford Continuing Education offers four levels of instruction (Beginner Level I, Beginner Level II, Intermediate, and Advanced) in English as a Second Language. An appraisal survey will be administered to determine the class placement of new students.

### **AMERICAN CITIZENSHIP (I and II)**

This course prepares a person to become a citizen of the United States. It includes information about the history and government of the United States. Relevant information is provided concerning immigration and naturalization, including the application for naturalization.

## **SCHOOL COUNSELING SERVICES**

Our School Counselor and the Program Facilitator will work with students to determine courses of study that will meet requirements for graduation and address students' needs and interests. Testing, career planning and personal counseling are available to all students.

A school counselor is available Monday through Thursday evenings between the hours of 3:45 pm and 9:00 pm. The telephone number is (203) 385-4270.

## **ASSESSMENT SERVICES**

Following registration, new students in American Citizenship, ESL, Basic Skills/ GED® preparation and NEDP programs will be assessed for placement purposes only. In order to determine readiness for the GED® test, students enrolled in GED® preparation courses will be offered the opportunity to participate in the GED® Practice Test in each semester.

Additionally, new Credit Diploma Program, National External Diploma Program and American Citizenship students will be assessed. All Credit Diploma students who have not scored "Proficient" on any section of the SAT Test or have not scored 236 in Reading and 226 in Math on the initial assessment should refer to page 18 for explanation of Stratford Continuing Education's additional graduation requirements.

Each student is encouraged to discuss his/her test results with a Counselor or Teacher.

## **STUDENT INFORMATION AND EXPECTATIONS**

### **DISTANCE LEARNING**

In the event that schools close during the academic calendar CDP students will be expected to participate in classes through online means. Students are required to have a Stratk12 email address, which is available through the Continuing Education office, access to the Internet and Google Suite, and a computer at home. A Chromebook computer may be issued to local students that do not have access.

### **CONDUCT**

Mature responsible behavior is expected of all students enrolled in the Stratford Continuing Education programs. Rude or disruptive behavior will not be tolerated. Rules and regulations have been established in order to ensure that staff and students have a safe and orderly environment in which to teach and learn.

## **ATTENDANCE/TARDINESS/DISMISSAL POLICY**

Regular attendance is essential for an effective school experience and necessary for success. The responsibility for regular attendance rests with each student. **Any Credit Diploma student with more than 3 absences will not receive credit for their class.**

Successful performance in school is closely related to regular attendance. Credit Diploma Program students who do not accumulate 48 hours in a particular course will not receive course credit for that semester.

All students are expected to be prompt for class. All students are also expected to remain in class until dismissed by the teacher.

**PLAGIARISM** (Using another person's work as your own; and other forms of cheating) Plagiarism will not be tolerated. Any student caught cheating in any way will receive a zero on the particular assignment and possibly fail the class.

## **HOLIDAYS AND STORM DAYS**

Holidays are listed in the school calendar. Stratford Continuing Education programs follow the same calendar as the day school. In case of inclement weather developing during the day, information regarding cancellations will be broadcast on local TV and radio stations (WICC, STAR 99.9, and Channel 8 WTNH). Whenever day school is canceled or dismissed early due to weather conditions, most Continuing Education classes are also canceled. **CDP classes will be held online through distance learning.**

## **SEXUAL HARASSMENT POLICY**

Sexual Harassment is against the law! All persons associated with the school community, including but not limited to the Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

What is Sexual Harassment?

Sexual Harassment is any speech or behavior of a sexual nature which is unwelcome or makes someone feel uncomfortable. In the school building, if the conversation, display, or behavior is not part of the classroom lesson, it is inappropriate. Sexual harassment includes public displays of affection, (i.e. kissing, "making out"); sexual comments; sexual gossip, comments about another's sexual orientation; sexual advances, touching of a sexual nature; grabbing or poking; or displaying or distributing sexually explicit drawings, pictures, and written materials including displays on school computers or web pages; sexual gestures; sexual or dirty jokes; graffiti of a sexual nature; pressure for sexual favors; Any student or employee who believes he or she has been the subject of discrimination/sexual harassment should contact the Administrator of Stratford Continuing Education. All matters involving sexual harassment complaints will remain confidential to the extent possible.

## **COMPLAINT POLICY**

A student with a complaint is expected to follow this procedure:

1. Discuss the complaint with the teacher, school counselor, or program facilitator.

2. If the problem has not been resolved, discuss the complaint with Administrator for Stratford Continuing Education.
3. If the problem remains unresolved, the student may appeal to the Superintendent of Schools.

### **SMOKING**

Without exception, the Stratford Board of Education prohibits smoking in all school buildings as well as on school grounds.

### **FOOD AND BEVERAGES**

Only clear water in plastic bottles are allowed in classrooms or school corridors. Students may purchase water in the Continuing Education Office before or after class. Due to restrictions caused by the Covid-19 virus no food is allowed in the building until further notice.

### **PARKING**

Parking is permitted only in the rear of Wooster Middle School.

### **DRILLS: FIRE, LOCKDOWN AND STAY PUT**

Safety drills are conducted on a regular basis. The purpose of these drills is to acquaint students with the correct and orderly procedure for evacuating the building so as to be prepared in the event of an actual emergency. Instructions for evacuation are posted in each room in the building. In addition, all staff members have an emergency procedure booklet.

- The signal for a fire/evacuation drill is the automatic alarm sounding in all corridors. Everyone must leave the building immediately in an orderly fashion.
- The signal for a lockdown drill is the phrase “lockdown” three times.
- The signal for a stay put is “stay put”.
- The signal for all clear is “all clear” three times.

### **TEXTBOOK DEPOSIT FEE**

- Credit Diploma Program students pay a \$30 deposit fee for their books. At the close of each semester, students will return books. This deposit fee will remain on account for the next semester’s books. When students withdraw from the program, the \$30 book deposit is returned to them following the return of their books in good condition.
- Adult Basic Education students may purchase an older Pre GED book for Language Arts/Reading or Mathematics for a \$15 fee each as available.
- GED® Prep students may purchase an older 4-subject GED® Prep book for a \$30 fee.
- American Citizenship students may purchase an older Citizenship Book for a \$15 fee.

### **OBLIGATIONS**

Any obligations incurred for lost or damaged materials, equipment, or vandalism will be recorded. Student grades and records will be withheld until this debt is paid or the lost item(s) have been returned.

### **COVID-19 COMPLIANCE**

During the time that the District and State require modification to the learning environment Continuing Education students will be expected to follow compliance guidelines.

- A mask (self-provided) must be worn at all times.
- Social distancing in the classroom and hallways must be maintained.
- No food is allowed in the building.
- Use hand sanitizer and good hygiene habits to minimize the spread of the virus.
- Credit Diploma Students only will be required to attend class virtually on canceled school days. Students must have a computer and Stratk12 address.

## STUDENT RULES & REGULATIONS

Stratford Continuing Education is considered an adult education program, serving a student body that ranges from 17 years and older. As an enrolled student in any of Stratford Continuing Education state-mandated programs, students are expected to consistently demonstrate mature and responsible behavior in order to ensure a positive, safe and orderly learning environment.

Students are expected to adhere to the following rules and expectations:

- Follow the cell phone/earbud policy;
- Follow dress code policy;
- Follow the computer acceptable use policy;
- Show respect toward staff members and classmates;
- Use appropriate language and behavior at all times;
- Respect all school property and avoid vandalism;
- Consume only clear water in the classroom or hallways;
- Smoking is not allowed in the school building or on school grounds;
- Avoid any disruptions in the classroom, hallways, or school premises;
- Avoid the influence and/or possession of drugs, alcohol, or other mood modifiers while on campus
- Refrain from using any electronic devices (cell phone, I-Pods, etc.) while in class;
- The following are prohibited behaviors\*:
  - ❖ Stealing of personal or school property
  - ❖ Fighting
  - ❖ Possession of anything that might be considered a weapon
  - ❖ Bullying
  - ❖ Sexual harassment
  - ❖ Plagiarism or cheating

\*Exhibiting any of these behaviors will result in teacher/administrator intervention and may also result in a student's dismissal from the program.

Any student who has questions or concerns regarding these expectations is advised to consult with a Counselor or Administrator for Stratford Continuing Education.

### **CELL PHONE/EARBUD POLICY**

- The use of cell phones and earbuds/earphones is prohibited during any class.
- Cell phones and earphones must be kept in book bags/pocketbooks and kept on silent during all classes.
- Friends and/or family members may contact our office at (203) 385-4270 in the event of an emergency and a member of our office staff will contact you immediately.
- Please note that if a teacher sees a cell phone out during class, that student will be asked just once to put the phone away. If it appears again during that class, the student will be asked to leave and will lose the credit for the remaining time for that class. This will negatively impact the student's attendance.

### **DRESS CODE POLICY**

The expectation is that students follow the Dress Code Policy while attending classes at Continuing Education:

- No hoodies, hats or bonnets
- No pajamas
- No slippers
- No exposed stomachs
- No profanity or controversial or political wording on any article of clothing
- No tank tops or camisoles
- No exposed bra straps or underwear
- No costumes

If a student violates the dress code policy, it will be at the discretion of the Administrator to send the student home for the evening which may negatively impact their attendance.

### **BULLYING POLICY**

Stratford Continuing Education recognizes that it is the responsibility of program personnel to maintain a secure and safe school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior in school or off school grounds. Therefore, bullying behavior, of any form, will not be tolerated.

Stratford Continuing Education maintains a Safe School Climate Plan that contains the essential elements outlined in Public Act 11-232. An Act Concerning the Strengthening of School Bullying Laws. Bullying takes many forms and may include many different behaviors.

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student in the same school district that: (A) Causes physical or emotional harm to the student or damage to the student's property, (B) places the student in reasonable fear of harm to himself or herself, or of



damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. This definition of "bullying" includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. Students and staff should immediately report incidents of bullying to the administrator or the counselors of Stratford Continuing Education.

### **COMPUTER ACCEPTABLE USE POLICY**

Stratford Public Schools recognizes that inherent in the use of the network and its associated infrastructure, is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or any other use not included in the agreement which has the effect of harming another or his or her property.

It is the policy of the Stratford Public Schools to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications. The superintendent or her/his designee is responsible for the development of administrative regulations that govern the use of the computer systems.

The following sets forth the procedures to implement Board Policy 5136.5 concerning the acceptable use of the computer systems in the Stratford Public Schools. Misuse of the district's computer systems is strictly prohibited. Students of the Stratford Public Schools who misuse the network or its technology are subject to disciplinary action. Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws and other applicable Board policies.

Stratford Public Schools designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. The Stratford Public Schools offers its students access to the Internet and other electronic networks. Access to these resources represents a privilege, not a right, and carries with it responsibilities for each user. Each user must utilize technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property. Students are expected to act in a considerate and responsible manner in using such systems.

The computer network and Internet are intended for educational use, and not for personal use. Personal use of district technology resources that interferes with instruction is prohibited.

The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. The Stratford Public Schools reserves the right to monitor, inspect, copy, review, and

store any content and any usage of the network, Internet, or computer equipment at any time without notice. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to: oversight of Internet site access; the right to review emails sent and received; the right to track student's access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. All collected information and all files shall remain the property of the Stratford Public Schools and no users shall have any expectation of privacy regarding such materials.

Stratford Public Schools makes its computer systems available for the purposes of educational use. The Stratford Public Schools will take reasonable measures to: ensure the safety of users of the network and Internet by prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and ensure the safety of students communicating with electronic resources such as wikis, email, and blogs.

Students will be required to adhere to a set of policies and procedures, as set forth in the student handbook. Each student will sign a written agreement of this policy. Violations may lead to disciplinary measures as outlined in the Board's student discipline policy.

Stratford students agree to use the district's computers for appropriate purposes, which includes but is not limited to the following guidelines: Use the network for legitimate educational purposes only.

- Must not send any form of communication that harasses, threatens, solicits others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, or intimidates any person at any time.
- Must not send any message that breaches the district's confidentiality requirements, or the confidentiality of students or staff.
- Must handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission.
- Must not "hack", breach, or disable any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
- Must not attach any device or downloading any software that intentionally or unintentionally disrupts network flow.
- Must not share network, proxy, or any other passwords.
- Must not transmit or receive inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
- Must respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
- Must follow and respect all laws regarding plagiarism when gathering information or posting it electronically.
- Must adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted material over the system.
- Must not gain or seek to gain unauthorized access to computer systems.
- Must not damage computers, computer files, computer systems, or computer networks.
- Must not use another person's password under any circumstances.
- Must not trespass in or tamper with any other person's folders, work, or files.

- Additionally, if a particular behavior or activity is generally prohibited by law, the Board policy, or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of network or Internet resources or violation of any of these regulations may result in disciplinary action including suspension, expulsion or criminal proceedings. The Superintendent or their designee reserves the right to determine the appropriate discipline for any particular set of circumstances. In the event of suspension or expulsion the Superintendent and/or Board will follow established disciplinary procedures.

Anyone who is aware of problems with, or misuse of the Stratford Public Schools' computer systems or has a question regarding the appropriate use of the computer systems, should report this to his/her Administrator or to the Director of Technology.

Most importantly the Board urges any student who receives or views any harassing, threatening, intimidating, or other improper message through the Stratford Public Schools' computer systems to report this immediately. It is the Board's policy that no student should have to tolerate such treatment regardless of the identity of the sender of the message.

A copy of this policy will be distributed to staff, students, and parents. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy will be posted in each building, and contained in the student handbook.

**Legal References:**

**Children's Internet Protection Act: Pub. L. 106-554**

**Individuals with Disabilities Education Improvement Act of 2004: Pub. L. No. 108-446, 118 Stat. 2647**

**Universal Service Fund Requirement: 47 USC 254h**

**Family Educational Rights and Privacy Act (FERPA): 20 U.S.C. § 1232g; 34 CFR Part 99**

**Freedom of Information Act: 47 C.F.R. §§ 0.441 - 0.470**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the School 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 School official 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 rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parents or eligible student, the School 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 disclosure 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 School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent of a student serving on an official committee, such as a 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 educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**Stratford Board of Education**

*Dr. Janet Robinson, Superintendent*  
1000 East Broadway  
Stratford, CT 06615  
Phone - (203) 385-4210  
Fax - (203) 381-2012

## NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Stratford

Public Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information of a student's educational records. However, the Stratford Public Schools may disclose appropriately designated "directory information" without written consent, unless the student advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Stratford Public Schools to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's or parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If a student/parent **does not want** the Stratford Public Schools to disclose directory information regarding educational records without prior written consent, you must notify the District in writing as soon as possible. The Stratford Public Schools has designated the following information as directory information:

**Student's name**

**Photograph**

**Major field of study**

**Dates of attendance**

**Grade level**

**Participation in officially recognized activities and sports**

**Weight and height of members of athletic teams**

**Degrees, honors, and awards received**

**The most recent educational agency or institution attended**

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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002*(P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor under State law.

The Stratford Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Stratford Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Stratford Public Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**Stratford Board of Education**

*Dr. Janet Robinson, Superintendent*  
1000 East Broadway  
Stratford, CT 06615  
Phone - (203) 385-4210  
Fax - (203) 381-2012



## ASBESTOS MANAGEMENT PLAN NOTIFICATION

In accordance with 19a-333-1 through 13 of the Regulations of Connecticut State Agencies, "Asbestos-Containing materials in Schools," we are required to inform you that asbestos-containing materials have been identified in various areas of the school, primarily in floor tile. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all asbestos-containing building material (ACBM) is removed from the buildings. The buildings are inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly inspected every three years by CT licensed asbestos inspectors following the same basic criteria as the original inspection. This Plan has been written and is available at the school office as well as the Central Administration office to all parties who may be concerned. Persons wishing to review this document may do so during regular school hours.

## PESTICIDE NOTICE

In compliance with Connecticut state law, the Stratford Board of Education has incorporated a policy; Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. The policy provides for notice to persons, who request such notice, prior to the application of any pesticide in the Stratford Schools.

## DISCIPLINE NOTICE

Board of Education Policy #5147 – The public schools shall ensure the physical and mental health, safety, and welfare of all students in attendance, and the maintenance of an atmosphere conducive to learning. Student behavior that is inimical to these purposes, the public interest, and individual rights of school personnel and students will be dealt with through administrative and legal channels. In no case will a student be denied due process guaranteed by the Fourteenth Amendment.

Good Behavior is expected from all students at all times. Discipline will be maintained by teachers and administrators. **In certain cases of continued disregard for established school rules and procedures, students will be subject to suspension or expulsion from school.** Corporal punishment of students is prohibited.

## **CREDIT DIPLOMA PROGRAM GRADUATION REQUIREMENTS & SPECIAL INFORMATION**

Students enrolled in the Credit Diploma Program should note the following essential information:

### **REQUIREMENTS FOR STRATFORD CREDIT DIPLOMA PROGRAM**

In order to be eligible to receive a high school diploma, a Credit Diploma student must have successfully completed the stipulated twenty-one (21) credit program (twenty-five beginning with the class of 2023) **and** also must have fulfilled **one** of the following four criteria:

1. Achieve minimum scores of 236 in Reading and 226 in Mathematics on the CASAS appraisal test upon entry into the Credit Diploma Program OR;
2. Achieve minimum scores of 236 in Reading and 226 in Mathematics on the CASAS Level C Tests\* upon the acquisition of between 10 and 15 high school credits OR;
3. If a student is unsuccessful in achieving the above criteria, he or she must enroll in and successfully complete an additional Mathematics and/or English course.

\*CASAS (Comprehensive Adult Student Assessment System) has been adapted for use by the Connecticut State Department of Education as an assessment component of the Connecticut Competency System, which encompasses clear standards for student performance with pre-and post-instruction related assessment.

### **FINAL EXAMINATIONS**

All students are responsible for the successful completion of any final examination for each course. **Failure to complete a final examination on the day of the exam will result in the loss of credit for that course.**

### **ONLINE CLASS POLICY**

- Students must complete the online Orientation within the first week of class or they will be dropped from the class.
- Students must complete 100% of the assignments to receive credit.
- Students may do online coursework from home providing they meet with their online mentor a minimum of two hours a week.
- Students must not use outside help to complete tests and quizzes (i.e. phone, Internet, etc.)
- Students' final grade must be a C- (70-79) or higher in order to receive credit.
- Online Mentors will be closely monitoring your class progress and are "Success Coaches" only available to keep you on track. They are not to teach during your class time.
- Should you complete less than 51% of your coursework, the online teacher will give you a "Not Retained" status and you will not receive credit for the class.
- Online teachers should respond to you within 48 hours with any questions or concerns you may have. If they do not, please communicate that to your Mentor.
- Students may only enroll in two classes per semester.

### **HONOR ROLL (CREDIT DIPLOMA PROGRAM) (policy under review)**

At the end of each marking period, an honor roll is posted according to the following criteria. Honor roll eligibility is contingent upon maintaining cooperative, mature and responsible behavior and enrollment in at least 2 courses.

1<sup>st</sup> honors – Students must have an A- (90) average or above, with no grade lower than a B+ (87)

2<sup>nd</sup> honors – Students must have a B+ (87) average or above, with no grade lower than a C (73)

### **TEXTBOOK DEPOSIT FEE**

Credit Diploma Program students pay a \$30 deposit fee for their books. At the close of each semester, students will return books. This deposit fee will remain on account for the next semester's books. When students withdraw from the program, the \$30 book deposit is returned to them following the return of their books in good condition.

### **ATTENDANCE/TARDINESS/DISMISSAL POLICY**

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with each student.

Successful performance in school is closely related to regular attendance. Students who do not regularly attend class will not receive course credit.

Students are expected to be punctual in matters relating to class attendance. The term "tardiness/early dismissal" in this section shall, therefore, be construed to indicate any time missed from class, whether the student arrives late for class or leaves before class is dismissed.

All Credit Diploma Program students are expected to call the Continuing Education Office at (203) 385-4270 to report the reason for each absence as soon as possible prior to class. **All absences and cumulative tardiness apply toward the 48 hour attendance requirement.**

### **POLICY WAIVER**

No student may receive course credits for a semester course after the 48 hour attendance requirement without a hearing and waiver from the Administrator.

A student, who has not met the 48 hour attendance policy, may appeal with appropriate documentation and good reason to the Administration for a waiver. At the discretion of the Administrator, the parent of a student who is not eighteen (18) years of age may be requested to appear at the hearing to verify the legitimacy of the appeal.

Waivers are to be applied in a systematic and consistent manner. The Administrator of Continuing Education will consider all absences, tardiness, and any extenuating circumstances affecting the waiver provision.

### **APPEAL PROCEDURES**

A student who has lost credit because of the attendance policy may request an appeal hearing. The parent/guardian of a minor may also request a hearing. Such a request should be made to the Administrator for Stratford Continuing Education, within five (5) days of the date of the letter notifying of loss of credit. The initiative of the appeals process is the sole responsibility of the student (or parent, if applicable). The student must attend classes during the appeal process.

If the parent and/or student wish to appeal the Administrator's decision, he/she may do so to the Superintendent. This appeal is to be made within five (5) days. If the parent and/or student do not agree with the Superintendent's decision he/she may appeal to the Board of Education within five (5) days.

## Stratford / Trumbull Continuing Education Courses\* for the Credit Diploma Program

Students graduating in 2021 and 2022 are required to earn 21 credits (includes credits earned in high school).  
Students graduating in 2023 and beyond are required to earn 25 credits (includes credits earned in high school).

### English (4 credits required)

<u>Core</u>	<u>Elective</u>
English 11	Poetry and Music
English 12	African American Literature
American Authors	Creative Writing
Literature to Film	Public Speaking
Short Stories	

### Mathematics (3 credits in 2020; 4 credits in 2023)

<u>Core</u>	<u>Elective</u>
Foundations of Math	Consumer Math
Pre-Algebra	
Algebra	
Geometry	

### Social Studies (3 credits required)

<u>Core</u>	<u>Elective</u>
World History	Issue in Current Events .5
U.S. History	Geography
Civics .5#	

### Science (2 credits in 2020; 3 credits in 2023)

<u>Core</u>	<u>Elective</u>
Studies in Science	Chemistry**
Environmental Studies	Physics**
Biology	

### Electives (9 credits required including above courses and Personal Finance .5, Health .5 and Physical Education 1.0, and an Arts or Career course 1.0; changes expected to include STEM requirements for 2023 graduates)

Music Theory	Music Appreciation
Art Design	Art Appreciation
American Music	Topics in Health#
Fitness/PE .5 #	Living Well .5 #
Computer Applications	Painting
Drawing	Game Development
Digital Art	Web Design/E-Commerce
Marketing	World of Careers
Personal Finance#	

\*Not available every semester

\*\* Currently no facility to offer lab courses

# fulfills State requirement

**CREDIT DIPLOMA STUDENT CONTRACT**

I, the undersigned, agree to attend Stratford Credit Diploma Program courses listed on my course schedule.

I understand in making this commitment that I must cooperate with the staff and fellow students in all aspects of the program. Class attendance, completion of assignments and assuming the responsibility for successful completion of this program are of primary importance for my success. I must attend all classes punctually and regularly. Chronic tardiness may prevent me from obtaining credit for that course. Tardies/early dismissal times are recorded and count toward absences.

**If I must be absent or late, I will notify by telephone the Stratford Continuing Education Office at (203) 385-4270. I must not be absent more than three (3) classes each semester in order to receive credit for that course. I also understand that I will lose credit for any course in which I am not present to take any final examination.**

I have read and understand the operation rules, regulations, and attendance policy. I fully agree to comply with those rules, regulations, and the attendance policy. I understand that if I do not fulfill my responsibilities in meeting these provisions, I will be withdrawn from the particular course or the program for that semester.

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
PARENT/GUARDIAN  
(If student is age 17)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STRATFORD CREDIT DIPLOMA PROGRAM REPRESENTATIVE – SIGNATURE & DATE