

Middlesex Transition Academy

2026-2027



Family and Student Handbook

RSD 13 does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, ancestry, status as a veteran, status as a victim of domestic violence, or familial status in providing education services. Jennifer Keane has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Jen Keane has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

RSD13 does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Jen Keane. See Policy 5146.

Regional School District 13
Durham - Middlefield, Connecticut

Middlesex Transition Academy
279 Court St.
Middletown, CT
06457

General Building Telephone (860) 358-9583
[Middlesex Transition Academy](#)

ADMINISTRATION

Jennifer Keane, Director of Student Services and Special Education
Samantha Winkler, Program Coordinator

The Board of Education of Regional District 13 presently consists of nine members, three representatives from Middlefield, and six from Durham.

Mr. Robert Moore - Chairman
Dr. Linda Darcy - Vice Chair
Mrs. Lucy Petrella - Secretary
Mr. Jason Stone - Treasurer
Mrs. Christine Cowan - Member
Mr. Stephen DelVecchio - Member
Mr. Nicholas Konstantino - Member
Mr. Mark Simmons - Member
Mr. Timothy Viens- Member

The Board of Education meets on the 2nd Wednesday of each month at 6:00 P.M. Meeting locations can be found on the district website. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. Meeting agendas can be found on the [district website](#).

SUPERINTENDENT'S OFFICE

Dr. Sydney Leggett, Superintendent of Schools
Kimberly Neubig, Business Manager
Jennifer Keane, Director of Student Services & Special Education
Marjorie Light, Director of Teaching & Learning
Liza Siegel, Assoc. Dir. of Learning, Innovation, and Accountability
Kevin Brough, Human Resource Specialist
Patty Smith, Operations Manager
Eric Proia, Facilities Manager
Ken Pietrasko, Director of Information Technology

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Welcome Letter

Dear RSD 13 Families,

Welcome to the start of another wonderful school year in Regional School District 13!

This year marks an exciting moment for our district as we launch our Vision of a Graduate and begin the first year of implementation of our 5-year Strategic Plan. Together, these will guide our work as we strive to ensure that every student develops the knowledge, skills, character, and experiences needed to thrive in school, in their communities, and in the world beyond our classrooms. I encourage you to visit the [Strategic Plan](#) section of our website to learn more about this important work and the goals we've developed together.

Over the past year, I've had the privilege of learning, listening, observing, asking questions, and building new relationships across our district. I've come to know our students, families, staff members, and community, and I look forward to continuing this work by digging deeper into what we need to do for students. While we already have much to celebrate, we have even greater opportunities ahead of us.

Over this past year, I've seen so many people come together out of their commitment to care for kids and our community. Our support staff, teachers, leadership team, and Board of Education have collaborated in productive and positive ways throughout the year to ensure we have a clear path forward. Our community members, town offices, and local businesses have partnered with us to make sure we're all focused on channeling resources in the same direction.

And of course, you – our families – are the partners that connect it all. Together, we celebrate successes, navigate challenges, and support our students as they learn, grow, and discover. We simply could not do this work without you, and it's truly an honor to serve this community; I'm grateful for the trust you place in us each day.

Thank you once again for your continued support, your encouragement, and your belief in our schools. I wish you and your family a joyful, successful, and memorable 2026-27 school year!

Let's make it great.

Sincerely,

Dr. Sydney Leggett

Superintendent of Schools
Regional School District 13

Section 1: Required Notices and Acknowledgements

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - POLICY - *WITHOUT PRIOR CONSENT*

On an annual basis, the school district will notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The 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:

- Name
- Address
- Telephone number
- Place and date of birth
- Electronic mail address
- Photograph
- Videotape of officially recognized activities where the activity is open to the public or the public is invited
- Participation in officially recognized activities and sports
- Weight and height as a member of an athletic team
- Dates of attendance
- Grade level
- Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15th.

Directory information may be released to the following:

- Federal, state and local government agencies
- Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- Employers or prospective employers
- Parent/teacher organizations
- Military Recruiters

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

ANNUAL NOTIFICATIONS

[Asbestos Notification](#)

[Green Cleaning Notification](#)-No person may bring unauthorized cleaning products to any RSD 13 facility.

[Pesticide Application](#)

CSDE COMPLIANT RESOLUTION

Any individual or organization may file a formal written complaint alleging that the school district has violated a federal statute or regulation governing applicable **Elementary and Secondary Education Act (ESEA)** programs. Covered areas include **Title I, Title II, Title III, Title IV, and Title V**.

Filing Requirements:

- **Submission:** File a signed, written statement directly with the **Connecticut Commissioner of Education**.
- **Content:** State the specific federal statute or regulation violated, the supporting facts, and local efforts made to resolve the issue.
- **Disability Disclaimers:** Complaints regarding special education or disability discrimination must follow separate procedures through the **CSDE Bureau of Special Education** or the **U.S. Office for Civil Rights (OCR)**.

Resolution Process:

- **Timeline:** The CSDE will review, investigate, and mail a final **Complaint Investigation Report** within **60 calendar days** of receipt.
- **District Action:** The school district must file a formal written response within **10 business days** of notification.
- **Remedies:** If a violation is confirmed, the district will be required to implement a **Corrective Action Plan**.
- **Appeals:** Complainants retain the right to request a federal review of the state's decision by the **Secretary of the U.S. Department of Education**.

For a copy of the complete [CSDE Complaint Resolution Procedure Document](#), contact the central administration office.

Legal Rights and Opt-Out Notices

AIDS/SEXUAL ABUSE INSTRUCTION EXEMPTION

Parental Right to Opt-Out: HIV/AIDS & Abuse Prevention Instruction

In accordance with state educational guidelines and district policy, parents or legal guardians have the right to exempt their child from planned instruction regarding HIV/AIDS prevention, human sexuality, and child sexual abuse prevention.

- **Curriculum Review:** All instructional materials are available for parental inspection at the school office prior to the start of the unit.
- **Alternative Arrangement:** Students excused from this instruction will be provided with a supervised, alternative educational activity in another classroom or the library. No academic penalty or disciplinary action will apply.
- **How to Request:** To excuse your child from all or part of this instruction, you must submit a signed, written request to the School Principal before the scheduled start of the unit.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows the school district to release "directory information" without prior consent. This basic data is used strictly for school publications like yearbooks, graduation programs, honor rolls, and sports playbills.

Designated Directory Information

Directory information includes: student name, address, telephone number, email, date/place of birth, dates of attendance, grade level, sports participation, weight/height of athletes, and academic honors received.

Photographs

Teacher sanctioned photos may be taken throughout the school day, or at any school function, and may be used for yearbook, the school newspaper, parent bulletins, the school website and in the classroom.

How to Opt Out

Parents and students over 18 have the right to refuse the release of this data. Important: Opting out of directory information means your student's name and photo will not appear in the school yearbook, athletic programs, or graduation lists.

To opt out, you must submit a signed, written notice directly to your student's school main office no later than 10 days into the school year. Your written request must explicitly state that you do not want photo and/or directory information released for your child.

FERPA NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("eligible students") certain rights regarding school records:

- **Inspection:** You may inspect and review the student's education records within 45 days of submitting a written request to the Principal.
- **Amendment:** You may request corrections to records you believe are inaccurate or misleading by writing to the Principal. If denied, you have the right to a hearing.
- **Consent:** The school requires written consent before disclosing personally identifiable information, except where FERPA authorizes disclosure without consent (e.g., to "school officials" with a "legitimate educational interest," or to a school where the student intends to enroll).
 - *A school official is a staff member, contractor, or volunteer needing record access to fulfill professional duties.*
- **Complaints:** You have the right to file a complaint regarding non-compliance with the Student Privacy Policy Office, U.S. Department of Education, Washington, D.C. 20202.

HOMELESS STUDENTS (McKINNEY-VENTO ACT)

In accordance with the federal **McKinney-Vento Homeless Education Act**, Regional School District 13 ensures that students who lack a fixed, regular, and adequate nighttime residence have equal access to all programs, services, and transportation. Homeless students have the right to remain in their school of origin "to the extent feasible" or enroll immediately in the school where they are currently residing, even if they lack typically required documentation such as medical or immunization records.

The district has removed barriers to the enrollment and retention of homeless youth, and a designated local homeless liaison, Jen Keane, is available to assist families with enrollment, transportation, and access to records. If a student is denied school accommodations, they may continue in attendance during all available appeals.

LIBRARY COLLECTION AND MATERIAL REVIEW (PA 25-168)

In accordance with Public Act 25-168, Regional School District 13 has established formal standards for library collection development and maintenance, the selection of library displays and programs, and the process for material review and reconsideration.

These policies ensure that school library resources support the district's curriculum while providing a diverse range of materials that meet the developmental and learning needs of all students. Parents or community members wishing to learn more about the selection criteria or the formal process for requesting the

reconsideration of specific library materials should refer to Board [Policies 6161.12](#) (Material Review), [6161.13](#) (Collection Development), and [6161.14](#) (Library Displays)

MIGRANT STUDENTS

Regional School District 13 maintains a program to address the unique needs of migrant students, providing a full range of services including Title I programs, special education, language programs, and counseling. The district ensures that parents and guardians are regularly consulted and involved in the development, implementation, and evaluation of these migrant student services.

ON-CAMPUS RECRUITMENT NOTIFICATION

Regional School District 13 provides students at the middle and high school level with information regarding the availability of:

1. Vocational, technical, and technological education and training at technical high schools.
2. Agricultural sciences and technology education at regional agricultural science and technology education centers.

Full access for the recruitment of students will be provided to technical high schools, regional agricultural science and technology education centers, magnet schools, and charter schools.

In accordance with federal law, military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings.

Right to Opt-Out: A student's parent or guardian (or a student who is 18 years of age or older) may submit a written request to the principal stating that this information not be released without prior written consent.

PPRA (PROTECTION OF PUPIL RIGHTS AMENDMENT)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding school surveys, collection of information for marketing purposes, and certain physical exams. These rights include:

- **Consent:** Parents must give prior written consent before students participate in any survey funded by the U.S. Department of Education that concerns protected areas (e.g., political affiliations, mental health, illegal behavior, sex life, or income).
- **Opt-Out:** Parents have the right to opt their child out of any other survey concerning protected areas, any non-emergency invasive physical exam or screening required for attendance (except hearing, vision, or scoliosis), and activities involving the collection or disclosure of personal information for marketing purposes.
- **Inspection:** Parents have the right to inspect, upon request and before use, any protected student surveys, instructional materials used as part of the curriculum, and instruments used to collect personal information for marketing.
- **Complaints:** You have the right to file a complaint regarding non-compliance with the Student Privacy Policy Office, U.S. Department of Education, Washington, D.C. 20202

TEACHER AND PARAEDUCATOR QUALIFICATION

Under federal law, parents have the right to request information regarding the professional qualifications of their child's classroom teachers and paraprofessionals.

Upon request, the district will provide information regarding:

- **Licensure:** State licensing status and subject area certifications.
- **Waivers:** If the teacher is working under an emergency or provisional status.
- **Education:** College majors and any graduate degrees held.
- **Paraprofessionals:** The qualifications of any instructional assistants working with your child.

To request this information, please contact the **Human Resources Department** at **860-349-7200**

TITLE I NOTIFICATIONS

- **Comparability of Services:** RSD 13 ensures all schools receive substantially comparable staff, curriculum, and instructional materials to maintain equivalency across the district, regardless of Title I funding status.
- **Parent and Family Engagement:** Parents of students in Title I programs will receive the district's engagement policy, which outlines an annual meeting and opportunities for parents to participate in the planning, review, and implementation of Title I programs. Please see [Policy 6172.4](#) for more information.

OTHER INFORMATION

DCF Hotline

The contact number for reporting child abuse and neglect in Connecticut is the **CT Department of Children and Families (DCF) Careline** at **1-800-842-2288**. Please see the [DCF Website](#) for more information.

Section 2: Mission, Philosophy and Values

Regional School District 13 Mission Statement

Through engagement in authentic learning experiences, all Regional School District 13 students are empowered to thrive and contribute as global citizens.

RESTORATIVE PRACTICES

A strong culture and climate will build the foundation for all other learning and professional work we want to do. The basis of this will be district-wide Restorative Practices training and implementation. Parents will get more information about Restorative Practices and other strategies throughout the year – and it looks a little different at each age/developmental level – but please remember these key principles:

- This provides a framework for a positive culture and climate and problem solving strategies that make us stronger as individuals and as a community.
- This framework is meant to be 80% proactive (how we act every day) and 20% reactive (resolving conflicts)
- There's an important saying in Restorative Practices: "We repeat what we don't repair." In order to build a better future, we focus on solving problems well so they don't keep happening.

CORE ETHICAL VALUES

Rooted in a caring community, we uphold these Core Ethical Values (CEV) as the foundation of our shared commitment to learning excellence, collaboration, integrity, and continual growth.

Respect:

We will recognize the inherent worth of every person and appreciate our differences.

Responsibility:

We will make good choices, take ownership of our actions, and consider the impact we have on others.

Honesty:

We will be truthful and authentic with ourselves and others.

Kindness:

We will choose to treat others with care and compassion through both our thoughts and actions.

Courage:

We will take healthy risks and stand up for what is right, even when it's hard, scary, or unpopular.

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

- myself

- the worth and rights of others
- the views of others
- personal, school, and community property
- the environment

Am I accepting **RESPONSIBILITY** for

- my own actions and words
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **HONESTY**

- with myself
- with others
- in my work

Am I showing **KINDNESS** by

- treating others the way I would want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **COURAGE** by

- standing up for moral principles
- persisting in the face of adversity
- being willing to accept challenges
- being true to myself

STATEMENT OF BELIEFS

We believe that:

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continues throughout one's life.
- ◆ Growth, innovation, and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school, and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

Section 3: Staff Directory, Calendars, and General Building Information

STAFF DIRECTORY

ADMINISTRATION & ADMINISTRATIVE ASSISTANTS			
Samantha Winkler	Program Coordinator		
Amy Verre	Program Assistant	Nora Biondi	Special Education Teacher
Ken Holt	Social Worker	Victoria Abolafia	SLP
Holly Augeri	Vocational Coordinator	Susan Perrotti Paula Doolittle Jenny-Joy Moore	Job Coaches

DISTRICT CALENDAR



REGIONAL SCHOOL DISTRICT 13 CALENDAR 2026-2027

July 2026							August 2026							September 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11		2	3	4	5	6	7	8		6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15		13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22		20	21	22	23	24
26	27	28	29	30	31			23/30	24	25	26	27	28	29		27	28	29	30	
October 2026							November 2026							December 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3		1	2	3	4	5	6			1	2	3	4	5
4	5	6	7	8	9	10		8	9	10	11	12	13		6	7	8	9	10	11
11	12	13	14	15	16	17		15	16	17	18	19	20		13	14	15	16	17	18
18	19	20	21	22	23	24		22	23	24	25	26	27		20	21	22	23	24	25
25	26	27	28	29	30	31		29	30						27	28	29	30	31	
January 2027							February 2027							March 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9		7	8	9	10	11	12		7	8	9	10	11	12
10	11	12	13	14	15	16		14	15	16	17	18	19		14	15	16	17	18	19
17	18	19	20	21	22	23		21	22	23	24	25	26		21	22	23	24	25	26
24/31	25	26	27	28	29	30		28							28	29	30	31		
April 2027							May 2027							June 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10		2	3	4	5	6	7		6	7	8	9	10	11
11	12	13	14	15	16	17		9	10	11	12	13	14		13	14	15	16	17	18
18	19	20	21	22	23	24		16	17	18	19	20	21		20	21	22	23	24	25
25	26	27	28	29	30			23/30	24	25	26	27	28		27	28	29	30		

Legend		BOE Approved 1/14/26	
	First Day of School		Holidays / District Closed
	Summer School		Early Release
	First Days for Teachers		No School For Students
	Reserved for Snow Makeup Day		

IMPORTANT DATES	
July 2 & 3	4th of July Holiday - District Closed
July 6-30	Summer School
August 24	Convocation/Faculty Mtgs
August 25	District / School Professional Learning
August 26	Staff Prep Day
August 27	First Day for Students
September 7	Labor Day - District Closed
September 25	Durham Fair / No School For Students
October 7 & 8	Early Release/Parent Conferences
October 12	Columbus Day / Indigenous Peoples' Day - District Closed
November 3	Election Day/No School for Students/Prof. Learning
November 25-27	Thanksgiving Recess - District Closed
December 23	Early Release
Dec 24 - Jan 1	Winter Recess
December 24-25	District Closed
Dec 31 - Jan 1	District Closed
January 18	Martin Luther King Day - District Closed
February 12	No School for Students/Prof. Learning
February 15-16	President's Day - District Closed
March 10 & 11	Early Release/Parent Conferences
March 26	Good Friday - District Closed
April 12-16	Spring Recess
May 28*	Reserved as Snow Makeup Day
May 31	Memorial Day - District Closed
June 1**	Reserved as Snow Makeup Day
June 9 & 10***	Transition/Early Release
June 11****	Last Day of School/Early Release/CRHS Graduation
June 14 & 15^	Professional Learning
June 18	Juneteenth Day - District Closed

*No School if district had 0-1 Indement weather days in 2026-27.
 **No School if district had 0 Indement weather days in 2026-27.
 ***The last day of school is contingent on Indement weather closings.
 *Actual Professional Learning activities may occur prior to this date in accordance with bargaining agreement.

135A Pickett Lane, Durham, CT 06422 | 860-349-7200 | www.rsd13ct.org

REPORT CARDS

Term	Dates	Report Cards Issued
1	8/27/26 - 12/4/26	12/11/26
2	12/7/26 - 2/26/27	3/5/27
3	3/1/27 - 6/11/27*	6/11/27*

Report cards will be sent home electronically each term

*Dates may change to adjust for school closings due to inclement weather.

START AND END TIMES:

MTA is open at 8:25 am.

Start time: 8:30 am (in class)

End time: 2:30 pm

MODIFIED DAY SCHEDULES:

The timing for late openings or early dismissal can be found on the [RSD13 website](#).

BUS/TRANSPORTATION INFORMATION

Transportation to and from MTA is part of each student's individualized education plan. Questions about transportation should be directed to the Central Office staff in your sending district. Rules apply at bus stops, loading zones, during transit, and on school-sponsored activities. Buses may be equipped with electronic monitoring devices. School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

RSD 13 BUS COMPANY INFORMATION

Dattco Bus Company
Telephone: (860) 349-8479

BUS ROUTES AND STOPS

1. Students are only permitted to ride the bus(es) to which they are assigned.
2. A change to your child's bus route or stop location must be approved by the Superintendent's office.

BUS RULES

1. Follow directions the FIRST time they are given.
2. Keep hands, feet, and objects to one's self.
3. Keep all parts of your body and all objects inside the bus.
4. Stay in your seat with your feet on the floor (not in the aisle.)
5. No toys are allowed on the bus.
6. All items must be kept in backpacks.
7. Do not swear, use rude gestures, or tease anyone on the bus.
8. No pushing, shoving, or fighting.
9. No eating on the bus.
10. Do not litter, write on, or damage the bus in any way.

Disciplinary Process

Disruptive behavior or refusal to follow driver directions will be reported to school administration. Disciplinary actions may be taken from the driver's report, which may include written warnings, communication with families, suspension from the bus, or other consequences as appropriate.

Note: Parents or guardians are responsible for transportation if bus privileges are suspended.

Immediate Safety Violations

Behavior that endangers the safety of passengers or the driver may result in immediate, indefinite bus suspension and further school disciplinary action.

Transportation Safety Complaints

Per C.G.S. 10-221c, safety concerns should be reported to the District Transportation Coordinator in the home district.

For RSD 13 students the District Transportation Coordinator is:

- **Contact:** Robin Golembieski
- **Phone:** 860-349-7200

The district maintains a written record of complaints and conducts formal investigations. Refer to Board Policy 5541 for complete details.

ELECTRONIC DEVICES

The following electronic devices are not allowed to be used during school hours: iPads, Kindles, Nintendo Switch, and/or other personal devices. Students who bring devices to school will be asked to put them in their backpacks during school hours. Cell phones should be used for safety and/or learning purposes. Students will be encouraged to carry their cell phones and learn applications and usage that will promote independence. Student cell phone use will be monitored, and inappropriate usage will follow a specific cell phone policy consequence plan.

CELL PHONE POLICY

Cells phones are allowed under the following guidelines:

- a. In class when instructed. This means that a MTA staff member tells you to take out your phone for class.
- b. During lunch
- c. During break/ afternoon/van/community under staff discretion.
- d. Never allowed at work unless for emergency/vocational purposes or instructed.

Misuse (offenses reset daily)

1st offense -warning

2nd offense - devices will be confiscated and returned to the student at the end of the school day

3rd offense - the device will be returned to the parent and not permitted back for two weeks

No tolerance for inappropriate internet usage. Phone will be taken immediately/ internet usage suspended.

EMERGENCY CLOSING PROCEDURES

Regional School District 13 uses the ParentSquare Notification System to notify parents/guardians of school closings, delays and emergencies. This system will deliver a voice message to your home phone and/or cell phone, a text message, an email and/or a notification to the ParentSquare app on your smartphone or tablet. Having your latest contact information is the only way to ensure that we can contact you in an emergency. Please note if you provide a home phone number you could receive a call as early as 4:45 a.m. for school closings or delays.

Please click the ParentSquare icon at the top right of the district website www.rsd13ct.org for instructions on how to customize phone number and/or email address selections for emergency notifications. All parents/guardians are automatically signed up for this service. If you do not wish to receive emergency notifications, please check the box in front of "Do Not Send Emergency Notifications" above the signature lines on the Student Information Update form on PowerSchool Parent Portal.

Additionally, school closings, delays and emergencies will be posted on the district website and area television channels. The channels designated to make announcements for Regional School District 13 are WTIC channel 61, WFSB channel 3, WVIT channel 30 and WTNH channel 8.

If school is canceled or closed early, all after-school activities are also canceled except in special circumstances and only where approval from the superintendent has been granted.

Delayed Openings:
School Start Time
MTA 10:30 a.m.

Early Release:
School Closing Time
MTA 12:05 p.m.

HATS

Hats are not allowed to be worn during school hours, unless it is for a specific event or activity and approved.

PETS

No animals or pets will be allowed in the school at any time without prior permission from the principal.

VOLUNTEERS

Volunteers are an important resource and are appreciated by classroom teachers and other school personnel. Friday mornings we have space for enrichment activities; should you want to volunteer, please reach out to Samantha Winkler directly.

Please refer to the district policy for school volunteers, including field trip chaperones. The policy provides information about when screening is required for volunteer activities.

[School Volunteer Policy](#)

SECTION 4: TECHNOLOGY

TECHNOLOGY INFORMATION

The District websites are updated regularly and is a wonderful way to feel connected to what's happening in the district. Calendars, lunch menus, community flyers, and exciting happenings are posted regularly. Please make it a point to check the website on a regular basis.

Regional School District #13 - www.rsd13ct.org

Middlesex Transition Academy can be found on **Facebook**. Like us at: Middlesex Transition Academy and keep up to date on what's going on at school. We try to post as many activities as we can, so check us often.

TECHNOLOGY – STUDENT USE OF COMPUTERS AND THE INTERNET

Middlesex Transition Academy is pleased to provide students access to computers and the Internet, believing in their value for educational purposes.

Students will have the opportunity to:

- use technology in their learning.
- learn to use a wide range of technology tools.
- access Internet resources while conducting research.
- exchange information worldwide with other users.

Students have the responsibility to:

- adhere to the District Core Ethical Values and Code of Conduct on all uses of technology and the Internet.
- adhere to all school and district policies and state and federal laws.
- use school equipment carefully and respectfully.
- respect the work of others and observe copyrights.
- learn to use the network properly.
- use the Internet only under staff supervision.
- respect the privacy of others.

Students may not:

- use the equipment without staff permission and/or supervision.
- damage or disrupt equipment or the system.
- interfere with another's use of the equipment.
- modify, copy, or delete another's data or files.
- load or install unauthorized games, software, or other electronic media.
- waste paper by printing unnecessary pages.
- use obscene language or send offensive, threatening, or harassing messages.
- allow offensive or damaging materials to enter the school network.
- use the network for non-school purposes.
- violate copyright laws.
- send, transmit, or otherwise disseminate proprietary data or other confidential information.

Student use of technology will be curriculum-related, teacher directed, and adult supervised. Website navigation will be guided as much as possible by the use of specific bookmarks.

SECTION 5: STUDENT SERVICES AND PROGRAMS

SPECIAL EDUCATION

Please click on the link to learn more about special education services in Regional School District 13. [RSD13 Student Services and Special Education Information](#)

SECTION 6: STUDENT ACTIVITIES

Outings

Students participate in weekly outings designed to practice social skills in real-world settings. These outings are student-led and student-planned, serving as a practical application of the skills learned in the classroom. Students have the opportunity to collaborate and select local destinations within a set budget, fostering independence and teamwork.

WesBuds

WesBuds is a program run by students from Wesleyan University. Occurring at least once a month, these activities typically take place on the university campus. Wesleyan students act as peer role models, providing our students with valuable social interaction and mentorship in a welcoming environment.

Unified Sports

Unified Sports offers students the opportunity to participate in various sports, events, and social activities. This program connects our students with transition academies across the state. Some events are also held in partnership with local universities, providing a broad network of engagement and inclusive athletic opportunities.

SECTION 7: HEALTH SERVICES

Illness:

A student with a temperature greater than 100°, purulent eye discharge, diarrhea, or vomiting should not attend school. If you have a question as to whether your child should attend, please contact the nurse or Program Coordinator. Your child may return to school **24 hours after a fever, vomiting, or diarrhea has subsided without the use of medications that relieve symptoms.**

If a student becomes ill or injured during the school day, parents will be notified to pick them up. If unable to reach a parent, the emergency contacts you have provided on your PowerSchool Parent Portal will be called to pick up your student.

Significant change in Health, Incident or Accident:

If there is a significant event with a student, 911 will be utilized. Parents will be contacted. If they are not available or able to travel with the ambulance to the closest Emergency Room, a designated staff member will accompany the student and remain at the ER until family arrives.

Student Health or Physical Restrictions:

If a student is well enough to attend school, the expectation is that they will participate in all daily activities including work, outings, walks etc. A note from a physician is required for a student to miss activities due to a health related concern or if accommodations are needed; typically the note should include diagnosis, treatment, and expected return to regular activities with additional notations regarding the restrictions or accommodations such as:

- Adaptive Equipment (example: Crutches, Cam walker, etc)
- Accommodations (example: Elevator Access, pass early/late between classes, etc)
- Duration of any restrictions or accommodations
- Date of any additional medical follow up if required

Medication:

If a student needs to take any medication during the school day, or for an extended field trip, an [Authorization for the Administration of Medication](#) must be completed by the MD with signed parent permission and provided to the school. This includes all prescribed medications and over the counter medications (ex: Ibuprofen, TUMS, etc.).

At secondary levels it is more common to encourage students to have self carry and administration orders so that they have rescue and emergency medications at hand when needed; The MD, Parent and School Nurse must agree that it is a safe and appropriate plan. Medications should always be in the original containers and labeled with the student's name.

Unless your child's order indicates they can safely self carry and administer the medication ordered, **do not send the medication in with your child.** Medication should be delivered to the school **by the parent** in the original, labeled bottle with enough medication for the length of time the medication is required. All medications are kept secure in the nurse's office. **Controlled drugs/narcotics, which includes stimulant medications, can never be self carried or self administered and must be secured in the health office and administered by nursing or designated certified staff.** Additionally, medications cannot be received or self carried without an active Medication Authorization provided to the nurse.

EPINEPHRINE ADMINISTRATION:

An important note regarding the Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, **not previously diagnosed**, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse. This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

NALOXONE (NARCAN) ADMINISTRATION:

An important note regarding the Administration of Naloxone at Public Schools:

Legislation enacted in 2022 amended Connecticut General Statutes (C.G.S.) Section 10-212a to authorize school nurses, and "qualified school employees" to administer opioid antagonists for the purpose of emergency first aid to students who experience an opioid related overdose. See Public Act 22-80, Sec. 7, amending C.G.S. Sec. 10-212a by adding subsection (g). (See link below) **This Act applies to incidents on school grounds, during regular school hours. The nurse, or a trained staff designee in situations where the school nurse is absent or unavailable, may administer naloxone (narcan) as a life saving measure. Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive Naloxone (Narcan) in an emergency situation.**

Additional References:

[State of CT Regulations for Administration of Medication by School Personnel](#)
[RSD13 POLICY 5141.21 STUDENTS ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS](#)
[Guidelines for local and regional boards of education on the storage and administration of opioid antagonists in schools. Connecticut General Statutes Section 10-212a\(g\)](#)

Health Assessments:

Students entering PreK3, PreK4, Kindergarten and other new entrants are required to submit a physical exam along with proof of compliance with all of the [Required immunizations per the State of CT SY 2026-27](#) regulations, prior to starting. Students in grade 6 and 10 are also required to provide updated physicals and have all [Required immunizations per the State of CT SY 2026-27](#).

Students involved in sports must also have an up to date physical to participate. Physicals are good for 13 months from the date of examination for eligibility to play.

Screenings:

Vision, Hearing and Postural Screenings will be completed per the CT Legislation Section 10-214 in the mandated years. Parents will be notified when screening will occur. Parents may opt out in writing if they choose.

Food Allergies, Diabetes and Glycogen Storage Disease:

POLICY 5140 STUDENTS MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES, GLYCOGEN STORAGE DISEASE AND/OR DIABETES The Regional School District 13 Public Schools (the "district") recognize that food allergies, glycogen storage disease and diabetes may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The district further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy, glycogen storage disease or diabetes, as developmentally appropriate.

Please see full policy here: [POLICY 5140 STUDENTS MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES, GLYCOGEN STORAGE DISEASE AND/OR DIABETES](#)

For the safety of our students with food allergies, food items will not be allowed to be sent into classrooms from home for celebrations. We strongly encourage the use of non-food items to celebrate.

Additionally, at the lower elementary level (PreK-1), if there are food allergies in your child's classroom, you may receive a notification letter from the school nurse. Please follow the instructions in the letter when choosing snacks to send into school.

There are designated Allergy friendly tables in the cafeteria at the elementary levels; students without food allergies may sit at this table with a friend if they are buying a hot lunch.

In the event of celebrations hosted by the PTA, they will also need to follow all guidelines to maintain student safety.

Diabetic students will have access to snacks, water and the nurse as needed to maintain safe blood sugar levels.

Staff Education regarding Food Allergies, symptoms of anaphylaxis, epinephrine administration, Diabetes and signs/symptoms of blood sugar changes, Seizures and protocol is provided annually at the start of the new school year.

SECTION 8: ATTENDANCE AND RELATED PROCEDURES

ATTENDANCE

Please carefully read the **Student Attendance and Truancy Plan** in the **Policy Section** of this handbook and call the school office if you need clarification or have any questions. Written documentation is required each time your child is absent. The first nine absences will be excused with a signed note from a parent/guardian. After nine absences parents will receive a letter indicating that additional documentation will be required for an excused absence (see policy). It is important for your child to attend the entire day of school so he/she can benefit from every educational experience. Every attempt should be made to schedule appointments after school hours. Vacations should be scheduled when school is not in session.

If your child will be absent or tardy from school, please call the school at 860-358-9583.

TARDINESS

Students who arrive late to school (after 8:30 am) should be brought to the main entrance by a parent or guardian. Please knock loudly on the front door; and call the building if no one responds within a reasonable timeframe.

Please make every effort to have your child arrive at school on time each day.

SECTION 9: STUDENT CONDUCT AND DISCIPLINE

CODE OF CONDUCT

As a student in Regional School District 13, I...

1. treat others with courtesy, respect, fairness, and kindness.
2. am honest with other people and in my work.
3. obey teachers and other school staff members.
4. follow all school and classroom rules.
5. accept consequences for not doing what I should.
6. take care of my property, the property of others, and school property.
7. work, play, and move safely and appropriately.
8. cooperate when I work and play.
9. participate in my education to the best of my ability.

Being a good citizen means showing respect and being responsible. As a student, this means that I accept the consequences whenever I do not follow the rules. My behavior should not be disruptive to the school community whether I am in class, at recess, on the bus, on a field trip, or a part of any other school activity.

CODE OF DISCIPLINE

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code. Consequences for infractions of school and classroom rules are usually age-appropriate as established by each school. Recess will not be taken away as a discipline consequence. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

Regional School District 13's School Climate Policy reflects our commitment to creating learning environments where every student and staff member feels safe, valued, and connected. The policy is grounded in prevention and proactive relationship-building rather than punishment or reaction. By focusing on clear expectations, open communication, and shared responsibility, we work to ensure that all members of our school community contribute to a culture of respect, empathy, and belonging. Our goal is to address concerns early, support positive behavior, and foster the kind of caring community where students can learn, grow, and thrive. This is how we'll uphold our Core Ethical Values of Respect, Responsibility, Honesty, Kindness, and Courage.

Students, parents or guardians of students enrolled in the District, and school employees may file a written report of alleged challenging behavior or alleged bullying using the [Challenging Behavior Reporting Form](#), which is available on the link or [through the district website](#). Such reports may be filed with the building principal and all reports shall be forwarded to the School Climate Specialist for review and actions consistent with the Connecticut School Climate Policy.

RESTORATIVE PRACTICES

A strong culture and climate will build the foundation for all other learning and professional work we want to do. The basis of this will be district-wide Restorative Practices training and implementation. Parents will receive more information about Restorative Practices and other strategies throughout the year – and it looks a little different at each age/developmental level – but please remember these key principles:

- This provides a framework for a positive culture and climate and problem solving strategies that make us stronger as individuals and as a community.

- This framework is meant to be 80% proactive (how we act every day) and 20% reactive (resolving conflicts)
- There's an important saying in Restorative Practices: "We repeat what we don't repair." In order to build a better future, we focus on solving problems well so they don't keep happening.

SCHOOL RULES

- Show RESPECT by using friendly words.
- Show RESPONSIBILITY by following all adult directions.
- Show HONESTY by telling the truth.
- Show KINDNESS by keeping hands, feet and objects to one's self.
- Show COURAGE by making good choices.

SECTION 10: SAFETY AND SECURITY

SECURITY

The security system ensures the safety of students and staff at Brewster School. **All exterior doors including the front door will remain locked throughout the day.** All parents, guardians, volunteers and visitors must go to the front entrance of the school.

The Middletown police department provides support to any emergency call made from Middlesex Transition Academy. The Regional School District 13 Student Resource Officer may be called upon for training and informational sessions as relevant to curriculum and problem solving needs.

SECTION 11: DISTRICT POLICIES AND RESOLUTION **PROCEDURES**

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - **POLICY - *WITHOUT PRIOR CONSENT***

On an annual basis, the school district will notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The 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:

- Name
- Address
- Telephone number
- Place and date of birth
- Electronic mail address
- Photograph
- Videotape of officially recognized activities where the activity is open to the public or the public is invited
- Participation in officially recognized activities and sports
- Weight and height as a member of an athletic team
- Dates of attendance
- Grade level
- Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15th.

Directory information may be released to the following:

- Federal, state and local government agencies
- Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- Employers or prospective employers
- Parent/teacher organizations
- Military Recruiters

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

ADDENDUM - RSD 13 BOARD OF EDUCATION POLICIES and PROCEDURES

Policies:

Regional School District 13 has a number of policies, all of which can be found by clicking this link to our [Policies](#). In addition, there are a few policies we'd like to highlight so you can easily find the information you need (new and newly revised policies are noted with ***):

General:

- [AEDs](#) – RSD 13 has AEDs located in key locations to protect our community in the event of cardiac events. Click this link to review the policy.
- [Attendance](#): Consistent attendance is critical for a successful education. Click this link for our RSD 13 attendance policy.
- [Non-Discrimination](#) – RSD13 does not discriminate based on any protected class. Click this link to learn more about our non-discrimination policies.
- [Pledge of Allegiance](#) – Click here to review the Pledge of Allegiance policy.
- *** [Religion and Religious Accommodations](#) - New policy to provide both protection and guidance pertaining to religious matters in schools.
- *** [Restorative Practices](#) - New policy outlining Restorative Practices as the foundation for a healthy school climate and culture.
- *** [School District Climate Policy](#) - Click here to review the full policy for creating and sustaining a safe and healthy school climate.
- *** [School District Resolution Procedure](#) – Click here to see the specific steps in finding a resolution to issues involving RSD 13.
- [Transportation](#) – Click this link to review our transportation policies, including how to make a complaint about transportation.
- [Treatment of Recruiters](#) – Click here to review RSD's uniform treatment of recruiter policy.
- *** [Visitors and Observations in Schools](#) - New policy to guide visitors and observers in RSD 13 schools, including regulations.

Information and Technology:

- [Student Privacy](#) – We take your child's private information very seriously. Click this link to review the district's policy on privacy. Click this link for specific information on [student records](#).
- [Internet and Technology Safety](#) – Keeping children safe with technology is more important than ever. Click this link to review our policies on internet and technology use and safety.
- *** [Use of Private Technology Devices by Students](#) - This policy outlines student use of personal devices at RSD 13.

Instruction:

- [Grading](#)—Click here to see how the district policy informs our grading practices at the high school level. Check with your individual school in PK-8 to review specific grading practices.
- [Homework](#) – Click here to review the RSD 13 homework policy. More specific information will come from your child’s teacher/school.
- [Promotion, Placement and Retention](#) – Click here to review our policies on promoting, retaining, and placing students in their classes and grade levels.

Student Health and Safety:

- [Illegal Substances](#): The following links will direct you to our district policies on illegal substances and/or weapons that are not permitted on school grounds, any school building, on school buses, or on any school-sponsored trip.
 - [Drugs and Alcohol](#)
 - [Tobacco](#)
 - [Search and Seizure](#)
 - [Chemical Health for Student Athletes](#)
 - [Psychotropic Drugs](#)
- [Conduct](#): Students must feel safe coming to school, and our administration seeks to ensure that all students behave accordingly. The following two links outline these policies:
 - [School District Climate/Bullying Intervention](#) (*please note this policy will be updated in October of 2025*)
 - [Student Discipline](#)
- [Discrimination Based on Sex/Sexual Harassment](#) – RSD does not condone any discrimination based on sex or any form of sexual harassment. Click this link to review our policies pertaining to these issues. If you have questions or concerns, contact Jenn Keane, our District Title IX Coordinator and Director of Students Services.
- [Food Allergies](#) – RSD 13 is highly aware of food allergies. Click here to learn more, and if you have any allergy concerns or questions, please contact your child’s school nurse.
- [Restraint and Seclusion](#) – These options are used as a last resort *only* when an individual is in danger of hurting themselves or others. Click the link to review the entire policy.
- [Sexual Abuse/Assault](#) – Click this link to review the policy against sexual abuse and assault. If you have concerns or need to report an incident, please contact **203-624-KID-Hero (543-4376)**.
- [School Breakfast and Lunch](#) – Click this link to read our policy on how to pay or request assistance for healthy school meals. All information about school breakfast and lunch can also be found on our website [Food Services](#) page.
- [Suicide Prevention](#) – The district believes a strong suicide prevention and awareness program is essential to keeping our youth safe. Click here to read our policy. If you need additional resources, please **call 988**.
- [Wellness](#) – Student wellness is essential to learning. Click this link to review our district’s policy on wellness.

Additional State of Connecticut Resources:

[Governor's task force on justice for abused children](#): Click this link to review these guidelines set up by the State of Connecticut to support victims of child abuse.

[DCF's sexual abuse and assault awareness and prevention program](#): Click here for resources to create awareness, prevent, and protect victims of sexual assault, offered by Connecticut Department of Children and Families.

SCHOOL DISTRICT RESOLUTION PROCEDURES

Principle 1:

Problems are most effectively resolved through direct, respectful communication at the most immediate level. Escalation should only occur when initial attempts at resolution have been unsuccessful or when concerns persist.

Principle 2:

When resolving issues, we expect everyone to adhere to the Core Ethical Values of Regional School District 13:

Respect, Responsibility, Honesty, Kindness, Courage

General Guidelines

The following general guidelines are proven to help resolve situations positively and professionally:

Maintain respectful, professional communication (adhere to Core Ethical Values)

- Focus on the issue, not people or personalities
- Presume that everyone has positive intentions
- Keep discussions confidential and appropriate
- Document all communications
- Allow reasonable time for resolution at each level

Support Resources:

- Contact the main office or central office for assistance in identifying the appropriate person to address your concern
- Interpreters are available upon request
- Written materials can be available in alternative formats when needed

Special Circumstances - Immediate Escalation Warranted

We understand that special circumstances might warrant a different approach. In the following circumstances, please contact the Building Principal or Superintendent immediately for:

- Imminent Safety concerns
- Suspected abuse or neglect
- Legal violations
- Emergency situations

The Building Principal or Superintendent will be able to deal with the situation immediately or direct you to the appropriate resource.

Law Enforcement

You can also contact law enforcement directly for:

- Threats of violence
- Criminal activity
- Child abuse (also contact DCF)

Prohibited Retaliation

The district prohibits retaliation against any individual who files a complaint or participates in the complaint resolution process in good faith.

Steps for Direct Resolution

Step 1: Direct Resolution (First Level)

Before filing any formal complaint, attempt direct resolution:

- For classroom/instructional issues: Speak directly with the teacher
- For athletics: Please speak directly to the coach
- For school-wide issues: Contact the building principal
- For transportation issues: Contact the transportation coordinator or building principal
- For special services issues: Contact the student case manager

Guidelines for Direct Communication:

- Schedule a meeting or phone call rather than addressing concerns in passing; email is effective to start the conversation but shouldn't be a substitute for the conversation itself; please allow 24-48 hours to respond.
- Clearly explain your concern and desired outcome.
- Listen carefully to the other party's perspective.
- Issues may not be resolved immediately, and it's helpful to "sleep on it" or give both parties some time to think about the issues and potential solutions before making a decision; set a date to get back to each other.
- Document the date, participants, and outcome of the conversation, any action steps that were mutually agreed upon
- Allow a reasonable amount of time for the implementation of agreed-upon solutions (this will vary of course depending on what might need to change).

Step 2: Building-Level Resolution (Second Level)

If Step 1 does not resolve the issue or concerns persist:

- For classroom issues: Contact the building principal
- For athletic issues: Contact the Athletic Director
- For district-wide issues: Contact the appropriate department supervisor (if you aren't sure who this is, please contact any main office)
- Pass along documentation of your Step 1 efforts to the next person
- Clearly state why the initial resolution was inadequate
- Request a meeting and follow the same meeting steps outlined above

Step 3: District-Level Resolution (Third Level)

If Steps 1 and 2 have not resolved the issue:

- Contact the Superintendent
- Submit a written complaint including:
 - Description of the issue

- Documentation of previous resolution attempts (Steps 1 and 2)
- Desired outcome
- Supporting materials/evidence
- The Superintendent will respond to set up a meeting.
- Follow the same steps outlined above

Board-Level Resolution (Final Level)

If district-level resolution is unsuccessful:

- If it is a general issue (not specific to any individual student or employee), anyone in the school community can bring up an issue during the public comment session of any board meeting
- Follow board policies for public comment or formal presentations
- The Board will review the matter according to established procedures; please note that the Board must follow specific legal guidelines on how they hear and/or decide on school issues
- If not brought forward through public comment, the School Board will not hear or act upon complaints until the complainant has brought forth their concern through appropriate and applicable administrative procedures. The Board will allow exceptions to this provision for complainants whose complaint relates solely to School Board actions or operations.

Board Commitment to Direct Problem Solving:

- In the event a complainant registers a concern directly with an individual Board member, the Board member and complainant shall address the concern using the following procedure:
 1. The Board Member shall refer the complainant to the Superintendent to register the complaint. The Superintendent may delegate the investigation of the complaint to another, appropriate administrator, or in some cases to legal counsel.
 2. If deemed appropriate, the Superintendent or designee may inform the subject of the complaint of the nature of the complainant's concern(s). The Superintendent or designee may also provide the subject of the complaint an opportunity for explanation, comment, and presentation of facts. After review of the complaint, the Superintendent or designee shall seek to resolve the matter and report the related outcome to the School Board.
 3. If the member of the public will not present the complaint to the Superintendent, the Board Member shall ask the complainant to document the complaint in a signed written document. The Board member will then refer the documented and signed complaint to the Superintendent for investigation.
 4. After the resolution of the complaint has occurred – and the complainant believes the Superintendent, Administrator or legal counsel has not provided a satisfactory response to the complaint – then the complainant may request the School Board hear the complaint.
- After taking reasonable efforts to resolve their complaint directly with the Superintendent, members of the public may bring complaints relating to the Superintendent to the School Board Secretary. The School Board Secretary will bring the complaint to the School Board Chair. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.
 1. The School Board will hear and act upon the complaint only by majority vote and when the issue is on the agenda for public or executive session, depending on the nature of the issue. The School Board may decline to act on any complaint that, in the School Board's sole judgment, would

interfere with the Superintendent's ability to administer the district properly. All School Board decisions shall be final.

2. In accordance with procedure above, should the School Board decide to hear and act upon a complaint pertaining to District Employees, Contracted Service Providers, Administration, or Students, the School Board shall determine whether they will hear the complaint in public or executive session. This decision will be made in compliance with all applicable laws pertaining to employee, student and family privacy rights.
3. The Board shall also determine whether it is appropriate to inform the subject of the complaint of the hearing to provide them with further opportunity for explanation, comment, and presentation of the facts to the Board.
4. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in compliance with all applicable laws. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.