

#4216**Instructional Paraprofessionals**

Pursuant to Title I of the Federal Strengthening and Improving of Elementary and Secondary School Act, and the No Child Left Behind (NCLB) Act of 2001, Instructional Paraprofessionals in the Madison Public Schools may perform the following instructional support duties:

- One-on-one tutoring for eligible students if the tutoring is scheduled at a time when the student would not ordinarily be receiving instruction from the regular teacher
- Assist in classroom management
- Conduct parent involvement activities
- Assist in computer instruction
- Provide instructional support in a library or media center
- Act as a translator
- Provide instructional support services under the direct supervision of qualified teachers

Instructional Paraprofessionals may assume limited non-instructional duties, even if they benefit non-Title I students, in the same proportion to their total work time as non-Title I Instructional Paraprofessionals.

Qualifications

In accordance with Title I and NCLB, Instructional Paraprofessionals, regardless of hiring date, must have earned a secondary school diploma or its recognized equivalent (except for those who act as translators to enhance the participation of limited English proficient students or whose activities consist solely of conducting parent involvement activities.)

#4216 (cont.)

Instructional Paraprofessionals must have:

1. Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
2. Demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing, as appropriate:
 - a. Reading/language arts, writing and mathematics; or
 - b. Reading readiness, writing readiness, and mathematics readiness

If it is determined that a new Instructional Paraprofessional, to be hired by the District, has met the qualification requirements in another school district, that individual will be considered to have met the requirements if hired by this District.

Notice to Parents

An annual written notice shall be provided to parents of students enrolled in a Title I Schoolwide or Targeted Assistance Program telling them they may request information about any Instructional Paraprofessionals who provide instructional support for their child. The notice may be combined with a notice regarding Title I teacher qualifications.

(cf. 6080.19.3.6 – Instructional Paraprofessionals)

Legal Reference: 42 U.S.C. 653(a) Personal Responsibilities and Work Opportunity Reconciliation Act
15 U.S.C. et. seq., Fair Credit Reporting Act
20 U.S.C. Section 1119(c), No Child Left Behind Act of 2001
20 C.F.R. 200.59 Federal Regulations

Policy adopted: October 21, 2008

**MADISON PUBLIC SCHOOLS
Madison, Connecticut**

**Annual Notification to Parents Regarding Qualifications of
Title I Teachers and Paraprofessionals**

TO: *[All parents of students enrolled in a Title I Schoolwide or Targeted Assistance Program]*

FROM: *[Principal]*

Date: *[insert date]*

As a parent of a student who is in a Title I Schoolwide or Targeted Assistance Program at _____ school, you have a right under federal law to request information about the professional qualifications of the teachers who instruct your child and the instructional paraprofessionals, if any, who assist them. The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child’s classroom teachers and their paraprofessional assistants, if any:

- Whether the State of Connecticut has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency license (letter of authorization) or other provisional status by which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact me, at

insert phone number

or by writing to my office at:

(provide address)

#5090.4.3**Computers: Web Sites / Pages**

The Board of Education encourages students to work under the direction of the administration and staff to create and maintain World Wide Web sites for purposes related to school activities and assignments.

Materials displayed on web sites are published on the Internet. Therefore, the content should be appropriate and consistent with the education mission of the school system. Web sites shall follow standards for ethical behavior with regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links on a student developed web page shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations adopted pursuant to this policy.

Additionally, all provisions of this policy must comply with existing Board of Education policies.

(cf. 5180.1 - Student Records)

(cf. 5090.4.2 - Freedom of Speech / Expression)

(cf. 6100.10 - Guidelines for Evaluation / Selection of Instructional Materials)

(cf. 6100.14.3 - Resource Centers / Media Centers / School Libraries)

Legal Reference: Connecticut General Statutes
1-19(b) (11) Access to public records. Exempt records.
10-15b Access of parent or guardians to student's records.
10-209 Records not to be public.
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regs.
46b-56 (e) Access to Records of Minors.
Ct Public Records Administration Schedule V - Disposition of Educ. Records (Revised 1983).
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the
General Education Provisions Act, as amended, added by section 513 of PL 93-568,
codified at 20 U.S.C.1232g.).

#5090.4.3 (continued)

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions act (20 U.S.C. 1232g) -parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Date of Adoption: May 18, 1999

#5100.7**Contests for Students**

Contests Originating Outside The System

The public schools will cooperate with individuals, community organizations, and agencies desiring to sponsor contests in the public schools when the goals of such contests are clearly educational in nature or of civic or cultural value, provided such contests can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on the staff of the school. Contests that are obviously commercial in nature, or that are clearly concerned with the promotion of partisan political causes or political organizations, rather than for educational experiences, are prohibited.

Organizations desiring to sponsor such contests will present their plans to the principal. All contests, competitions, etc., proposed by private sources will be judged on the grounds of their direct contribution to educational, civic or cultural values. All community-sponsored contests for students must have principal approval.

The sponsor of a contest, and/or school staff, will be responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the work of the participants.

The schools will not participate in essay or poster contests as schools. However, schools may post announcements on such contests and use other means for passing information on to students about essay and poster contests that have the approval of the principal and Superintendent.

5100.7 (Continued)**Contests Originating Within the System**

Special or regularly scheduled contests involving students that originate directly within the school system as part of the ongoing educational, civic or cultural process do not require the approval of the Board or Superintendent if they involve only one class or one school building or facility. However, the classroom teacher or other staff member originating the contest should do so with the knowledge and consent of his or her principal who, in case of any question involving policy or advisability of the contest, may resolve the question or refer it to higher authority. Contests involving students of more than one class or of more than one school must have the approval of the principal and the Superintendent.

Date of Adoption: January 23, 1996

#5110.3**Probation / Police / Courts**

Police who arrest an enrolled district student, ages seven to twenty, for a Class A misdemeanor or felony are required by Public Act 94-221 and Public Act 95-304 to notify orally the Superintendent, not later than the school day following the arrest, of the identity of the student and the offense or offenses for which the student was arrested and follow up in writing, including a brief description of the incident, not later than seventy-two hours of the arrest.

The Superintendent shall maintain this information confidential in accordance with 46b-124 and in a secure location and disclose only to the principal of the school in which such person is a student or to the principal or supervisory agent of any other school in which the Superintendent knows such person is a student. The principal may disclose the information only to special services staff or a consultant (such as a psychiatrist, psychologist, or social worker) for the purpose of assessing the danger posed by such person to himself, other students, school employees, or school property and effectuating an appropriate modification of such person's educational plan or placement, and for disciplinary purposes.

Attendance of Students Placed on Probation by a Court

Before allowing a student to be placed on probation to return to school, the Connecticut court will request from the Superintendent information on the attendance, adjustment, and behavior of the student along with the Superintendent's recommendation for conditions of sentencing or disposition of the case.

Liaisons for Students in Pre-Court and Court - Related Status

The district will appoint at least one counselor and one school social worker to act as liaison for pre-court diversion students, such as those referred to the juvenile review board. In addition, the district will appoint the school social worker to students referred to juvenile Court or DCF for issues of child abuse/neglect.

5110.3 (Continued)

The school social worker acting as liaison will provide counseling and other services for court related students and their parents with the objective of establishing or re-establishing normal attendance. The school social worker will assist students and teachers so that students have the opportunity to complete all assignments missed as appropriate because of their status as court-related students.

School Officials and Probation Investigations

If requested by the court prior to disposition of a case, the Superintendent, or his/her designee, shall provide information on a student's attendance, adjustment, and behavior, and any recommendations regarding the proposed conditions of probation included in the probation officer's investigation report.

School Attendance As a Condition of Probation

Under section 46b-140, a court may include regular school attendance and compliance with school policies on student conduct and discipline as a condition of probation.

Information to Superintendent on a Student Adjudged to be a Delinquent as a Result of Felony

Under section 46b-124 of CGS, courts are required to release the identity of a student adjudged a delinquent as a result of felony to the Superintendent who may only use this information for school placement and disciplinary decisions.

Information to Superintendent on a Student Adjudged to be a Youthful Offender

Under section 54-761 of CGS, courts are required to release the identity of a student adjudged a youthful offender to the Superintendent who may only use this information for school placement and disciplinary decisions.

5110.3 (Continued)

Legal Reference: Connecticut General Statutes

46b-121 re juvenile records

46b-124 re juvenile matters and the law.

46b-134 re school officials and probation investigations.

46b-140 re school attendance and compliance with Board policies on student conduct and discipline as a condition of probation.

54-761 re confidentiality of records on youthful offenders.

10-233a through 10-233g re student suspension, expulsion.
Public Act 94-221 Public Act 95-304

Date of Adoption: March 5, 1996

#5180**Annual Notification of Board of Education Policies and Regulations**

The Superintendent shall require the school administrators to provide information concerning Board of Education policies and regulations governing student conduct to students and parents within thirty days of school opening each year. Information may be provided through student handbooks, school newsletters, school / district websites, and other types of media as deemed necessary.

Date of Adoption: May 23, 2000