



**OAK HILL SCHOOL STUDENT/PARENT
HANDBOOK 2019-2020**

OAK HILL SCHOOL CENTRAL OFFICE:

Ana Wittig, Chief Administrator for Oak Hill School, Cell: (860) 944-8728, Office: (860) 242-2274 ext. 3891

Mark Hedrick, Education Administrator of Oak Hill School, Cell: (860) 543-4473, Office: (860) 242-2274 ext. 3851

Veronica Howard, Assistant to Chief Administrator, Cell: (860) 970-4400 Office: (860) 769-3860

Robert Parenti, Director of Oak Hill School, Cell: (860) 906-2318, Office: (860) 242-2274 ext. 3844

Chelsea Irish, Administrative Assistant, Office: (860) 769-3843

Joann Diaz, Health Coordinator, Cell: (860) 280-7145, Office: (860) 242-2274 ext. 3327 769-3849

Michael Champlin, Social Worker, Cell: (860) 202-3818, Office: (860) 242-2274 ext. 3304

Susan Oster, Professional Development Specialist, Cell: (860) 402-5817 Office: (860) 769-3837

TABLE OF CONTENTS

Oak Hill School Central Office Staff.....pg. 2

Arrival/Dismissal.....pg. 4

Attendance.....pg. 4

Behavior Management/Behavior intervention Plans.....pg. 5

Bullying.....pg. 5

Cell Phones/Electronics.....pg. 5

Change of Information.....pg. 5

Communication from School to Home.....pg. 5

Consent for Photo/Audio/Video.....pg. 5

Disaster Plan.....pg. 6

Emergency Procedures, Therapeutic/Protective Holds, and Crisis Intervention.....pg. 6

Evacuation/Relocation Procedures and Drills.....pg. 6

Field Trips/Community Instruction.....pg. 7

Fire Emergency Procedures.....pg. 7

IEP/PPT Process.....pg. 7

Internet and Computer Use.....pg. 7

Instruction.....pg. 7

Lock-Downs.....pg. 8

Medication Administration.....pg. 8

Medical Emergencies and Emergency Transportation of Students.....pg. 8

Physical Environment of the Classroom.....pg. 8

Police Notification.....pgs. 8 &9

Quarterly Progress Evaluation.....pg. 9

Related Service/Transdisciplinary Approach.....pg. 9

Reporting Suspected Abuse and Neglect.....pg. 9

Reporting Serious Illness or Accidents.....pg. 9

School Cancellations/Late Openings/Early Dismissals.....pg. 10

School Rules.....pg. 10

Smoking.....pg. 10

State Disciplinary Reporting Methods: Seclusion, Suspension, Expulsion.....pg. 10

Student Activities Calendar.....pg. 10

Student’s Personal Property.....pgs. 10&11

Student Records.....pg. 11&12

Students’ Rights.....pgs. 10&11

Termination of Students’ Enrollment.....pg. 12

Title IX.....pgs.12&13

Transportation/Student Pick Up.....pg. 13

School Calendar for 2018-2019.....pg. 14

Oak Hill School Mission and Core Values.....pg. 15

ARRIVAL/DISMISSAL: Student arrival and dismissal schedules are arranged by the Individual Education Plan (IEP), in conjunction with the local transportation companies, and the parent/guardians. Students are expected to remain on their buses until the Oak Hill School staff direct them to exit. An orderly process will be followed when entering or exiting the bus, promoting the highest level of safety. Individual support is provided as appropriate.

ATTENDANCE: Oak Hill is committed to providing safe and supportive learning environments for all students which address their educational needs. It is important that students, staff, and parents/caregivers have a shared understanding of the importance of attending school. Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for ensuring that students attend school with the parent or other person having supervision of the child. To assist parents and other persons in meeting this responsibility, Oak Hill School, through its administration has adopted and maintained procedures to implement this policy. The Connecticut State Board of Education policy #10-198a states that "A student is 'in attendance' if present at his/her assigned classroom."

Definitions:

1. **School Administrator-** Director or designee 1. Social Worker. 2. Health Care Coordinator
2. **Teacher-** a certified special education teacher or designee. 1. Program Assistant
3. **Parent** -a parent, guardian or other person having control of an enrolled student.
4. **Student-** Child or Adolescent age three to twenty one years of age that is enrolled in the private accredited school.
5. **Excused absence:** Excused absence – the non-appearance of an enrolled student on a regularly scheduled school day for any of the following reasons: 1. Student's health, including medical appointments. (The school administrator will require a medical release for frequent health-related absences as outlined below.) 2. Religious holidays 3. Funeral, death or serious illness in the family 4. Court appearance. 5. Failure of the school district to provide required transportation
6. **Unexcused absence:** Unexcused absence – the non-appearance of an enrolled student on a regularly scheduled school day that school administrator (or designee) has determined is not excused.
7. **Truancy:** Truant student – any enrolled student three to twenty one years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

Procedures for Addressing Absentees and Truancy:

Once the classroom teacher is aware that the student will not be attending school.

1. Teacher will call the parent to inquire the purpose of the absence. Teacher will document the absence in the schools database.
2. For three and more consecutive days of excused or unexcused absences the teacher will notify the School Administrator. If the absences are non-excusable (per definition) the school administrator will notify the district and continue to monitor student's attendance.
3. If a pattern exists after one-unexcused three day absence; the team will meet to discuss a plan to address the issue
4. If a student is admitted to the hospital for any given period of time, a physician's note to return to school is warranted.
5. Any excusable documentation can be faxed to Central Office of Oak Hill Education at (860)769-6559
6. Oak Hill School administrators are mandated to report chronic absenteeism to appropriate state agencies.

BEHAVIOR MANAGEMENT/BEHAVIORAL INTERVENTION PLANS: A consistent set of behavioral rewards and natural consequences will help the students to monitor and take responsibility for their own actions. Oak Hill School believes that behavioral procedures can be a way to modify or influence behavior in order to enhance an individual's positive growth and development. It is our goal that the students will become contributing members of our larger society. Having a system that helps students to modify their behavior, along with the support of parent or guardian, Oak Hill staff, and friends, will allow them to better meet these goals.

When necessary, established procedures must be carried out in order to develop an individualized Behavioral Intervention Plan (BIP) for a student who is demonstrating significant behavioral difficulties. First a functional behavioral analysis (FBA) is completed by the Behavioral Specialist with input from the trans-disciplinary team. Next the behavior specialist, the teacher and the trans-disciplinary team use this information to develop a behavioral plan, with parental input whenever possible, which is subject to review and approval by the student's PPT. The plan is implemented only by staff who have been appropriately trained to carry it out, and it is formally reviewed on at least a quarterly basis. See the Oak Hill School policy and procedures on Behavioral Management for additional information.

BULLYING: Bullying is an infraction of student conduct that is taken seriously, and never accepted by Oak Hill School staff. The two key aspects of bullying are repeated harmful acts and the imbalance of power. Our policy, which is congruent with legislative guidelines for schools, describes the process for reporting, investigating, and dealing with bullying effectively. This process is facilitated by the Oak Hill School Title IX Compliance Coordinator. Our goal is to ensure student safety and maintain a positive and productive school environment for our students and staff. See the Oak Hill School policy on Bullying for additional information.

CELL PHONES/ELECTRONICS: In order to maintain an effective teaching and learning environment and minimize disruption to the educational process for all of the students, teachers at the various program sites have established appropriate procedures for their classrooms. Cell phones and electronic devices are turned off as the students enter the classroom, and placed in a secure area. This procedure does not apply to communication devices or electronics, such as iPads, specified in student IEP's. A classroom phone number will be provided for family use in case of an emergency.

CHANGE OF INFORMATION: Please make sure to update all information (cell, home, and work phone numbers; addresses; email; emergency contacts; etc.) with the classroom teachers in writing, as soon as there is a change. Accurate contact information is vital for effective school-home communication.

COMMUNICATION FROM SCHOOL TO HOME: At Oak Hill School we value the importance of school-home communication. Our success with any student is predicated on high levels of communication with parents and guardians, and we encourage an active role in their child's education. The staff uses email, communication books, newsletters, and phone calls to share daily and weekly progress. Materials, upcoming classroom activities, new procedures, daily/weekly updates and progress reports are sent home for the benefit of the student. The Oak Hill School website www.oakhillct.org, also provides a wealth of general information about our programs, schedules (events and activities), services, and parent resources.

CONSENT FOR PHOTO/AUDIO/VIDEO: A student's parent/guardian will be requested, upon admission and thereafter on an annual basis, to consider granting permission for their child to appear in: 1. Oak Hill publications such as the newsletter, brochures, and the web page; and/or 2. Outside publications such as

newspapers, magazines, TV, radio and billboards for the sole purpose of fundraising or public awareness of Oak Hill and the accomplishments of the people we serve. Refer to the permission slip for additional information.

DISASTER PLAN: All Oak Hill School staff must be trained in the implementation of the disaster plan for the specific site in which they work. In the event of any disaster or emergency, the building principal and the Chief Administrator or Director of Oak Hill School should be notified immediately. The Teacher or person in charge should also immediately call 911 for the appropriate assistance, and notify the parents/guardians of the students involved as soon as possible and appropriate. In any event, within 24 hours of a disaster, the local Department of Education, the Department of Children and Families, and the Department of Developmental Services will be notified by telephone call; this notice will be followed up in writing in no more than 72 hours, with a copy maintained on file.

EMERGENCY PROCEDURES, THERAPEUTIC/PROTECTIVE HOLDS, AND CRISIS INTERVENTION:

Oak Hill School is committed to positive intervention, and in accordance with state law, prohibits the use of restraints unless it is an emergency intervention to prevent immediate or imminent injury to the student or to others. All staff members are trained on Psychological, Physical Management Techniques (PMT), which has been approved by the Department of Developmental Services, and meets the requirements of the State Department of Education. All PMT Protocols must adhere to the policy of using least intrusive measures first whenever possible.

Behavior emergency intervention is defined as “the use of the least restrictive procedure and for the briefest time necessary to control severely aggressive or destructive behaviors that place the student or others in imminent danger when those behaviors reasonably could not have been anticipated and only as they are necessary within context of positive behavioral programming.”

Some behavior-related emergencies can be avoided by staff that is thoroughly familiar with an individual’s behavior, medication regimen, likes and dislikes and other relevant factors. Alert staff will recognize the onset of a potentially serious episode and attempt to prevent its escalation by removing known irritants, removing the student from the environment/situation and/or using other non-aversive management techniques to diffuse the tension. The least intrusive procedures must be employed before turning to physical or chemical restraints as a last resort to insure the safety of the individual and/or other persons. No restraint procedure can ever be used for disciplinary purposes or as a form of punishment; for the convenience of staff; as a substitute for programmatic treatment; or with such frequency that it interferes with appropriate programming.

In an emergency requiring the use of physical restraint: less intrusive measures must be attempted and documented; only persons with documented annual PMT Training may restrain an individual; only the approved procedures noted in the PMT Training Manual that is in every program site may be used; only minimum force should be used for the briefest time possible until the individual is calm and released from the restraint; the individual’s well-being and safety is checked every 10 minutes during each restraint application and these checks are documented; an Incident Report form needs to be completed, and the incident must be documented in the SDE R/S database; and the Supervisor on duty, Director of Oak Hill School, Behavior Specialist Nurse and Parent/Guardian need to be immediately notified of restraint. Refer to Oak Hill School Policies on emergency procedures, PMT protocol, and behavioral emergency intervention.

EVACUATION AND RELOCATION PROCEDURES AND DRILLS: Emergency evacuation plans are posted in each classroom. The Teacher and classroom staff will familiarize the students with the plan, where appropriate. In case our classrooms need to be evacuated because of an emergency or potential crisis, we will be following each local school district’s Safe School Plan and report to a designated

alternative site. The teacher or designee will notify parents/guardians of the evacuation. All staff are thoroughly familiar with all procedures, and participate in appropriate in-service training annually. The number and frequency of evacuation drills will generally be determined by the public school system in which the classroom is located. For independent school sites, such drills will be held at least quarterly. Drills will be appropriately documented by the Oak Hill School staff. Refer to Oak Hill School policy for additional information.

FIELD TRIPS/COMMUNITY INSTRUCTION: Field trips are an important part of your child's school program. Staff may take a student or groups of students for field trips and community instruction under the direction of the teacher. A field trip request form, which contains the appropriate parent/guardian signatures, will be submitted prior to the activity, for the student to participate in all Oak Hill School planned activities and trips. School vehicles will be used for field trips and will only be driven by staff with an appropriate endorsement. If a student has recently been unsafe the Teacher and or designee may select an appropriate alternative learning activity.

FIRE EMERGENCY PROCEDURES: Fire drills are scheduled and practiced on a monthly basis. All students and staff safely exit and re-enter the building, following procedures and primary exit routes established for each classroom. Responsibility for the care and protection of Oak Hill School students rests with our staff. They must be alert to possible dangers; the safety and well-being of our students is our utmost concern.

IEP/PPT PROCESS: Working with each student's local school district, the Planning and Placement Team (PPT) develops an Individualized Education Plan (IEP). Each student's IEP is based on individual assessment findings from which a full educational program with goals and objectives is developed according to the student's needs and strengths. Each individualized program (see section below) is facilitated within a highly structured framework by qualified and caring staff. Oak Hill School will provide the facilities, equipment and materials necessary to implement each student's program as agreed upon. See the Oak Hill School policy on Collaborative Design and Implementation of the Individualized Educational Program for additional information.

INTERNET AND COMPUTER USE: Oak Hill School has purchased computers and Smart Boards for classroom use. Access to the Internet offers a unique resource that will promote life-long learning. Students are permitted to use the internet, when appropriate, with Oak Hill School staff supervision only. We would ask that parents and guardians recognize that, despite the highest level of supervision, it is impossible to control or restrict all materials that are available to access on the internet. At no time shall personal information or photos of our students, staff, or administration be posted on a public forum or social media, without written or verbal permission. Cyber bullying is a serious offense that will never be tolerated. Students who are unable to use technology appropriately will lose the privilege. Refer to the Oak Hill School policy on Students' Use of Computers for additional information on internet use.

INSTRUCTION: Oak Hill School offers a comprehensive special education program for students who have moderate to severe disabilities. Each student receives a highly specialized program emphasizing skill development in the areas of functional academics, daily living skills, fine and gross motor development, communication, community participation, social skills, and self-advocacy. Secondary school students also develop functional academic transition skills, including employment, post-secondary education and training, independent living, and self-help skills within community-based jobs and classroom instruction. Instructional methodology is evidence based and follows best practices. Instruction is provided in the following subject areas: the arts, career education, consumer education, health and safety, language arts, mathematics, physical education, science, social studies and vocational

education. The special education program blends instruction in multiple subject areas through an individual life skill curriculum, that is based on the philosophy of normalization and that teaching occurs in natural environments. Instruction is also based on Common Core State Standards taught through functional, meaningful activities, ensuring generalization of skills and movement towards independent learning. Refer to policies related to program requirements for additional information on instruction.

LOCK-DOWNS: The Oak Hill School staff follows the procedures of the public school in which the classroom is located, or their own established plans in the case of independent sites, to ensure student safety during lockdowns and disaster evacuations. On a regularly scheduled basis, the lockdown within the school, will be initiated and practiced by the staff and students. All lockdown drills will be documented by the staff.

MEDICATION ADMINISTRATION: In accordance with Section 10-212(a) of the Connecticut General Statutes, it is an Oak Hill School policy that only professional staff identified as teachers, designated assigned substitute teachers, licensed nursing personnel, and other trained qualified personnel may administer medications to students in the classroom. Orders for medication to be taken during school hours are completed by the prescribing physician. Any medication that is to be dispensed at school must be in the original container from the pharmacy, and must be transported to school by the parent/guardian or an adult designee. All pertinent staff administering medication is under the supervision and monitoring of the School RN Supervisor. Oak Hill School follows the agency Policy and Procedures for Medication Administration.

MEDICAL EMERGENCIES AND EMERGENCY TRANSPORTATION OF STUDENTS: A medical emergency is a situation involving either a student or staff person who is suffering from any situation that is considered life threatening. To prepare staff for understanding medical emergencies, all staff are trained in first aid and cardio-pulmonary resuscitation. Staff should call 911 immediately for all seizures involving respiratory distress; typically, each student has a seizure protocol available at that individual's education site.

Transportation of the student or staff during a non-emergency will be provided by an available staff person to the closest clinic. Should the situation be deemed a medical emergency, the teacher or designee will call 911 immediately for transportation to the hospital by ambulance. The Chief Administrator for Oak Hill School is notified, as are the parents/guardians, and the Health Service Coordinator.

PHYSICAL ENVIRONMENT OF THE CLASSROOMS: The school buildings and classrooms are our physical environments each day. We believe that care for the physical structure helps school spirit, increases pride in our accomplishments as a community, and help us maintain a positive school culture. For this reason we set high expectations for both students and staff in preserving the environment.

POLICE NOTIFICATION: In the event of a serious injury to a student, the Chief Administrator/Director of Oak Hill School or designee will notify the local police and the appropriate State agencies immediately, after securing the student's safety and treatment. Should the police initiate an investigation, the Chief Administrator of Oak Hill School will be advised as soon as possible.

QUARTERLY PROGRESS EVALUATION: The student's progress is evaluated on a quarterly basis, as required under law, and documented on a report card. Additional information in the quarterly report is designed to share a student's progress on their goals and objectives. The report becomes part of the student's permanent file. Oak Hill School conducts quarterly review meetings for each student and makes every effort to have parents and other agencies attend these informal update meetings. Copies of the

quarterly progress evaluation, including the report card and the ratings on the student IEP's, are sent to the parent, LEA representative and representatives of other agencies.

Each student is evaluated by appropriately qualified staff for educational performance levels, and strengths and needs in the manner and on the schedule determined by the PPT. If the student has achieved the objectives set in the IEP, team members determine additional objectives based on transdisciplinary team recommendations, but changes cannot be made to an IEP without convening a PPT meeting. If the student has not achieved the objectives stated in the IEP, team members may determine that they are inappropriate, and re-convene a PPT. If team members and other appropriate staff/consultants determine that the student's behavior is impeding progress, intervention techniques such as reinforcers, behavior modification and/or psychiatric consultation may be recommended. The PPT determines the appropriateness of the recommended changes.

RELATED SERVICES/TRANSDISCIPLINARY APPROACH: A trans-disciplinary approach is used to design a program that is individualized to each student's needs and geared to teach new skills. Related services are provided specific to a student's learning needs. Occupational Therapists, Physical Therapists, Speech and Language Pathologists, Nurses, and Behavioral Specialists, including a BCBA, serve to ensure direct and integrated services. Special Education Teachers and Assistive Technology specialists work collaboratively to design instruction, using state of the art assistive technology, to improve the teaching and learning process. The trans-disciplinary team monitors progress using evidence based data to assess student learning and to target necessary instructional adjustments for learning.

REPORTING SUSPECTED ABUSE AND NEGLECT: Students Under 18 Years of Age: In accordance with public policy as stated in the State of Connecticut General Statute 46a-11, it is the intent of Oak Hill School to "protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and make the home safe for children by enhancing the parental capacity to good child care; and to provide a temporary or permanent nurturing and safe environment for children when necessary." The Oak Hill School staff is mandated to report and refer suspected abuse, neglect, or children at risk to the Department of Children and Families, and to work cooperatively with DCF and the parent/guardians to enhance safety and welfare of students, in full compliance with the definitions and procedures outlined in the Connecticut General Statutes. Oak Hill School provides annual in-service training on reporting suspected abuse and neglect for the staff. See Oak Hill School Policy on Reporting Suspected Child Abuse and Neglect for additional information.

REPORTING SUSPECTED ABUSE AND NEGLECT: Students 18 Years and Older As mandated reporters, Oak Hill School staff are required by Connecticut General Statute 46a-11 to follow a similar process for reporting if they have any reasonable cause to believe that any person 18 years of age or older with an intellectual disability has been abused or neglected. This report is made to the Office of Protection and Advocacy and the Department of Developmental Services. Refer to Oak Hill School's Policy for additional information.

REPORTING SERIOUS ILLNESS OR ACCIDENTS In the event of a serious illness or accident of a student, the Chief Administrator of Education or designee will immediately notify the student's parents/guardians. Within 24 hours, the Chief Administrator of Education will notify representatives of agencies involved with the student. Those agencies include: the local Departments of Education, the Department of Children and Families, the Department of Developmental Services, and others as appropriate. A written follow-up report will be sent to appropriate agencies within 72 hours with a copy maintained on file.

SCHOOL CANCELLATIONS/ LATE OPENINGS/EARLY DISMISSALS: School cancellations include snow/weather days, eleven Oak Hill School Holidays, and closing of public school buildings as determined by the building principal or local Superintendent of Schools.

During hazardous weather and driving conditions, Oak Hill School programs may be cancelled or delayed in opening. The local media (see the website for a list of TV stations) will announce all school closings, late openings, and early dismissals. Refer to the Oak Hill School Cancellation Protocol for specific information.

SCHOOL RULES: Students at Oak Hill School are expected to demonstrate responsibility, good judgement and care for each member of the school community. As in any other community, Oak Hill programs have a basic set of rules that apply to students throughout the school day. The staff work closely with the pupils, and provide modeling, training and assistance to the students who find school rules and policies a challenge

SMOKING: Smoking by any Oak Hill School staff or student is prohibited at any Oak Hill location or on any Oak Hill vehicle. Additionally, the HR Smoking Policy 04-3 guarantees that the Oak Hill campus will be maintained as a Tobacco Free Workplace. Cigarettes, E-cigarettes, lighters and matches are not allowed at school or during any community student outing. Any student caught using any of these items will have them confiscated, and appropriate disciplinary action will be determined.

STATE DISCIPLINARY REPORTING METHODS: SECLUSION, SUSPENSION, and EXPULSION

Oak Hill School complies with ED 166 (Disciplinary Offense Record Collection). In an emergency situation, Oak Hill School would align procedures with the current in and out of school suspension requirements and regulations. Due to the functioning and behavioral needs, suspension or expulsion does not promote students' progress (refer to 9.2.4 "Student Rights"). The students require programming, support services, and constant close supervision by staff during all activities throughout the school day and year. No school employee shall use a physical restraint on a student unless such school employee has received training on the proper means for performing such physical restraint pursuant to subsection (o) of Section 1 of Section 10-236b of the CGS. Restraint - No school employee shall use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. No school employee shall use a life-threatening physical restraint on a student. The use of prone restraint is prohibited. Use of restraint and seclusion as an identified "planned intervention" in the individualized education program (IEP) is prohibited. As Oak Hill School's students require programming, support services, and close supervision from staff during all activities throughout the school day we believe that seclusion, suspension and expulsion rarely promotes our students' future progress; therefore, the Oak Hill School administration does not seclude, suspend or expel students. In an emergency situation, the Oak Hill School team would make individualized decisions, after collaboration with parents and the school districts, in line with the state's current suspension regulations. Any required state documentation would be completed in such rare cases.

STUDENT ACTIVITIES CALENDAR: In addition to numerous classroom events, school-wide activities are scheduled as well. Some of these activities take place during regular school hours, while others occur after school or in the evening. An Oak Hill School Activities Calendar is posted and updated on the Parent section of our website, and individual announcements are also sent home by the classroom teachers.

STUDENT'S PERSONAL PROPERTY: Students have the right to maintain privately, and control the use of, personal possessions providing that they do not disrupt the educational process, violate safety rules or in any way jeopardize the safety and well-being of other students, or if contraindicated in his/her IEP. In order to maintain a safe learning environment, students may not bring any object into the classroom that

may be used as a weapon. An administrator may search a student and/or his/her personal property, and seize personal property, when there is reasonable suspicion to believe that the search will lead to evidence that a school policy or law has been violated. See Oak Hill's Policy on Students' Rights.

STUDENT RECORDS: All records on students will be divided (educational and medical) and maintained separately. Student records are confidential and are kept by the Chief Administrator/Oak Hill School Custodian of Records. Oak Hill School staff working with a student may read his/her record, based on need to know, so long as it is not removed from the office, and must sign to indicate the date and name of the individual reading the information. Education records may be reviewed by any Oak Hill School staff member or administrator with a legitimate educational interest. Medical records may be reviewed by teachers, therapists LPN's and administrators only. Pertinent information from medical records may be summarized by the teacher or nurse for staff who have a need to know specific student information to provide appropriate care and programming.

Copies of documents which are of importance to instructional staff are routinely provided. Otherwise, copies may not be made of any information or full documents in a student's folder without specific permission from the Chief Administrator/Oak Hill School Custodian of Records or designee.

Student records may be reviewed for compliance purposes by officials of Oak Hill School's licensing agencies, including local education agencies, the Department of Education, and Department of Developmental Services.

Upon the discharge of a student, Oak Hill School maintains a copy of the student's education file. Oak Hill School informs the parent, guardian, or surrogate in writing that a copy of that file is maintained within the program, and provides them access to the copy of that file upon request. Upon discharge for a student whose placement in the program has been the responsibility of a public agency, Oak Hill shall forward all records in the student's education file, not previously distributed, to the public agency responsible for the provision of educational services upon discharge.

Questions about any information in the file should be addressed to the Chief Administrator or designee. Refer to Oak Hill Policies related to content, confidentiality, access, and release of Student Records.

STUDENTS' RIGHTS: No student will be discriminated against because of race, color, sex, national origin, religion, disability or aberrant behavior except as specified in admissions policy. The individual worth and dignity of each student will be respected and enhanced through programming and attitude and behavior of staff. The special needs of each student will be addressed in a manner that is helpful, encourages the student's active participation, and maintains his/her sense of self-worth.

1. If the student is unable to comprehend his/her rights, the teacher documents the fact that this procedure is contraindicated because of the student's disability. Where contraindicated, the Social Worker provides copies of the rights to the parents/legal guardians, follows through with explanation/elaboration as appropriate, and secures relevant signatures for documentation purposes.
Rights of students are reviewed by each teacher with his/her direct care staff at least annually. If rights and or rules affecting students are amended or updated, the student and/or parent/legal guardian will be notified as soon as possible. Signatures of students (if appropriate), or parents will be documented to indicate they have been advised of the changes.
2. The privacy of each student shall be respected by staff, other students and visitors.
3. To the extent of each student's ability s/he will participate in his/her program planning, decisions about social activities, and work experience.

4. No student shall participate in research without his/her informed written consent and/or the written consent of parent or legal guardian.
5. Students may be transferred or discharged only for medical reasons; for the safety and welfare of him/herself or other students; for nonpayment for his stay except as prohibited by Title IX; or transferred to a setting more appropriate to his/her needs as determined by the Interdisciplinary Team.
6. Each student shall be encouraged and assisted in exercising his/her rights as a citizen and as a member of the Oak Hill School. S/he shall be permitted to submit complaints and/or recommendations concerning the School to staff or to outside persons of his/her choice. S/he shall be free to do this without restraint or reprisal.
7. Parents or guardians will be informed of the student's progress on a regular basis and will have their inquiries regarding his/her well-being or any other related matter answered in a timely manner.
8. Each student will be allowed to possess and use his/her own money in accordance with his understanding and ability to use money responsibly. Students will be free from monetary exploitation.
9. Students have the right to maintain privately, and control the use of, personal possessions providing that they do not disrupt the educational process, violate safety rules or in any way jeopardize the safety and well-being of other students, or if contraindicated in his/her IEP. In order to maintain a safe learning environment, students may not bring any object into the classroom that may be used as a weapon. An administrator may search a student and/or his/her personal property, and seize personal property, when there is reasonable suspicion to believe that the search will lead to evidence that a school policy or law has been violated.
10. Each student shall be free from mental and physical exploitation and abuse. Chemical restraints may be ordered by a physician for medical reasons. If physical restraint is to be used as part of a behavior treatment plan, the School's behavior review program must be followed and student and parent/guardian and the student's school district must be informed of the program, the reasons for it, the expected duration and must give written consent.
11. All records are confidential and are the property of the Oak Hill School. Students' files are available to staff working with him/her. Under no circumstances are records to be removed from the Oak Hill School without the permission of the Director of Education or Chief Administrator of Education. A record is to be kept of the inspection or the use of records by any member of the staff or outside agency representative (including representatives of SDE and DDS) giving that members name, agency affiliation and the time/date the record was used. The student (if appropriate), or the parent/guardian must give informed, written consent for release of records to others not mentioned above.
12. Students may participate in activities of social, and community groups at his/ her discretion, unless contraindicated for reasons documented in the student's record.
13. All students over the age of majority are considered legally competent unless adjudicated incompetent through legal procedures. If adjudicated incompetent, their legal rights and responsibilities transfer to the court assigned guardian.

TERMINATION OF ENROLLMENT: It is not the intention of Oak Hill School to dismiss students lightly or without planning. No student will be discharged without the re-convening of a PPT. Oak Hill School will make every effort to ensure a smooth transition for the student.

Emergency discharge may be used in the event of serious medical complications requiring more immediate and/or specialized care than would be possible at Oak Hill School or if the student is a serious danger to himself and/or others. Whenever possible, in the event of the decision to discharge a student on an emergency basis, the Director of Education will contact the school district and the parent before taking action to remove the student from danger.

For students who attend Oak Hill School's special education program as a result of placement in the residential component for other than educational reasons by a state agency, enrollment termination may be at the discretion of the state agency. Termination of enrollment in either component of the student's program necessitates immediate notification of the school district by the Director of Education.

Refer to the Oak Hill School Termination of Enrollment Policy.

TITLE IX: In accordance with Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964 (Authority: Secs. 901, 902, Education Amendments of 1972, 86 Stat. 373, 374; 20 U.S.C. 1681, 1682) Oak Hill School acknowledges that State and federal laws prohibit discrimination based on gender and sexual orientation. Oak Hill School recognizes that we have an obligation to protect students, teachers, staff and other people within the school community, and we also have an obligation to ensure that our programs and curriculum are free of bias and prejudice. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination against students and employees of educational institutions. The regulations implementing Title IX, published in 1975, prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Title IX states:

- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- Connecticut State Law also prohibits discrimination based on gender and sexual orientation. (Connecticut State Regulations Section 10-15c.)

Michael Champlin, Social Worker Oak Hill School, has been designated the Title IX Coordinator for the School. The Coordinator is responsible for monitoring the overall implementation of Title IX for the school and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination.

The school's policy of nondiscrimination is prominently included in each school publication distributed to parents, or any other persons benefiting from the school district's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator is included in the announcement.

TRANSPORTATION/ STUDENT PICK UP: It is important that students who arrive at a school facility via transportation provided by their local school districts or by their parents/guardians be picked up from a designated area of the school building in accordance with the practice of the public school in which the classroom is located.

Students are expected to be safe at all times including when they are on buses or in vans. Parents/guardians will be contacted if transporting a student becomes a safety risk. Unsafe behavior will be handled by the administration in accordance with the District, the bus company, and the parent/guardian.

2019-2020 Holiday Calendar

Oak Hill School offers a 12 month 249-day educational school program. As such there is no schedule of school vacations for students, school programming occurs for each student whenever he/she is in attendance.

Teaching days are counted except for weekends and the 11 holidays. In addition, Oak Hill School will be closed for (1) full day and (3) half days due to professional development. Classrooms are closed on the 11 designated holidays listed below and one full day for a professional development along with (3) half days for professional development.

Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Friday, September 20, 2019	Professional Development (Full day no school)
Monday, October 14, 2019	Columbus Day
Thursday, November 28, 2019	Thanksgiving Day
Friday, November 29, 2019	Day after Thanksgiving
Wednesday, December 25, 2019	Christmas Day
Wednesday, January 1, 2020	New Year's Day
Friday, January 10, 2020	Professional Development (1/2 Day)
Monday, January 20, 2020	Martin Luther King Holiday
Monday, February 17, 2020	President's Day
Friday, April 10, 2020	Good Friday
Friday, April 17, 2020	Professional Development (1/2 Day)
Monday, May 25, 2020	Memorial Day
Friday, June 26, 2020	Professional Development (1/2 Day)



Oak Hill School sets the standard in empowering students to learn thorough meaningful, functional, and innovative educational experiences which build self-advocacy, independence, and reinforce the dignity of students using comprehensive trans-disciplinary supports.

VISION: We will teach every student through creative, innovative, functional instruction and meaningful activities, so that each student will become more independent.

CORE VALUES:

Responsibility: The people we serve are at the center of what we do and we continually seek ways to help them develop their potential.

Integrity: We hold ourselves and our program to the highest ethical standard.

Respect: We are enriched by our differences and all people with whom we interact are treated fairly, equitably, and with respect.

Excellence: We expect quality and professionalism in all our programs and activities.

Stewardship: We manage our financial, human, and technological resources prudently in order to meet immediate and future needs and maintain a strong foundation.

Fiscal Responsibility: We operate effective programs to ensure the balance of resources and expenditures without sacrificing quality.