



Parent Handbook 2020-2021



This handbook contains useful information for families of Milestones Behavioral Services regarding daily operations. You will find information highlighting the school policies and guidelines that are necessary for the welfare, well-being, and safety of our students.

As a parent, your interest and involvement with your child's education will be crucial to their overall growth and development. You are encouraged to review the contents of this handbook and to communicate with us whenever you have questions or concerns. We look forward to a successful school year.

MISSION STATEMENT

Our goal is to help improve the lives not only of each individual we work with, but their loved ones as well. Our mission is to apply the power of behavior analysis to improve the lives of people with developmental disabilities or other educational needs. We have seen the power of our science lead to true transformation.

At Milestones, we use Applied Behavior Analysis (ABA) to offer highly customized programs for each individual we work with – from toddlerhood through adulthood. ABA is a scientifically-validated treatment that allows us to maximize each child's potential by breaking down each skill into small, achievable steps, or milestones, and use a combination of evaluation and positive reinforcement to evaluate, teach, and reach each individual's goals.

Evaluation

The process always begins with evaluation. ABA is data-driven and science-based, so we start by gathering baseline information and preparing a detailed plan for each individual we serve. There are no cookie-cutter treatments. We work with families, school districts, doctors – any member of your child's team is an important piece of the process.

Education

We strive to create programs that are flexible and allow for creative strategies to increase appropriate behavior and teach new skills. Our extensively trained staff work with each individual to reach measurable goals in the areas of communication, social skills, play skills, and others in a variety of settings. We collaborate with a variety of other disciplines based on the individual's needs. Progress is tracked and strategies are revised to achieve the most positive outcomes possible.

Transformation

Our goal is to help improve the lives not only of each individual we work with, but their loved ones as well. Our mission is to apply the power of behavior analysis to improve the lives of people with developmental disabilities or other educational needs. We have seen the power of our science lead to true transformation.

MBS does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.



Milestones Behavioral Services Families,

Welcome to MBS family handbook. This handbook has been updated and prepared through the consistent efforts of school personnel and families. The collaborative nature of this project reflects the ongoing commitment of our students' parents to be active and ongoing partners with MBS in their children's educational programming.

The format of this binder for the handbook has been implemented to allow access for easy updating. Throughout the school year, you may be receiving new information that can be easily added. Please reference the handbook in combination with maintaining open communication paths within Milestones. We hope you find this handbook to be useful and encourage any feedback regarding its effectiveness.

If you have comments, questions, or suggestions, please contact us. We look forward to working with all of you this coming school year.

Sincerely,

Tracy Sanford
Principal, Milestones School Program
TSanford@mbs-inc.org
(203)-882-8810 ext. 312

Lisa Gregory
Vice President of Educational Services
LGregory@mbs-inc.org
(203) 799-4110 ext.663

Telephone Directory

All staff at Milestones can be reached by accessing our directory when calling the main phone number.

E-Mail Addresses

Staff at Milestones can be reached via Email - Please call our main line to reach our Office Manager at either campus to retrieve a specific email address-
Wolf Harbor: 203-882-8810
Boston Post Road: 203-799-4110

Policies and Procedures

Access/Disclosure of Student Records & Confidentiality

In compliance with the Family Education and Privacy Act (FERPA) and in accordance with state guidelines, parents may review their children's cumulative education records at the school office upon request. If a student's education records are inaccurate or misleading, the student's parent(s) or guardian(s) may request an amendment by contacting the school principal. Cumulative records are treated as confidential material and the privacy rights of parents and students are safeguarded.

Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied for the first time, there will be no charge. If records are requested to be copied more than once, a fee may be charged. Parents/Guardians have the right to file a complaint with the Family Compliance Office, U.S. Department of Education of failure to comply with FERPA. Whenever a student transfers from one school to another, the scholastic and discipline record or a copy of the student's file will be transferred to the school upon request from the student's school district. If a student's enrollment at MBS is terminated by the school district, the entire contents of the student file will be sent to the student's school district. If a student's placement at MBS is private placement by the family, the family will be asked if they would like their child's file. If the parents do not want the file, the file will be destroyed.

In order to protect the privacy rights of MBS students, MBS will gain permission from families regarding any information in which to be distributed to other families or entities outside of MBS, for example, student directory information. Student directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Milestones Behavioral Services defines student directory information as the following: names of students in attendance, addresses, telephone listings, and other similar information. Examples of how this information might be used include, sharing of information for use by the PTC, etc. If you do not wish for this information to be made available to other families in the school, please contact the main office.

Solicitation and Conflicts of Interest

MBS appreciates the contributions of parents and friends of MBS that enhance cooperation among school personnel, parents and the community. These groups are

vital to the success of MBS because they offer volunteer help, advisory support, and enrichment activities. The fund-raising activities of these organizations are ancillary to their main objectives which expand the educational, cultural, and social opportunities for children at home and in school. Building administrators and school personnel are encouraged to cooperate with these organizations to help them achieve their objectives.

Those activities that involve students, school personnel, or facilities must conform to the guidelines set forth by MBS and gain permission by the Principal or Vice President of Educational Services. No solicitation of funds by any organization other than non-profit groups approved by the Principal or Vice President will be permitted in MBS.

Guidelines:

With the approval of the school principal, parent groups are permitted to conduct activities such as school fairs, fundraisers and PTC meetings or organized events.

1. The school Principal and the Vice President of Educational Services will review proposed fund-raising activities and determine whether such activities are congruent with the goals and objectives of the school. The request shall identify:
 1. MBS, name of the individual submitting the request, name of sponsoring individual or organization, fundraising activity, nature of the fundraising activity, anticipated expenses and profits.
 2. Any request by teachers or other school personnel for parent group funding of programs, equipment, materials or field trips to supplement the school's operating budget must be approved by the school Principal and Vice President before the parent groups may consider the request.
2. Milestones does not approve of door to door solicitation by students. Parent groups shall ensure the voluntary nature of fund-raising activities.
3. The school Principal or Vice President of Educational Services may disseminate promotional literature for approved fund-raising activities.
4. Fund-raising activities will be conducted in such manner as to cause minimal disruption of regular school activities.
5. In order to remain in line with the Behavior Analyst Certification Board's (BACB®)'s professional and ethical compliance code, Milestones cannot accept or give gifts to or from students/consumers and their families. The primary rationale for inclusion of this restriction in the BACB®'s compliance code is to ensure that no bias is given toward any particular student or their family. More information can be found on the BACB®'s website (www.bacb.com). The BACB® will still allow small tokens of appreciation such as cards or homemade baked goods given to staff. Some examples of what is/is not allowed are outlined below. If you have any questions about this policy, please feel free to contact the director of your child's program.
6. Any means of advertising to Milestones staff members, parents and students is not permitted unless approved by the Executive Director or Principal.

***All obligations of the Administrators of Milestones Behavioral Services and its policies are designed to protect its students, staff members and families privacy and confidentiality as well as to protect against conflicts of interest.**

Harassment Policy:

Milestones Behavioral Services intends to provide a school environment that is pleasant, healthful, comfortable and free from intimidation, hostility, bullying or other behavior that interferes with educational performance. Harassment of any sort involving staff members and/or students (verbal, physical, visual) will not be tolerated and may result in disciplinary action.

Reporting:

Any incidents of harassment must be immediately reported to Milestones Title Nine Coordinator (Theresa Bollman, Human Resources). An appropriate investigation will take place along with collected documentation and reports of the events involved with due regard for the privacy of everyone involved. No adverse action will be taken for any employee, student or family of a student making a good faith report of alleged harassment.

Grievances:

If you have an issue with a staff member, there are several steps you can take to resolve the issue directly. You can take any of the following steps:

1. First, talk to the supervisor of your child's classroom (Special Education Teacher, Behavior Analyst). S/he is most familiar with your family/child and is; therefore, in the best position to assist you. A supervisor works closely with you and your child and is interested in helping you promptly resolve difficulties.
2. If your classroom supervisor cannot help you resolve the matter, or your issue is with the classroom supervisor you can speak with the Principal, Tracy Sanford at 203-882-8810, Extension 312 or Clinical Director of your child's school campus (Post Road - Kristine Marino at (203) 799-4110 or Wolf Harbor – Aimee Haray (203) 882-8810) If still your issue is not resolved, you can contact the Vice President of Educational Services, Lisa Gregory at 203-799-4110, Extension 663.

Attendance/Tardiness/Leaving School Early

If a student is to be absent, parents are urged to inform the school in advance whenever possible.

Parents should call the school at:

Wolf Harbor Road- 203-882-8810 Extension 300

Boston Post Road- 203-799-4110 Extension 501

PLEASE LEAVE A MESSAGE BEFORE 8:00 AM on the day of absence.

Students having more than 12 absences for the school year may, on the authority of the Principal, be referred for a PPT meeting to determine the continued appropriateness of MBS as the student's placement.

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the

educational process. With our intensive learning model, regular attendance is crucial. Whenever possible, parents should plan vacations and trips which do not conflict with the school's instructional calendar.

When students arrive late or must leave early, they miss valuable instructional time that cannot be recouped. Late arrivals and early dismissals can be very disruptive to other students and to teaching staff. When possible, please try to schedule appointments that do not conflict with school hours (8:30-2:30).

Sickness, severe illness or death in the family, exposure to a contagious disease, religious holidays or inclement weather are considered legitimate excuses for absences and/or tardiness.

PHYSICAL RESTRAINT, SECLUSION & SUSPENSION

PARENTAL NOTIFICATION OF THE LAWS RELATING TO THE USE OF SECLUSION AND RESTRAINT IN THE PUBLIC SCHOOLS REVISED JULY 2018

INTRODUCTION

You have been provided with a copy of the "Procedural Safeguards in Special Education." The Procedural Safeguards document outlines your rights and the rights of your child under the federal Individuals with Disabilities Education Act (the IDEA) and the Connecticut statutes and regulations concerning the provision of special education and related services to children with disabilities.

The Board of Education is also required by state regulation to inform you about a specific provision of the state statutes and regulations regarding the emergency use of physical restraint and seclusion or the use of seclusion as a behavior intervention in a child's IEP. Every parent must be advised of these rights at the initial Planning and Placement Team meeting (PPT) held for their child even if the emergency use of physical restraint or seclusion as a behavior intervention in a child's IEP is not likely to occur with their child. In addition, the notice must also be provided to you at the first PPT meeting where the use of seclusion has been identified as a necessary intervention in a student's behavior intervention plan (BIP).

Who are the children covered by the law?

P.A. 15-141 uses the term "students" to describe the people generally covered by the statute. For the public schools, the "student" (A) is a child enrolled in grades kindergarten to twelve, in a public school under the jurisdiction of a local or regional board of education, including special education students ages 3-21 (B) a child receiving special education and related services in an institution or facility operating under contract with a local or regional board of education (C) enrolled in a program or school administered by a regional education service center established or (D)

receiving special education and related services from an approved private special education program.

What does “physical restraint” mean?

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a child’s arms, legs or head, including, but not limited to, carrying or forcible moving a person from one location to another. It does not include: (1) briefly holding a child in order to calm or comfort the child; (2) restraint involving the minimum contact necessary to safely escort a child from one area to another; (3) medication devices, including supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a child from injuries due to a fall; or (5) helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or IEP and is the least restrictive means available to prevent self-injury.

What does “seclusion” mean?

Seclusion means the confinement of a child in a room, whether alone or with staff supervision, in a manner that prevents the child from leaving. In public schools, seclusion does not mean any confinement of a child where the child is physically able to leave the area of confinement such as in-school suspension and time-out.

Exclusionary Time Out

In accordance with PA 18-51, *An Act Implementing the Recommendations of the Department of Education*, Section 4, defines exclusionary time out as a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or de-escalating such student’s behavior (exclusionary time out becomes reportable “seclusion” if or when the student is physically or otherwise prohibited from leaving the space).

The criteria surrounding exclusionary time out is as follows:

1. Exclusionary time outs are not to be used as a form of discipline;
2. At least one school employee remain with the student, or be immediately available to the student such that the student and school employee are able to communicate verbally, throughout the exclusionary time out;
3. The space used for an exclusionary time out is clean, safe, sanitary, and appropriate for the purpose of calming such student or deescalating such student’s behavior;
4. The exclusionary time out period terminates as soon as possible;
5. If such student is a child requiring special education, as defined in Section 10-76a, or a child being evaluated for special education, pursuant to Section 10-76d, and awaiting a determination, and the interventions or strategies are unsuccessful in addressing such student’s problematic behavior, such student’s PPT shall convene as soon as is practicable to determine alternative interventions or strategies.

What do I need to know about the emergency use of restraint and seclusion?

1. Life threatening physical restraint is prohibited. Life threatening physical restraint means any physical restraint or hold of a child that restricts the flow of air into a child's lungs, whether by chest compression or any other means. Restraint conducted in a face down, prone position is prohibited.
2. Involuntary physical restraint may not be used to discipline a child; it may not be used because it's convenient and it may not be used as a substitute for a less restrictive alternative.
3. Involuntary physical restraint is to be used solely as an emergency intervention to prevent immediate to imminent injury to the child or to others. When a child is physically restrained, the child is to be continually monitored by a person who has the training as described in #9 below. Monitoring means direct observation of the child or observation by the way of video monitoring within physical proximity sufficient to provide aid as may be needed. A child who is physically restrained must be regularly evaluated for any signs of physical distress by a person who has the training as described in #9 below. The evaluation must be documented in the child's educational records.
4. Involuntary seclusion may not be used to discipline a child it may not be used because of its convenience, and it may not be used as a substitute for a less restrictive alternative.
5. When a child is involuntarily placed in seclusion as an emergency intervention to prevent immediate or imminent injury to the child or to others, the child is to be frequently monitored by a person who has the training as described in #9 below. Monitoring means direct observation of the child or observation by ay or video monitoring within physical proximity sufficient to provide aid as may be needed. A child who is involuntarily secluded must be regularly evaluated for any signs of physical distress by a person who has the training as described in #9 below. The evaluation must be documented in the child's educational records.
6. A child may not be restrained or placed in seclusion for more than fifteen minutes unless necessary to prevent immediate or imminent injury to the child or to others. A restraint or seclusion may be continued over fifteen minutes only if an administrator, or such administrator's designee; a school health or mental health personnel, or a board certified behavior analyst, who has received training in the use of physical restraint and seclusion, determines that continued physical restraint of seclusion is necessary to prevent immediate or imminent injury to the student or to others. A new determination must be made every thirty minutes regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
7. A psychopharmacologic agent (medications that affect the central nervous system, influencing thinking, emotion or behavior) may not be used with your child except as prescribed by a physician and administered according to the

orders of your child's physician and in compliance with board policies concerning the administration of medications in the school.

8. A child may be physically restrained or removed to seclusion only by a person who has received training in physical management, physical restraint and seclusion procedures including training to recognize health and safety issues for children placed in seclusion. Additional training such as verbal defusing or de-escalation; prevention strategies; types of physical restraint; the differences between permissible physical restraint and other varying levels of physical restraint; the differences between permissible physical restraint and pain compliance techniques, monitoring to prevent harm to a child physically restrained or in a seclusion and recording and reporting procedures on the uses of restraint and seclusion must also be provided.
9. Public schools are required to maintain a safe school setting. Public schools are allowed to use reasonable physical force when and to the extent there is a reasonable belief it is necessary to protect students or staff, obtain possession of a dangerous instrument or controlled substance upon or within control of a minor, protect property from physical damage or restrain a child or remove a child to another area to maintain order. The prohibitions listed in Items 1-5, above, do not conflict with the responsibility of public schools to maintain a safe school setting or use reasonable physical force as described here.

What kinds of reporting is done by the schools on the use of restraint and seclusion?

1. The school must document any use of physical restraint or seclusion in the child's educational record and, if an injury occurs, in the child's health record at school by completing an incident report. The State Department of Education provides a model standardized incident report.
2. Where restraint or seclusion is of any emergency nature, the incident report must include: (a) the nature of the emergency, (b) what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from happening if there were signs that this kind of an emergency was likely to happen, (c) a detailed description of the nature of the restraint or seclusion, (d) how long the child remained in the restraint or seclusion and (e) the effect being in seclusion had on the child's medical or behavioral support of educational plan.
3. The school district must record each instance of the use of physical restraint or seclusion and the nature of the emergency that necessitated its use and include this information in an annual compilation on the district's use of restraint and seclusion.
4. The district's annual compilation is submitted to the Department of Education through the restraint and seclusion online data submission which provides a snapshot summarizing the frequency of use of physical restraint or seclusion

on students, whether the use of such seclusion was in accordance with an individualized education plan (IEP) or whether the use of such seclusion was an emergency intervention to prevent immediate or imminent injury to the student or to others and whether the restraint or seclusion resulted in any type of injury.

How will I be notified if restraint or seclusion is used with my child?

The school district must attempt to notify you on the day of or within twenty-four hours after the emergency use of physical restraint or seclusion. This notification may be made by phone, e-mail or other method of communication which may include sending a note home with the child. You must be sent a copy of the incident report no later than two business days after the emergency use of physical restraint or seclusion.

Where can I find a copy of the State Statutes and Regulations Discussed in this Notification?

The state statutes addressing the use of physical restraint or seclusion in the public schools are found in Section 10-76d(a)(8)(B), Public Act 15-141 and P.A. 18-51 Section 4. The state regulations are Sections 10-76b-5 to 10-76b-11m inclusive. The state statute concerning the responsibility of boards of education to maintain a safe school setting may be found in Section 53a-18 of the general statutes.

You may find the state statutes on the www.cga.ct.gov Legislative website. Once on the website, place your cursor on the "Statutes" link. Move the cursor down to "Browse Statutes" and click on it. You will see the statutes listed by Title; for Section 10-76d, look in Title 10; for P.A.15-141, look in Title 46a and for Section 53a-18, look in Title 53, P.A. 18-51 Section 4.

A copy of the state regulations is available from the State Department of Education.

You may also contact the State Department of Education for further explanations of this document. Contact the Bureau of Special Education in Hartford at (860) 713-6910.

Release date: October 2, 2015.

OUT-OF-SCHOOL-SUSPENSIONS

Guidelines:

An out of school suspension is an exclusion from school for no more than ten consecutive days, during which time, an emergency PPT will be called to discuss the suspension.

A student may be given an out of school suspension only if, during an informal hearing held by the administration and key staff prior to suspending the student, the administration determines that:

1. The student being suspended poses such a danger to student or property that he/she must be excluded from school during the period of suspension; OR
2. The student being suspended poses such a disruption of the educational process that he/she must be excluded from school during the period of suspension.

Procedures out-of-school suspensions:

1. Unless an emergency exists, no student is suspended without an informal hearing by the administration of the school. The student or student's family is informed of the reasons for the suspension and is given the opportunity to explain the situation.
2. A written record of each suspension of a student is maintained by Milestones Behavioral Services.
3. Within 24 hours of the time a student is suspended, student's school district, parent/guardian, and surrogate parent are notified. An ED-166 form will be forwarded to the referring school district annually.
4. No suspension of a student for a particular behavior occurs if the student's IEP mandates an alternative response to the behavior.
5. No further suspension of a student occurs upon notification from the student's school district that a PPT must meet to discuss the student's behavior before any further suspension of the student.
6. In the event that a student is suspended repeatedly, Milestones Behavioral Services will make a written request that the referring school district convene a PPT meeting to discuss the needs of the student.

Weapons on Premises

All threats of weapons are taken seriously. In the event of a communicated threat or presence of a weapon on school property, the following response will take place. A weapon can include gun, knife, brass knuckles, and object that may be used with intent to harm. We reserve the right to search personal items (e.g., pockets, backpack, pocketbook) if we suspect weapons may be present.

In any instance that a student makes a statement which identifies the possible use of a weapon, for example, "I'm going to get a gun", "I'm going to bring a knife to school tomorrow", etc., the students parent and LEA will be notified immediately.

The administrative team will make a decision based on the situation to follow one of the outlined procedures:

Indication of potential for immediate threat:

- Call 911
- Contact parent/guardian/emergency contact
- Incident is documented and sent to the school district and family

- Student will be suspended from attending school through the PPT process for a duration to be determined by the administrative team (Vice President, Principal, Clinical Director). Placement will be evaluated at this time as well.

No indication of immediate threat:

- Contact parent/guardian/emergency contact
- School staff will check belongings prior to entering the building.
 - Determine if police contact is necessary
- Incident is documented and sent to school district and family
- Determine if a PPT is necessary to determine if evaluations are needed or a follow up

Suicide-Verbal or Written Threat

All threats are taken seriously and one of the following procedures will be followed:

Level A: No immediate danger of injury to self

- Immediate interview by a member of Senior Management Team (Principal/Assistant Principal/Clinical Director) or school nurse
- Contact parent/guardian/emergency contact
- Determine if police contact is necessary
- Incident is documented and sent to the school district and family
- Request a PPT and request evaluation or psychological consultation within a reasonable amount of time to determine follow up plan

Level B: Immediate Threat (person in immediate danger of injuring self)

- Do not leave person unattended, access assistance as needed
- Immediate interview by a member of Senior Management Team (Principal/Assistant Principal/Clinical Director) or school nurse
- Call 911
- Contact parent/guardian/emergency contact
- Incident is documented and sent to the school district and family
- Request a PPT and request evaluation to determine follow up plan

FAMILY/PERSONNEL INTERACTION PROTOCOL

Social Functions:

Unless there is a clinical or educational reason for attendance, staff are unable to attend social functions for students (e.g. birthday parties, graduations, etc.) or their family members outside of school hours.

Facebook and Other Social Media:

Our staff are not permitted to “friend” or accept requests from students or their family members on social media sites.

Private Work Agreements:

Our staff are not permitted to enter into a private work agreement with families. As such, they are unable to provide private tutoring or babysitting services to families enrolled in MBS.

CHILD CUSTODY

Milestones Behavioral Services recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience.

Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress and programming. Unless a court order decrees otherwise, either parent or legal guardian may view educational records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody to provide current copies to court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. Milestones Behavioral Services will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school Principal.

DONATIONS

Milestones Behavioral Services relies on charitable contributions to enhance existing programs and create new services. There are a variety of ways that you can make a donation to MBS.

1. Monetary donations of any amount are appreciated. MBS can accept monetary donations via cash, check, money order, or through American Express, Discovery, Visa or Master Card. Donations can be made as a tribute to someone special, or in memory of a loved one. You can also ask your friend and relatives to honor your child or someone else in this way.
2. If it is available to you, please consider us as a recipient of your employee gift-matching program. These programs can effectively double the size of a contribution made to us.
3. Donation of appreciated stocks, bonds, or property can also be made. There are some significant tax advantages to some individuals making donations of stocks, bonds or property that can potentially have a much greater impact on a donor's tax liability. Please contact MBS and your tax advisor for information about this method of contribution and its benefits.
4. MBS holds a silent or called auction each year and other events in which to bring our families, staff and community together for a day or night of fun and

raising funds. We would be thrilled to receive the donation of a product or service that we could include in our auction or event.

5. MBS is interested in building relationships with individuals, foundations, and corporations. Please contact MBS with information that may help us make a connection with a person or organization that might be interested in supporting our mission and goals.

Thank you for considering us as a recipient of your charitable contribution. Since MBS is a non-profit (501(c) 3) agency, donations to our program are tax deductible. Even small donations make a real difference in the lives of the children we serve. Your generosity makes it possible for us to continue to provide the best programming available for our students.

DRESS CODE

To promote an appropriate learning environment, MBS has implemented a dress code which is not only designed to protect the physical safety of students and staff members, but also their rights to privacy and security, while ensuring the level of comfort felt by all at Milestones Behavioral Services.

Please have your children wear t-shirts and tops that fit comfortably and cover the midriff and lower back when sitting or standing (Please no tank tops, halter tops, spaghetti straps, muscle shirts or see through clothing). Please make sure that shorts, skirts, dresses and other clothing completely cover the mid-thigh and fit comfortably. No clothing or accessories shall be allowed that promote the use of alcohol, tobacco, or controlled substances; display racial, ethnic, and/or gender slurs/symbols; depicts violence, profanity, sexual innuendos or suggestive material which can be viewed as inappropriate for a school setting. Please have children wear footwear which will not impede their own or others' ability to walk, run, climb, jump, etc., either inside, on the playground or for an off-campus outing of MBS (e.g. please do not have children wear flip-flops or sandals that can become loose). Other prohibited items include any attire that may present a safety hazard to the student, other students or staff.

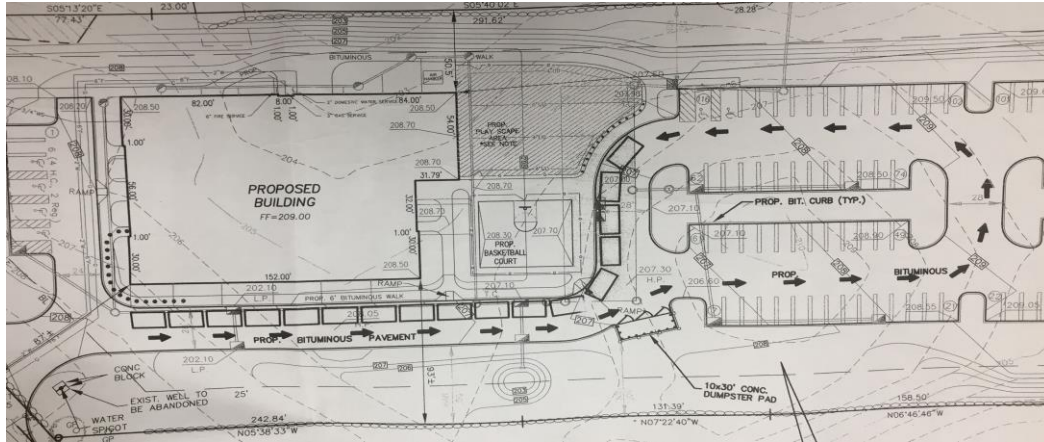
The school administration shall have the authority to implement the Student Dress Code Policy in a manner that is age and developmentally appropriate. If a student is dressed in a manner not in accordance with this policy, the Principal may call the student's parent(s) and ask that alternative clothing be brought to the school for the student to wear for the remainder of the school day. If uncertain whether a particular article of clothing is appropriate, please contact the school and direct any comments or questions to the Principal.

DROP OFF AND PICK-UP OF STUDENTS

Wolf Harbor Road:

Upon arrival to the parking lot, move up as far as you can, around the traffic island, to the rear sidewalk.

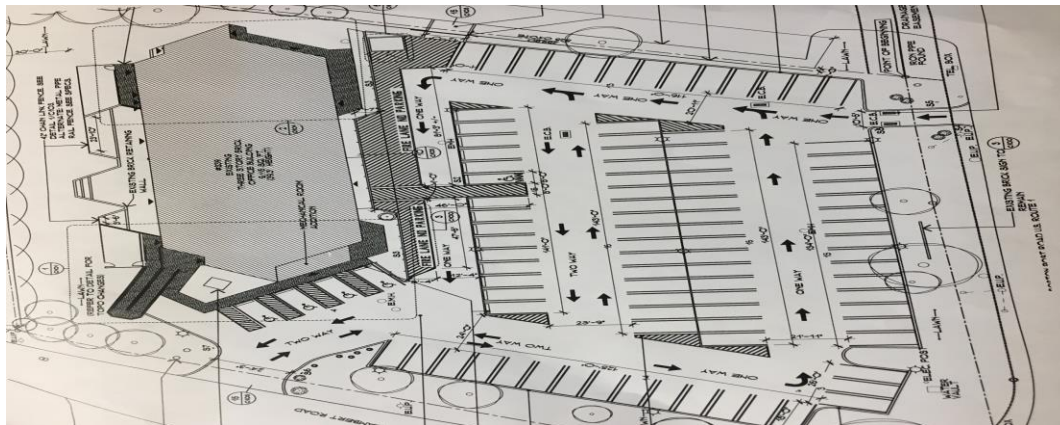
Staff will begin receiving children at 8:20. Dismissal time is at 2:30.



Boston Post Road:

Upon arrival to the parking lot, move up as far as you can to the first grey cement blocker past the front door entrance, closest to the driveway.

Staff will begin receiving children at 8:20. Dismissal time is at 2:30.



BOTH SITES:

At dismissal time, some delays cannot be helped if a child is having difficulty exiting the building. On these occasions, we will ask you to follow staff instructions to move your vehicle if necessary. If your child is not able to take transportation home for any reason, you must be able to provide alternate transportation home (i.e., either parent or other identified contact person). Milestones is not able to transport students to/from their home at any point.

Please wait for the cars/buses/vans in front of you to move out. Please do not cut in front of them.

Please keep conversations with staff extremely limited. Remember that the vehicles behind you are waiting for you to exit the lot. If there is immediate need for discussion, please move into one of the empty spaces in the lot. Parents may also exchange information via phone conversations between 8:00 and 8:20, and between 2:30 and 3:30. If these times aren't good for you, all of our employees have voicemail and email. They will return your calls as soon as they are able. If your concern requires immediate attention, please let us know so that we can arrange coverage for your child's class so that a staff member can call you more immediately.

Staff members are not allowed to get children from cars that are waiting closer to the end of the line.

If a student is having problem behavior at the end of the school day that lasts longer than 15 minutes past the dismissal time, we will make our best efforts to communicate with the bus drivers, but be aware that you may be notified to pick up your child.

Thank you for your cooperation in following these procedures. We appreciate your help to keep our children and staff safe at arrival and dismissal times.

EMERGENCY MBS CELL PHONE NUMBERS

Emergency Cell Phones:

In the event that our main phone service stops working, you will be able to contact us via an emergency cell phone number. If someone does not pick up right away, make sure to leave a voicemail with your contact information.

Wolf Harbor Road:

Tracy Sanford: (203) 687-8897

Boston Post Road:

Lisa Gregory - (203) 915-6754

IN THE EVENT OF AN EMERGENCY

Emergencies – State and Federal

MBS has developed an emergency plan to guide our response to a variety of situations such as a tornado, unwelcome visitors, terrorism, fires, etc., to ensure the physical safety and security of our children. The following information is provided to you to explain what will happen in emergency situations.

- In state or national emergencies, the Governor will give us information about the nature of the emergency and/or will order the closing of all public facilities.
- We will coordinate with other town services such as the health department, police and fire departments to determine what action will be taken.
- In an emergency situation we will strive to follow as normal a routine as possible. This means that if we need to dismiss students, we will follow the

regular procedures and actions that we follow for early dismissal (although the time of dismissal may differ).

- In the event you decide to remove your child from school, please go to the Principal's office. This will allow us to monitor the location of all students.
- We will only release a child to his/her parent or guardian, or to an adult that you designate specifically for this purpose from your emergency contact list. Please do not send people who are not on the emergency list to pick up your children.
- Important information regarding our status (early dismissal, etc.) will be announced on WTNH (TV channel 8), WFSB (channel 3), and CTnow.com. IF need be, we will call you directly. **BE SURE ALL CURRENT PHONE NUMBERS FOR WORK, HOME AND RELATIVES ARE AVAILABLE AT OUR OFFICE AT ALL TIMES.**
- In addition, you may want to consider ways to be prepared for the safety of your family in the case of a natural disaster or threat to national security. Information to help you plan can be found at www.dhs.gov. The Red Cross also has suggestions on how to be prepared.

Emergency Evacuation Meeting Places:

In the case of an evacuation emergency from the school campus', students and staff will be transported to:

Wolf Harbor Road:

Marrakech House (115 Wolf Harbor Road, Milford, CT 06461)

Boys and Girls Village (528 Wheelers Farms Road, Milford, CT 06461)

Boston Post Road:

Orange Police Station (314 Lambert Road, Orange, CT 06477)

Orange Fire Station (355 Boston Post Road, Orange, CT 06477) – can go through driveway across Lambert Road

You will be notified of which location once all students and staff are safely accounted for.

HOME / SCHOOL COMMUNICATIONS

In an effort to meet all of your family-staff interaction needs, the following protocol has been developed to define and describe the types of interactions necessary for successful student progress. These interactions may occur individually or in combination. All appointments must be approved in advance. Please contact your Special Education Teacher to set up your appointments.

Parent Trainings:

Parent training involves hands-on teaching opportunities between MBS clinical staff and parent(s), either in person or virtually. This will include some combination of explanation, modeling, role play, video review, and in-vivo practice and feedback

(e.g., the parent implements strategies as the trainer provides guidance and feedback). Specific goals will be developed and monitored through data collection for all parents receiving parent training. Parent training may take place at school through a virtual platform, or at a community location during the work hours of 8:00am-3:30pm, unless specifically approved by the Principal or Clinical Director. If it is identified that in person training within the home environment is needed, the team may get approval by the Clinical Director or Principal.

MBS staff and parents will develop a list of parent training goals at the start of each new IEP/WSP. These may be revised as appropriate.

- MBS clinical staff will provide either hands-on parent training, observation of student or parent meeting up to 1.5 hours per month. Training may occur either at school, at home, or in the community, depending upon the goals of training.

Parent training must be differentiated from “parent meeting”

- Meeting occurs during the school day, and may involve review of data, discussion about programming, addressing parent questions, and/or recommendations for home/community carry-over.
- Meetings may occur in person, virtually, or by phone.

Program Reviews:

Program reviews consist of a review of the child’s current data and, if necessary, some discussion/demonstration of teaching procedures. Program reviews are conducted by the Special Education Teacher and a minimum of 1 other person from the student’s team at school. Program reviews may occur quarterly and are limited to 1 ½ - 2 hours.

Scheduled Classroom Observations:

Parents or the parents’ designee may observe their child during regular classroom teaching for 1 ½ hours’ period one time per month. We respectfully request that if, on a regular basis, more than one parent and their designees would like to observe, that these observations occur simultaneously in order to limit disruptions in the classroom.

Please Note: Questions cannot be addressed to Behavioral Specialists during observations and therefore it is advised that parents take notes. Children lose instructional time if a Behavioral Specialist answers questions during an observation. If the Behavior Analyst or Special Education Teacher is not available during the observation, he/she will follow-up with a phone call later that day whenever possible, but no later than the next business day.

Progress Reports:

Progress reports will be written and distributed according to the schedule delineated in the student’s IEP or Written Service Plan. Progress Reports review the progress that a student has made on objectives that are currently implemented and occur on a quarterly basis.

Phone Calls:

As always, phone calls from parents are welcome. Calls related to basic information (e.g. the student did not sleep well, did not have breakfast, is leaving early) may be directed to any Behavior Specialist in the student's classroom before 8:30 AM and after 2:30 PM. Calls regarding the student's educational program may be directed to the Special Education Teacher or Behavior Analyst. Lengthy phone calls (those that exceed 15 minutes) should be previously scheduled whenever possible with the Special Education Teacher and Behavior Analyst. All phone calls to parents will be returned between the hours of 8:00 – 8:30 am and 2:30 – 3:30. Emergencies should be directed to our main office number. Parents may also elect to set up weekly phone calls with their Special Education Teacher or Behavior Analyst to discuss student progress or behavioral concerns.

HEALTH SERVICE GUIDELINES

Dear Parent (s) and Guardian (s):

MBS and the Connecticut Department of Health, as a service to students, allow the administration of medications in school. The State of Connecticut, by law regulates this service.

Medication to be administered or self-administered at school requires a written order from the physician and signed permission from the parent/guardian. If a student is to self-administer the medication, they must have written permission from the physician and parent, and they must review self-administration with the school nurse consultant.

All medications to be administered at school are to be delivered to the Nurse Consultant by an adult. No more than a 90-day supply of medication may be delivered to school. The medication container is to be labeled with the student's name and the accurate directions for administration (e.g., correct dosage). You may ask your pharmacist for a separate labeled container for school if needed. This applies to all medications, both prescription and over-the-counter.

Medication Authorization forms will be honored for the dates noted by the physician, dentist, PA or APRN. Medication orders must be renewed annually. All medication must be picked up by the parent/guardian in the event of a discontinuation or change in medication. Medication not picked up will be destroyed.

Thank you for your cooperation in complying with this policy. It is our goal to provide safe care for your child and compliance to State of Connecticut medication regulations.

Sincerely,

Lisa Gregory & Tracy Sanford

Vice President of Educational Services/Principal – Milestones Behavioral Services

Administration of Medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met.

- A written order from the physician, dentist, or practitioner, stating the student's name; name of medication; and the time, duration, and dosage to be given by the school, is required, along with the parent/guardian's signature on the form provided.
- The medication must be in a container that has been labeled by the pharmacy and has the most current prescription date.
- Parents or an adult must deliver medication to the school as students are not permitted to transport medication (e.g., bring it in their backpacks). Medication may be sent in with transportation, but must be handed from and adult to another adult.

Administration of Epinephrine as Emergency First Aid

Public Act 14-176 allows the administration of epinephrine as emergency first aid to students experiencing allergic reactions, even if the student does not have parental authorization or the order of a qualified medical professional. In the absence of the school nurse, epinephrine may be administered by a qualified school employee who has completed the required training.

Please notify the school nurse in writing annually by submitting a completed "Refusal to permit administration of Epinephrine for emergency first aid treatment" form to the school nurse and/or principal if you do not wish your child to receive epinephrine as emergency first aid by a qualified school employee in the absence of a school nurse. This form can be obtained by contacting the school nurse or principal.

As per Connecticut state legislation, the school must comply with all requirements for **immunizations** as pertaining to school age children. There are specific required immunizations. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan for compliance is achieved. No new student will be allowed to begin attending MBS until all of the necessary medical information has been provided.

All parents are required to provide the front office with updated work, home, and cell phone numbers and emergency numbers each school year.

Immunization Recommendations

Under the direction of the Milford Department of Health regarding medical policies related to our student, the State Law in Connecticut requires that every child entering our school must meet certain health requirements before he/she is allowed to begin school. These requirements are implemented to protect the health of all the children in the school.

These requirements include a health assessment and immunizations before entry into school as described below:

1. HEALTH ASSESSMENTS

- A. The medical evaluation must be recorded on the Connecticut State form (HAR-3) to be acceptable. Page one must be completed and signed by the parent, pages 2 and 3 must be completed and signed by the Physician. Advanced Practice Registered Nurse or Physician's Assistant.
- B. For any student **first entering a school in Connecticut**, a health assessment completed within 12 months prior to the student's date of entry into school acceptable.
- C. For any student transferring from another school in Connecticut, documentation that the state-mandated health assessments were accomplished as required (on entry, into 6th grade and in 10th grade, documentation of any significant findings will suffice to meet entry requirements).
- D. A more recent health assessment than indicated in (B) or (C) above may be required of any entering student if the School deems it necessary for the protection of the student or others in the school.

2. IMMUNIZATIONS

Immunizations required for entry into school are according to present State of Connecticut Department of Public Health Standards. Your child's immunization records will be reviewed by the school's nurse before your child can be admitted to the program.

- A. Exemptions from mandated immunizations for medical or religious reasons are valid only with appropriate documentation. Forms are available from the school nurse.

The only valid proof of immunization is the signature of a Physician, Advanced Practice Registered Nurse or Physician's Assistant, noting what immunizations were given and the date on which they were administered.

Please submit your child's health records as soon as possible or notify Milestones Behavioral Services that your school district has been contacted to forward your child's Cumulative Health Record to MBS.

STUDENTS WILL NOT BE ADMITTED TO SCHOOL IF THEY ARE NOT IN COMPLIANCE WITH STATE LAW REGARDING PHYSICAL EXAMS AND IMMUNIZATIONS; NO EXCEPTIONS WILL BE MADE.

If you have any questions, please contact our school Principal or our school Nurse.

MEDICAL EXCLUSION

Public Health Emergencies/ Outbreaks/ Epidemics or Pandemics: In light of the Coronavirus pandemic, we have modified our Medical Exclusion policy to comply with the guidelines set forth by the Connecticut Department of Public Health and the Connecticut State Department of Education. In the event of any public health emergency, outbreak, epidemic, or pandemic we follow the guidelines set forth by these agencies. Please see our Pandemic Response Manual for more details.

To maintain a safe and healthy environment at MBS, we need to take precautions to protect our students and staff members against any communicable diseases or

bacteria that may be spread. We must be vigilant to protect our students and staff from contagious disease. Some dangerous communicable diseases can be spread, even when the person is asymptomatic or showing mild symptoms. One example is Fifth Disease, which often presents with one or more of the following: fever, “slapped cheek” appearance, runny nose, and headache. Although initial symptoms may be vague, this disease can be extremely dangerous if contracted by pregnant individuals. If your child displays any symptoms, we recommend that you consult with your child’s healthcare provider before returning to school.

If your child contracts a communicable disease, we would appreciate your efforts in communicating that information to us. It is essential that your child is seen by a physician and receive the proper treatment before returning to school. If your child receives an antibiotic, it is critical that they stay out of school for at least 24 hours following their first treatment dose. Attached below, you will find a copy of our policy, which you should have received upon admittance to MBS, and should be kept for your records.

We ask for your assistance and support by keeping your child at home if he/she is exhibiting symptoms of illness. We also seek your cooperation in promptly responding to our occasional request that you come to school to bring home a child who is exhibiting symptoms of illness. Our primary rationale for such a request is to ensure that your child receives the medical attention and treatment needed for a full and speedy recovery and to prevent the other children and staff from getting sick.

As much as we regret the absence of one child, we have greater regret for the absences of several children and staff that happens at times when staff and students are exposed to others with an illness. A sick or injured child who is feeling too uncomfortable to work needs to be at home. We will always give thoughtful consideration to decisions regarding medical exclusion. We want our students and staff in school as much as possible.

The following criteria for medical exclusion are based on information supplied to us from our Nurse Consultant at the CT Department of Public Health, and The American Academy of Pediatrics Committee on Infectious Disease: Report of the Committee on Infectious Diseases, ed 23. American Academy of Pediatrics, Elk Grove Village, Ill, 1994.

The Criteria will be used in determining the appropriateness of medical exclusion for students. Please note that, in some circumstances, a medical note may be required stating that the child is able to return to school. **Children will be excluded from school if any of the following conditions exist:**

1. The illness prevents the child from participating comfortably in program activities.

2. The illness results in a greater care need than the staff can provide without compromising the health and safety of other children.
3. The child has any of the following: unusual lethargy, irritability, or persistent crying; difficult breathing; or other signs of possible severe illness.
4. Abdominal pain that is severe, continues after two hours, presents after injury, or is accompanied by any of the following: abnormal stools, signs of dehydration, diarrhea, vomiting, yellowing of the skin or eyes, behavior changes, fever, or behavior changes.
5. Diarrhea, with or without fever, or stools that contain blood and/or mucus two or more times in the previous 24 hours or twice during school hours.
6. Vomiting two or more times in the previous 24 hours or once during school hours. A child will also be excluded if the vomit appears green or bloody, if there are signs of dehydration, if the vomiting occurs after a recent head injury, or if the child appears ill.
7. Eye Irritation/ Pink Eye: Purulent (pink or red conjunctiva (whites of eyes) with white or yellow mucus). If diagnosed with bacterial conjunctivitis may return after treated. If more than 1 or 2 children in a group have watery red eyes without chemical irritant exposure, exclusion may be required.
8. Mouth sores associated with inability to control saliva, unless the child's physician or local health department authority provides documentation that the child is noninfectious. A child may also be excluded if mouth sores are accompanied by the inability to swallow, excessive drooling, breathing difficulty, fever, or behavior changes.
9. Rash with or without fever, until a physician has determined the illness not to be contagious.
10. Impetigo, until 24 hours after treatment has been initiated and area is covered.
11. Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
12. Streptococcal pharyngitis, until 24 hours after treatment has been initiated and the child has been afebrile for 24 hours and the child feels well.
13. Head Lice (pediculosis), until the morning after the first treatment. (The empty packaging of the treatment is requested upon the child's return to school). A note from the child's physician stating that the child has been adequately treated and may return to school may also be provided.
14. Scabies, until after treatment has been completed.
15. Varicella (chicken pox), until no new lesions have appeared, and all lesions have dried and crusted and the child feels well.
16. Pertussis, until five days of appropriate antibiotic therapy have been completed and the child feels well.
17. Mumps, until nine days after onset of parotid gland swelling and the child feels well.
18. Students with a fever will be excluded. We realize that rectal thermometers are the most accurate means of determining if a child has a fever. However, MBS staff will not take temperatures rectally. We will provide parent with

private space to do so. We will also accept the rectal temperature as being the preferred reading. Students may be excluded with temperatures lower than these criteria if he/she exhibits other symptoms of illness. Students who are absent from school with a fever should not return to school until they are fever-free for a 24 hour period without the use of Tylenol or similar products.

19. Students who appear to be under the influence of drugs shall be seen by the Executive Director or the School Principal who will determine if there is a need for emergency care. The student's parents will be notified and emergency medical calls will be made. In the event of any emergency, MBS staff will first call 911, then the parents.
20. Please keep your child home for 24 hours after episodes of vomiting or diarrhea that is not associated with known behavioral or dietary issues.
21. At the discretion of the principal and/or the Executive Director – students presenting symptoms other than the above may also be excluded.
22. Please contact the school nurse for any specific questions or concerns.

Students with religious exemption will be excluded from school in the case of a vaccine preventable disease outbreak.

INCIDENT REPORTS

An Incident report is written whenever a student or staff person is injured. This could be from an accident or from a student behavior. When an incident report is written, parents are informed within 24 hours of the reported incident (and usually the same day) and the report is filed in our incident report file for review by our HRC.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

This winter year, Milestones Behavioral Services will again have its delays and cancellations announced on **WTNH (TV channel 8)**, **WFSB (channel 3)**, and **CTnow.com**. The information will also be available on the events and cancellations line, at 203-799-4110, EXT 663 by 6:30 AM (Lisa Gregory).

A list will appear in alphabetical order of the cancellations and postponements/early dismissals. You can also sign up for the free email/text service through remind.com. Instructions for this service are found on the website.

Some General Information You Should Know:

1. For most school districts, transportation is not provided to out of district placements if the school district itself has closed its schools. It is probable that your transportation services will be delayed if the school in your district have a late opening. Therefore, it is important that you also check your local stations for your district status. In addition, **please call your transportation services to let them know if Milestones has a change in schedule** that is different than your town.

2. Please consider that because our students and staff are traveling distances, and that Milford or Orange may have issues with their transportation or schools, we may make changes in MBS schedule, even if Milford or Orange schools have a regular school day, cancellation or delay.
3. Staff members are not permitted to have children enter the building before official start of school. MBS uses a 2 hour delay to account for the distances traveled by staff and students. We would hate to see vehicles waiting the parking lot for a 2-hour delay. Early dismissal is set at 1 PM.

Finally, remember that the final decision regarding a child's attendance rests with the parents. We would rather see a child miss a day of school than be at risk on dangerous roads. The roads in our area may be fine, but your neighborhood roads may be poor. Please use your own judgement regarding your child's safety.

The first five days of weather-related cancellations will not be made up. Milestones Behavioral Services will make up a maximum of five additional snow days.

MANDATED REPORTING

Milestones Behavioral Services employees are considered mandated reports for a child abuse and neglect. Child abuse includes physical, emotional, and sexual abuse. Neglect includes physical, emotional, and educational neglect. We follow state and federal guidelines for reporting suspected abuse and neglect. These guidelines are listed here for your convenience. They can also be found at the DCF website <http://www.state.ct.us/dcf/hotline.htm>.

Connecticut Child Abuse Reporting Laws

The following is an outline of the legal requirements of "mandated reporters", those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

Who Must Report?

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. The law requires that they report suspected child abuse or neglect. Under Section 17a-101 of the Connecticut General Statutes, the following are considered mandated reporters.

Any person paid to care for a child in any public or private facility, child daycare center, group day care home or family daycare home which is licensed by the State.

- Battered Women's Counselors
- Chiropractors
- Dental Hygienists
- Dentists
- Department of Children and Families Employees
- Department of Public Health employees responsible for the licensing of child day care centers, group daycare homes, family day care homes or youth camps.
- Licensed Behavior Analysts
- Licensed/Certified Alcohol and Drug Counselors
- Licensed/Certified Emergency Medical Services Providers
- Licensed Marital and Family Therapists
- Licensed or Unlicensed Resident Interns
- Licensed or Unlicensed Resident Physicians
- Licensed Physicians
- Licensed Practical Nurses
- Licensed Professional Counselors
- Licensed Surgeons
- Medical Examiners
- Members of the Clergy
- Mental Health Professional
- Optometrists
- Parole Officers (Juvenile or Adult)
- Pharmacists
- Physical Therapists
- Physician Assistants
- Podiatrists
- Police Officers
- Probation Officers (Juvenile or Adult)
- Psychologists
- Registered Nurses
- School Guidance Counselors
- School Paraprofessionals
- School Principals
- School Teachers

- Sexual Assault Counselors
- Social Workers
- School Coaches or Coaches of Intramural or Interscholastic Athletics
- The Child Advocate and any employee of the Office of the Child Advocate

What must be reported?

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 had been abused, neglected or is placed in imminent risk of serious harm (Connecticut General Statutes 17a-101a).

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment (Connecticut General Statutes 46b-120).

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes 46b-20).

When making a report, a mandated reporter is required to provide the following information, if known:

- Names and addresses of the child and his parents or responsible caregiver(s)
- Child's age and gender
- Nature and extent of injury, maltreatment or neglect
- Approximate date and time the injury, maltreatment or neglect occurred
- The circumstances in which the injuries, maltreatment or neglect became known to the reporter
- Previous injury, maltreatment or neglect of the child or siblings
- Name of the person suspected to have caused the injury, maltreatment or neglect
- Any action taken to treat or help the child
- Any other information the reporter believes would be helpful

Mandated reporters who, outside the ordinary course of their employment or profession, have reasonable cause to suspect or believe that a child under the age of 18 is in imminent risk of being abused or has been abused or neglected, can and should make a report to the Hotline.

How to report

Mandated reporters must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report. DCF is required to tape record all reports to the Hotline.

Special reporting requirements may apply for staff members of a public or private institution or facility that cares for such a child, or a public or private school. (See pages 4-5). Police must report to DCF immediately upon request of any oral report of abuse or neglect. Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

- A DCF employee
- A law enforcement officer
- An appropriate state's attorney
- An appropriate assistant attorney general
- A judge and all necessary parties in a court proceeding
- A state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to penalty described in the next section.

Immunity and Penalty

Immunity from a civil or criminal liability is granted to people who make required reports in good faith. Immunity is also granted to people who in good faith have not reported. However, failure to report could result in fines, which range from \$500 to \$2500 and the individual will be required to participate in an educational and training program. In addition, mandated reporters could also be sued for damages if further injury is caused to the child because they did not act.

Anyone who knowingly makes a false report of child abuse or neglect shall be fined up to \$2000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.

Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The Attorney General can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility must notify the child's parent or other person responsible for the child's care that a report has been made. It is DCF's responsibility to notify the head of such school, facility or institution that a report has been made.

Health care professionals may need to talk with parents to assess the cause of the child's injury(ies). Mental health professionals or members of the clergy may want to talk to with the parents to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation.

Investigation of Abuse or Neglect Report

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/neglect/imminent risk. If the report contains information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports. In all cases, DCF must complete the investigation in 30 calendar days.

When conducting a child abuse or neglect investigation, DCF or law enforcement agency must coordinate activities to minimize the number of interviews with any child.

DCF must obtain consent from the parent, guardian or person responsible for the child's care for any interview, unless DCF has reason to believe such person or a member of the child's household is the alleged perpetrator. When such consent is not required, the interview must be conducted in the presence of a 'disinterested adult' (typically, a person who is impartial and has no self-interest in the case). If a disinterested adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk or serious harm, DCF or a law enforcement agency will still interview the child.

If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

Suspected abuse by a School Employee

Mandated reporters are required to report any suspected child abuse, neglect or imminent risk of serious harm directly to DCF or the police. This includes situations when the alleged perpetrator is a school employee. DCF must notify the head of the school that a report has been made, unless such person is the alleged perpetrator.

Investigations of suspected child abuse, neglect or imminent risk of serious harm by a school employee are conducted by DCF. If, after such an investigation, DCF has reasonable cause to believe that a child has been abused by a certified public school employee (in a position requiring a certificate), DCF shall notify the Superintendent of such finding and shall provide him or her with records concerning such an investigation.

The Superintendent must suspend such employee. The suspension shall be with pay and will not diminish or terminate the employee's benefits. Within 72 hours after such suspension, the Superintendent shall notify the local or regional board of education and the Commissioner of Education of the reasons for and conditions of the suspension. The Superintendent shall disclose the DCF records to the Commissioner of Education and local or regional boards of education or their attorney for purpose of review of employment status or certification. The suspension must remain in effect until the local Board of Education takes action.

If the employee's contract is terminated, the Superintendent shall notify the Commissioner of Education or his representative within 72 hours. The Commissioner of Education may then commence certification revocation proceedings. The Superintendent may suspend any other school staff member in similar circumstances. The State's Attorney must notify the Superintendent, or supervising agent of a non-public school, and the Commissioner of Education when a certified school employee, or any person holding a certificate issued by the State Board of Education, is convicted of a crime involving an act of child abuse or neglect.

The institution may suspend the employee. The suspension must be with pay, not diminish or terminate the employee's benefits and remain in effect until resolved by the person's employer.

Where to call

The Department has a single point of contact statewide for the reporting of suspected child abuse and neglect. This Child Abuse and Neglect Hotline operates 24 hours a day and seven days a week. Anyone who suspects that a child has been abused or neglected or is in danger of abuse or neglect is strongly encouraged to call the Hotline.

DCF Child Abuse and Neglect Hotline: 1-800-842-2288

TDD Number: 1-800-624-5518

The hotline is staffed by full-time, highly-skilled professionals of the Department who receive and process reports of alleged child abuse and neglect. The Hotline worker gathers critical information from the caller to determine if a report meets Connecticut's statutory criteria for child abuse or neglect. Those reports that meet the criteria are forwarded to a DCF case investigator for prompt and appropriate action.

PARENT TEACHER COMMITTEE (PTC)

The PTC consists of staff and parents interested in working together to improve MBS services. The PTC will hold meetings, help assist with fundraising and other school activities, along with provide family and staff/school support. If you would like to participate in the PTC, there will be announcements indicating ways which you can help, sent by the Principal, Committee Chair and our Development Director.

Please contact the main office for any information regarding any PTC or Fundraising activities.

PPT NOTICES

For most PPT's, MBS receives documentation from the sending school district a minimum notice of 5 school days. If parents are scheduling PPTs with their school districts, it would be helpful if they would also give us a minimum notice of 5 school days. It would be most beneficial for parents to contact MBS before scheduling PPTs to confirm our availability to attend.

REQUEST FOR COPIES OF DATA AND RECORDS

In making request for copies of your child's records and data, please be mindful of the volume of paperwork being requested. It is very difficult to make copies of all data with notice less than 10 business days. If you are requesting more than one copy of your child's full record, there will be a charge for each additional copy.

SAFETY

Our school safety measures are extensive. MBS works diligently to ensure our school's emergency plan is current and that all staff members are prepared for all types of contingencies. When you visit the school, you may notice that our first measure of security is that the foyer to the front entrance of the school can only be opened with a key card or code. All other doors in the building are locked.

Please be advised that the school administration will work closely with the appropriate local public safety agencies, such as police and fire, to foster a safe school environment. Emergency drills for fire evacuations are conducted on a monthly basis and lockdown drills are conducted every 3 months. Please see the section above on Emergencies – State and Federal for additional information regarding emergencies.

School Hours

School hours are from 8:30 am to 2:30 pm M-F. Staff Development and Early Dismissal Day are from 8:30 am to 12:30 pm. Please refer to the calendar.

SCHOOL VISITORS

Visitors are welcome in our school during scheduled visitor days or by appointment. For the safety and protection of all our students *ALL PERSONS* entering the school *MUST SIGN IN* at the front desk and sign out upon departure. Any non-Milestones employees will be escorted for the duration of their visit by a Milestones employee.

STUDENT PICTURES

The school arranges with a local photography studio to have individual student photos taken. You will be notified when school pictures will be taking place and have the opportunity to purchase photos of your child. This usually occurs during the Spring every year.

SMOKING POLICY

MBS is a smoke free environment. Smoking is strictly prohibited in and around the school building of Milestones Behavioral Services.

TAPING OF MEETINGS AND LEGAL REPRESENTATION

MBS recognizes a parents right to tape a PPT meeting or other meeting regarding their child. If a parent does not request in advance that a meeting be taped, the meeting will be postponed until MBS can also tape the meeting and have legal representation present. If a representative of a Board of Education tapes a PPT, MBS will exercise its right to tape the meeting as well. If a Board of Education has legal representation at a PPT, MBS will request postponement of the PPT so that its representatives may also procure the attendance of an attorney.

TRANSPORTATION

Bus transportation is provided by your school district. If your student requires an aide on the bus and this has been indicated in your IEP, MBS cannot place a student on their school bus if the aide is not present. The student will be maintained in the school building and a parent will be called to make pick-up arrangements. Parents are responsible for making schedule changes with their own transportation companies if these changes are needed. **We ask that you call us with transportation contact person name, mailing address, telephone with extension numbers are fax numbers, email addresses, or with any changes that may occur with your child's transportation.**

As stated in the section on dropping off/picking up students, if a student is having a behavior problem at the end of the school day that lasts 15 minutes past designated dismissal time, the bus may have to leave and a parent may be called to pick up their child. We have several buses that have more than one student riding or have to pick up other student son their route. Please remember that longer delays cause difficulties for other students and families. Please understand that this is for the

benefit of the children not having to wait on the bus for extended periods of time or arrive home later than usual. It is by no means a punitive measure toward the student with the behavior problem. We appreciate your understanding and cooperation.

VIDEO TAPING

In the course of programming, photographs and video tapes may be taken and used in programmatic fashion (e.g. data collection, program material, employee training, etc.). While these videos and photographs may be seen by approved visitors in the classroom, they will not be used for other purposes other than student programming without your consent.