



Superintendent Monitoring Report
Policy Title: EL 2 Relationship with Students, Parents and Community
April 6, 2022

This is my report on Executive Limitation Policy 2, presented in accordance with the Board's monitoring schedule. I certify that the information contained in this report is true.

Thomas DeBalsi

EL2. Relationship with Students, Parents and Community

With respect to interactions with Students, Parents and Community Members of the Hartford School District or those applying to be Students, Parents or Guardians, the Superintendent shall not cause or allow conditions, procedures, or decisions that are untimely, unclear, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent of the Hartford School District shall not:

- 1. Elicit information for which there is no clear necessity.**

Superintendent's Interpretation:

I interpret this to mean that employees of the District will only gather information related to making sure that students receive a quality education or to comply with the requirements to participate in District, State or Federal programs.

Evidence: (This list is not meant to be all inclusive but just a sampling of the available data)

- Registration and Beginning of Year Information: Student and family name(s), physical and mailing addresses, e-mail addresses, home, work, and cell phone numbers for immediate contact and general communication. Kindergarten Registration materials include a request for information pertaining to the student's preschool experience.
- Publication of Windsor County Truancy Procedures.
- Health and Immunization records for student and staff protection, well-being and to meet State and Federal requirements.
- Native language to assist with instruction if necessary and for communication with parents.
- Free and Reduced Lunch Information to ensure nutritional and educational needs of students.
- Special Education information to adhere to State/Federal regulations and statutes.
- Teachers, at times, collect information from their students relevant to their experience in the classroom.

- Parents are notified that they have the option to deny any publication of their child's picture/personal information by requesting so in writing.

I report compliance

2. **Use methods of collecting, reviewing, transmitting, or storing student/family information that fail to protect against improper access to the material elicited.**

Superintendent's Interpretation:

I interpret this to mean that the District must maintain an adequate level of confidentiality regarding any student/family information obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law and that the information must be secured in ways that are only accessible to authorized personnel.

Evidence:

- Parent permissions are checked at the school building level before photographs are published in the public domain.
- Procedures for using surveillance video from school buses are FERPA protected and posted on the district website. School bus video is viewed only when there is a reportable student behavior violation.
- Staff members are trained in the key components of the Family and Educational Rights and Privacy Act (FERPA) and confidentiality including what is meant by a school official with legitimate educational interest. All schools and District offices have a secure location where student files are kept. Internal school procedures include directions for the transfer of information to schools outside of HSD.
- There have been no reports of FERPA violations.
- School counselors inform specific school personnel when unique family circumstances are affecting the student's school experience.
- Student data is stored in our student information software. No virus could access the student data because it simply is not on our network.
- Very high-quality antivirus software is used to protect endpoints. This is business class antivirus software to help protect systems although no system is 100% full proof.
- Use of a dual layer firewall is in place to ensure security on our network. This device also ensures we are CIPA (Children's Internet Protection Act) compliant.
- Two years ago additional security precautions were implemented and include requiring regular changing of user logins that require a strong password and regular periodic changes. To be noted, a balance must always be achieved between security and usability.

I report policy compliance

3. **Fail to operate facilities with appropriate accessibility and privacy.**

Superintendent's Interpretation:

I interpret this policy to mean that all schools and the District office will be made accessible for all students, parents/guardians and community members regardless of any handicapping condition and that when accessibility and privacy concerns surface, the District takes steps to address the problem.

Evidence:

Examples of accessibility safeguards and improvements:

- Inspected and operational elevators at OQS, DBS, WRS, HMMS, TWS and HACTC/HHS.
- Lite Speed Sound Systems in most classrooms throughout the district to evenly distribute the teacher's voice throughout the space so everyone can hear the instructor well. Allergy Free Zones when necessary in all 6 schools
- Special transportation provided for students with special/physical needs.
- Private rooms for student hygiene needs.
- Multi-year maintenance plan that identifies future building and grounds needs.
- ADA compliant automatic external door openers were installed in all 7 buildings.
- The Administration arranged for an audit to be administered of all science labs to ensure that chemicals are stored, used, and disposed of in appropriate ways. All building cleaning materials are eco-friendly and stored properly and inspected regularly.

I report policy compliance

- 4. Fail to establish with Students, Parents/Guardians, and community members a clear understanding of what may be expected and what may not be expected from the service offered.**

Superintendent's Interpretation:

I interpret this to mean that all students, parents and community members where applicable will have access to handbooks, statements of parental rights, School Board policies, school procedures and other documents that explain their rights as well as documents that define the mission and goals of the District. These are available in hard copy and electronic form. State Mandated School Board Policies related to this sub-policy component include:

- Grade Level Advancement, Retention and Promotion
- Acceptable Use of Technology
- Parent/Guardian Participation
- Smoking
- Volunteers
- Participation of Home School Students in School Programs
- Bullying, Harassment and Hazing Policy and Procedures
- Student Attendance Policy

Evidence:

- Access to information concerning transportation, food service and other District/school operations is in a variety of digital and paper formats. Individual parents/guardians are supported in accessing any information in a 1:1 from District/school personnel whenever requested.
- Special Education and Information related to Homelessness is maintained on the district's web-site.
- Annually a Child Find Notice is posted in the newspaper and is online to alert parents of early education services.
- Use of Messenger Notification System through our student information system for telephone, e-mail and text messaging is ongoing.
- All Board policies are published on the web.
- District procedures on Truancy and Absenteeism are maintained on the district's website in addition to the Parent Handbook.
- Newsletters are sent to parents in grades PK-8 on a weekly basis.

- Information and forms for School Choice is available on the school website.
- Each school has a parent-teacher-administrator organization to encourage input into school programming and support teacher and home communication.

I report policy compliance

5. Fail to inform Students and Parents/Guardians of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Superintendent's Interpretation:

I interpret this to mean documents, materials and other information related to student and parents/guardians rights are available in a variety of formats and that they will be informed of any changes. Also, procedures for hearing from people who feel that they have not been protected by this policy need to be easily accessible and clear and further, that responses and replies to concerns are addressed in a reasonable time.

Evidence:

- This policy and all supporting documents are posted on the website or in paper format and available for distribution when needed.
- Through Principal supervision, the Superintendent expects Principals to be accessible to all parents/guardians during parent "friendly" times, to discuss matters of concerns.
- Every school encourages feedback via Facebook, Google or email for comments and feedback for the Principal.
- Parents are encouraged by the Director of Special Education Services to access a personal advocate through the Family Network or to submit to professional mediation when schools and families cannot reach consensus.
- Parents of children who have an IEP receive a copy of their Parental Rights on an annual basis.
- The Superintendent makes meeting with parents a priority at any time during the year and when called for, helping to facilitate meaningful and helpful dialogue at the building level.

I report policy compliance

Tom DeBalsi
Superintendent of Schools
April 6, 2022