

**Eli Terry Jr.
Middle School**

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**STUDENT HANDBOOK
2021-2022**

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The vision of ETJMS is to build a community of lifelong learners and global citizens who effectively communicate, collaborate, and are prepared for an ever-changing world. Kindness is valued in our culture which promotes acceptance and empathy.

Welcome to Eli Terry Jr. Middle School

We would like to take this opportunity to welcome you to Eli Terry Jr. Middle School.

The purpose of this handbook is to help answer questions you may have concerning the policies and procedures of the middle school. The information contained in the handbook provides a general overview of the rules and regulations (Detailed Board of Education policies are available upon request). Please use it as a reference throughout the school year. This will be an exciting year for all of us. As a middle school student, you will experience many new and rewarding activities. Take advantage of the opportunities available to you both inside and outside the classroom.

On behalf of the Eli Terry Jr. Middle School community, we again want to say welcome to our school. We look forward to a wonderful and rewarding school year.

ELI TERRY JR. MIDDLE SCHOOL EXPECTATIONS BEHAVIORAL INTERVENTIONS AND SUPPORTS

Restorative Practices is a proactive systems approach to preventing and responding to classroom and school disciplinary challenges. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships. This statement identifies both proactive (building relationships and developing community) and reactive (repairing harm and restoring relationships) approaches. To help students self regulate their emotions we will embed RULER anchor tools into students everyday lives. Anchor tools include the School Charter, Mood Meter, Meta-Moment and Blueprint.

General Information

Addressing Concerns/Proper Channels

If you or your parents have a concern related to a school matter, the concern should immediately be brought to the attention of the most appropriate person.

- If the concern involves a matter related to the classroom, it should first be brought to the attention of the appropriate teacher.
- If the problem is not satisfactorily resolved, you or your parents may wish to discuss it with a guidance counselor.
- If the matter is not satisfactorily resolved after speaking with the guidance counselor, you or your parents may wish to discuss your concern with an administrator.
- If after meeting with the administrator, your parents feel that the matter has not been satisfactorily resolved at the school level, they may then put an appeal in writing to the Superintendent of Schools. The Superintendent will attempt to resolve the matter quickly and communicate a decision in writing.
- If you or your parents are not satisfied with the Superintendent's decision, an appeal in writing should be addressed to the Board of Education.

Storm Closing

In case there is no school, announcements will be made over radio stations: WTIC, WRCH, WKSS, WWYZ , & television stations: WVIT – CHANNEL 30, WTNH – CHANNEL 8, WFSB – CHANNEL 3, Cable Channel 16, and www.plymouth.k12.ct.us. The superintendent of schools will also provide an emergency alert phone call to inform you that due to the inclement weather school had been canceled or delayed for the day.

Security Cameras

Security cameras are located in public areas throughout our building and parking lot to record activity that is in view and to ensure the safety and well-being of our students and staff. School administrators and security personnel have access to this recorded information.

Visitors & Volunteers/Chaperones

All exterior doors remain locked during the school day. Individuals wishing to visit or volunteer during school hours must come to the front door and use the buzzer and state their purpose for visiting the school. Upon entering the building, visitors should report to the office to sign-in and provide identification to school personnel. All individuals chaperoning or volunteering a school event must complete the “Volunteer Information Form and Waiver of Liability” prior to working with students. Further, students are not permitted to bring visitors or friends to school as “guests” for the day. Dances are included in this regulation.

Free/Reduced Lunch Eligibility

Our school district participates in the National School Lunch Program and the School Breakfast Program. Applications are sent home at the beginning of each school year and extra copies are available in the main office. If you would like to apply, please complete the application and return it to your student’s school or to the Plymouth Board of Education. Only one application is required per household. A student’s eligibility status is generally considered confidential and usually may only be disclosed with prior notice and or consent. 42 U.S.C. § 1758(b)(C)(iii).

Lost & Found

The lost and found box is located outside the main office. All clothing and other items found should be placed in this box. Items remaining in the box will be donated periodically throughout the year. Ample notice will be given to the students prior to this donation.

Phone

In order not to disrupt the educational process, parents are reminded that only emergency phone messages will be accepted for their student. Parents are asked to make all necessary arrangements with their student the day before or prior to their departure for school in the morning. Students are not allowed to use the school phones i.e. office, library, nurse, guidance, unless in the case of an emergency. Forgotten homework or projects, sports uniforms, permission for after school activities, bus notes, are not emergencies and phone access will be denied.

Care and Handling of School Property

A student and/or parent or guardian of a minor who damages property of the Plymouth Public Schools will be held liable for such damage.

The Board of Education feels it is the responsibility of the students who have the loan of textbooks, workbooks, chromebooks, etc., to maintain and care for each item until it is returned to the proper authority at the end of the school year or the completion of its use. If school property is lost or not returned or damaged due to improper care or negligence, the guardian of the student guardian will be expected to pay a fee to cover the cost of replacement or repair and disciplinary action may be taken.

Connecticut’s Complaint Resolution Procedure

Federal regulations require that state education agencies adopt written procedures for the receipt and resolution of any complaint which alleges that the state education agency, or an agency or consortium of agencies, has violated a federal statute or regulation that applies to the following programs: Title I, Title II, Title III, Title IV and/or Title V.

The complaint Resolution Procedure is listed in its entirety on the Plymouth Public Schools Website (<http://www.plymouth.k12.ct.us>) under the District Information heading.

School Hours

The school will be open to students at 7:35 AM. No students will be permitted to enter the building prior to 7:35 AM unless specific arrangements have been made with a teacher. All students must be in class by 7:50 AM and dismissal is at 2:30 PM.

Report Cards / Midterm Reports

Midterm reports and report cards will be available via PowerSchool to all students and parent/guardian upon completion of each marking period.

Dress Code

Cleanliness, neatness, and modesty are expected in a student's appearance at all times. Students are expected to come to school in clean and neat clothing and dressed in a manner, which is accepted, as being in good taste and as such creates no health or safety hazard.

The following are prohibited:

- Clothing that detracts from the educational process.
- Pajama/flannel pants.
- Clothing having indecent or inflammatory writing, pictures, slogans, or displaying alcohol or other illegal substances.
- An article of clothing that could cause damage to other students or property (i.e. chains, cleats, etc.)
- Halters, see-through clothing: this includes jeans with excessive tears/rips and/or holes, spaghetti straps, camis, or boys style "muscle" shirts.
- Short shorts (short shorts can be defined as less than 5" inseam)
- Pants must be worn at the hips or waist with no showing of undergarments.
- Clothing or accessories, such as bandanas, that symbolize membership in a group which could be construed as disruptive to the educational process.
- Hats (All hats must be placed in student lockers upon arrival to school. Hats will remain in lockers until dismissal time.)
- Bare midriffs, shoulders, or exposed undergarments.
- All non-prescription eyewear.
- Sandals without backs/flip-flops/slides (including soft soled slippers or "dangling" shoelaces).

***** The Administration shall determine specifics on attire. Students who are not dressed appropriately will be asked to put something else on that meets the requirements of our dress code effectively. If they have nothing else to wear in school, a school official will call the guardian to bring in another outfit.**

Physical Education

Only a doctor can grant permission for a student to be excused from physical education. This request must be in writing, and signed by the doctor, stating the length of time the student is to be excused. In order for a student to resume physical activity the school must be provided with a release from a doctor specifying the exact date of return.

Backpacks

Book bags must be kept in the student's locker. Book bags are not allowed to be carried in the building between 7:50 AM and 2:30 PM.

Hair Color

Spray and temporary hair colors are not permitted in school due the distraction to the educational environment. If a child has temporary hair color, they will be sent to the nurse's office to wash the color out. Permanent hair color is permitted.

CODE OF CONDUCT

Eli Terry Jr. Middle School strives to maintain a safe learning environment. Our Code of Conduct is intended to promote a school environment that supports teaching and learning. Expectations apply during the school day and at all school functions on/off school grounds. Any violation of school rules or board policy will be investigated and consequences may be assigned.

SCHOOL DISCIPLINE

Bullying/Safe School Climate Plan

(See Board Policy 5131.911)

Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- causes physical or emotional harm to such student or damage to such student’s property,
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- creates a hostile environment at school for such student,
- infringes on the rights of such student at school, or
- substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

P5131.911(a)

Students

Bullying

Definitions (continued)

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs

P5131.911(b)

Students

Bullying (continued)

3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and

is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program:

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying and teen dating violence in its schools and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
2. Permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying or teen dating violence by parents or guardians and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;

P5131.911(c)

Students

Bullying (continued)

3. Requires school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying or teen dating violence and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying and teen dating violence in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight hours after the completion of the investigation. The notice shall be

simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying or school dating violence;

9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying and teen dating violence;
10. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying or teen dating violence was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying and teen dating violence;

P5131.911(d)

Students

Bullying (continued)

11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
14. Requires the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
15. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying or teen dating violence constitute criminal conduct;
16. Prohibits bullying and teen dating violence (A) on school grounds, at a school- sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

P5131.911(e)

Students

Bullying (continued)

19. Requires students and the parents/guardians of students to be notified at the beginning of the school year of the process by which they may make reports of bullying or teen dating violence;
20. As required, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and
21. Requires that not later than thirty calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and support process or another evidence-based model approach for a safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying or teen dating violence is likely to occur.

P5131.911(f)

Students

Bullying (continued)

4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully or student who commits teen dating violence, parents and school employees and interventions with the students against whom the acts of bullying and teen dating violence are directed, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in the schools of the district.
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent to the Department of Education;
4. Respond to bullying and teen dating violence in District schools;
5. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the District and make recommended changes to the District's safe school climate plan.
6. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of Mental Health and Addiction Services. (Such training is only required once.)

P5131.911(g)

Students

Bullying (continued)

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.

Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Implement the provisions of the school security and safety plan, (developed pursuant to Section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying or teen dating violence (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to

- the school's security and safety committee;
4. Review and amend school policies relating to bullying and teen dating violence;
 5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;

P5131.911(h)

Students

Bullying (continued)

6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #3 or any other activity that may compromise the confidentiality of a student.

As part of this policy, the Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. Such plan shall establish deadlines for reporting investigating, and notifying parents and guardians about bullying and teen dating violence incidents; prohibit retaliation against those who report bullying and/or teen dating violence; and require school officials to notify law enforcement officials when it is believed that bullying or teen dating violence conduct constitutes a crime.

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including uniform surveys that collect information about students' perspectives and opinions about school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

(cf. 0521 – Nondiscrimination)

(cf. 4131 – Staff Development)

(cf. 5114 – Suspension and Expulsion/Due Process) (cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior) (cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

P5131.911(i)

Students

Bullying (continued)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment) (cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference:

Connecticut General Statutes

10-15b Access of parent or guardian to student’s records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160, P.A. 11- 232 and P.A. 14-172.

P.A. 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

P.A. 11-232 An Act Concerning the Strengthening of School Bullying Laws.

P.A. 13-3 An Act Concerning Gun Violence Protection and Safety.

P.A. 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.

P.A. 14-234 An Act Concerning Domestic Violence and Sexual Assault.

Plagiarism Policy

Our staff is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated . It is an expectation that all departments and students adhere to and enforce this policy.

Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in any conduct described above.

- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
 3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

School Discipline Code

Detentions/Double Detentions

Teachers or administrators may require a student to stay after school for failure to complete work or for disciplinary reasons. Students who cannot stay after school will have their parents contact the person who issued the detention and agree on an appropriate compromise. Students are expected to work quietly on appropriate assignments or homework. Detention is typically from 2:30 PM until 3:00 PM. A double detention is typically from 2:30 PM until 3:30 PM. The student will be given a 24-hour courtesy notice in writing or via phone. The student is responsible for presenting this notice to his/her parent or guardian. If the student does not return the courtesy notice signed by either a parent or guardian, he/she will be directed to remain after school on the designated day or will face further disciplinary action. Failure to attend three assigned detention(s) for any inappropriate behavior will result in In-School Suspension.

Out of School Suspension, In School Suspension & Expulsion

The goal of our school is to provide a student-centered environment where education can take place without interruption or disruption and where the safety of persons and property is maintained. It is also the intent of the school to enforce the laws of the State and the policies of the Board of Education.

Actions Leading to Disciplinary Action, including Suspension and/or Expulsion

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off-school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

General Rule: Behavior or conduct that interferes with any students' ability to learn or which undermines the ability of the school to achieve its educational objectives and legal duties is not acceptable.

Due Process Provisions Regarding Suspensions

Students whose behavior warrants in-school or out-of-school suspension will be accorded a due process hearing with the Principal or the Dean of Students. During this conference the reasons for suspension will be discussed and an opportunity will be provided for the student to present his/her side of the case. In matters of suspension, parents will be notified in writing of the action. Parents may be asked to come in to the school to confer with a school administrator and the student before the student is readmitted to class.

Students and parents have the right to appeal any disciplinary action. The initial appeal shall be made to the school

personnel who assigned the discipline. If not satisfied with the decision, an appeal may be made to the administrator within the building. If the resolution made by building administration is still not agreed upon, the decision may be appealed in writing to the Superintendent of Schools. If the student or parent is not satisfied with the Superintendent's resolution, they may appeal in writing to the Board of Education.

Procedures Governing In-School Suspension

Administration may impose in-school suspension in cases where a student's conduct may endanger persons or property, seriously disrupts the educational process or in other appropriate circumstances as determined by the administrator or designee.

The purpose of Restorative Practices is to manage conflict and tensions by repairing harm and building relationships. Our in-school suspension model requires students to successfully complete academic assignments, engage in community service, participate in a restorative conference, write a letter of apology and reflect upon their behavior in order to return to normal programming.

Procedures Governing Suspension

The administration of a school shall have the right to suspend any student for breach of conduct on school grounds or at any school-sponsored activities which endanger persons or property, is a serious disruptive of the education process, or violates a publicized policy of the Board of Education. Students may be disciplined for conduct off school grounds if the conduct is a serious disruption of the educational process and a violation of a publicized policy of the Board of Education.

Procedures Governing Expulsion

A principal may consider a recommendation of expulsion of a student in a case where he has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process or violates a publicized Board of Education policy. A principal may also consider a recommendation of expulsion of a pupil for conduct off school grounds which is seriously disruptive of the educational process and violates a publicized Board of Education policy.

School Policies & Procedures

Public Display of Affection

Displays of affection are inappropriate in a school setting. The school is not the place for the purpose of public displays of affection. Students shall respect each other and conduct themselves in a proper manner.

Passes

Students are not to be in the corridors, stairwells, foyers, lavatories, etc. during class without an authorized pass. Students must have a pass from the appropriate classroom teacher to go to the Nurse's Office, Main Office, and Guidance Office. Any student abusing the pass system will be placed on a restricted pass for a period of time determined by the administration.

Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

(Board Policy 5131.6)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol- free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic

steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Students

Alcohol Use, Drugs, and Tobacco (continued) Definitions (continued)

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining

physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations; and
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

Drugs and Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school- provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance,

consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

Nitrous Oxide – Laughing Gas, Whippets, CO₂ Cartridge

Amyl Nitrite – “Locker Room,” “Rush,” “Poppers,” “Snappers” Butyl Nitrite – “Bullet,” “Climax”

Chlorohydrocarbons – Aerosol Paint Cans, Cleaning Fluids Hydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical

purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

Alcohol Use, Drugs, and Tobacco (continued) Tobacco/E-Cigarette Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including but is not limited to, cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products and electronic nicotine delivery systems or vapor product. In order to protect students and staff, the Board prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, in school vehicles, or at any school-related event.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

Medical Marijuana

Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," as amended by P.A. 16-23, is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in

District facilities and school property will be subject to disciplinary and criminal action.

Alcohol Use, Drugs, and Tobacco

(cf. 5114 – Suspension/Expulsion) (cf. 5131 – Conduct)

(cf. 5131.61 – Inhalant Abuse) (cf. 5131.62 – Steroid Use)

(cf. 5131.612 – Surrender of Physical Evidence Obtained from Students) (cf. 5131.8 – Out of School Grounds Misconduct)

(cf. 5131.92 – Corporal Punishment)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.121 – Vehicle Searches on School Grounds) (cf. 5145.122 – Use of Dogs to Search School Property)
(cf. 5145.124 – Breathalyzer Testing)

(cf. 5145.125 – Drug Testing-Extracurricular Activities) (cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference:

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

10-220b Policy statement on drugs.

10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.

21a-240 Definitions dependency producing drugs.

21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.

21a-240(9) Definitions “controlled substance.”

21a-243 Regulation re schedules of controlled substances.

21a-408 et. seq. Palliative Uses of Marijuana (as amended by P.A. 16-23)

53-198 Smoking in motor buses, railroad cars and school buses.

P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana. P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.

Alcohol Use, Drugs, and Tobacco

Legal Reference:

Connecticut General Statutes

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act. 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.

Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Veronia School District 47J v. Acton, 515 U.S. 646. (1995)

Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Cell Phones/Electronic Devices

Students are NOT permitted to carry cell phones and other electronic devices with them throughout the day; this includes during the lunch period. To maintain the privacy and respect of others, students are not allowed to take pictures and/or record staff or peers during school or at school sponsored events/activities.

Electronic devices may be used before and after school hours. Any student possessing an electronic device shall be responsible for its care. The school is not responsible for lost, stolen or damaged property. All electronic devices will be confiscated from students if they are not used properly. Parents of students with multiple offenses will need to pick up confiscated items at the main office.

Cameras

Cameras are not permitted in school without specific faculty permission. Any student possessing a camera shall be responsible for its care. The school is not responsible for lost, stolen or damaged property.

Gambling

There will be no gambling of any kind allowed on school grounds.

Profane Language

Profane language and gestures are offensive, disrespectful and a disruption to the learning environment, therefore, such behaviors will not be tolerated in school.

Energy Drinks

Energy drinks are discouraged on school property.

Field Trips

Field Trip Eligibility

A three-strike system governs student eligibility for all field trips. Our expectation is that all students consistently follow and adhere to the rules, procedures, and policies as stated in the student handbook. The decision to exclude a student from a field trip will be based on a review of incidents (as described below) and information that indicates the student may not be able to function appropriately in a loosely structured environment. A student will be removed from a field trip or special activity if he/she accumulates three or more strikes. Strikes are given for:

- **Suspension** (internal or external)– 3 automatic strikes for every incident resulting in suspension. A bus suspension also carries 3 strikes for each incident and results in the immediate removal from the field trip/activity; or,
- **Detentions** (teacher/office/lunch) – 1 strike for every 5 office/lunch detentions. Any combination of strikes from detentions and in-school suspensions (see above) that totals 3 strikes results in the immediate removal from the field trip/activity; or,
- **“Alternatives to suspension or detention (logical consequences) (Information Only Referrals)”** - 1 strike for every 5 offenses resulting in a logical consequence that is assigned in lieu of a detention. Some examples include, but are not limited to: a student cheats on an assignment and then earns a score of zero (0); a student vandalizes a desk with pen and then must stay after school until all the desks in the classroom are clean; a student throws trash on the cafeteria floor and must help clean remaining litter from the lunchroom floor. The staff member assigning the logical consequence in lieu of a detention will communicate to the student that a “tally” has been issued even though a detention was not assigned. Only an administrator may assign a logical consequence (alternative to suspension) that would result in a full strike. In these instances, the administrator will discuss both the consequence and the issuance of the strike with the parent and/or guardian and the student

Any combination of strikes from detentions, in-school suspensions and logical consequences (see above) that totals 3 strikes results in removal.

Redemption of “Strikes”:

A student may have a strike removed from their record if they can display positive behavior for 20 consecutive school days. Positive behavior will be determined by the absence of any referrals.

Review Board

Any student having three or more strikes resulting in the removal from a field trip, may choose to meet with a school-based review board. The board shall consist of teachers, school staff, and/or community members. The student

may have the opportunity to bring a parent and have their case heard by the review board for purpose of a reversal of a field trip exclusion. The decision of the review board shall be final.

Refunds

Signing up for a trip indicates that the student is obligated to fulfill his/her monetary commitment; therefore, there is no expectation of a refund for issues including disciplinary action. Every attempt will be made to refund money to students in these cases, but a refund cannot be guaranteed.

Access to the Curriculum

Students excluded from field trips shall be provided with the academic opportunity to access the same curriculum standards through an alternate means, or an alternate assignment, to be completed in school on the day of the field trip.

Student's behavior during field trips is governed by school rules. There will be no tolerance of any behavior which detracts from or interferes with these off-campus instructional activities. Consequences may be instituted while the students are away from the building. Additional consequences may also be instituted upon completion of the trip. Although these trips are a planned part of our core curriculum, a student may be excluded from a field trip at the discretion of the administration. The decision to exclude a student from a field trip will be based on a review of incidents and information that indicates the student may not be able to function appropriately in a loosely structured environment. An appropriate alternative instructional activity will be arranged at the school for students who are unable to participate on the field trip. Parents will be notified of such an action and the reasons for it.

Dances

Students are expected to exhibit proper behavior at school social events. The following additional rules are in effect for Eli Terry Jr. Middle School dances. Please note that school policies apply to school dances.

The student:

1. Must be in attendance a minimum of 4 hours during the school day in order to attend the dance.
2. May not bring refreshments of any type to a school dance.
3. Cannot leave a school dance early without prior permission of the principal or designee.
4. Must arrive at the dance on time or have prior permission of the principal or administrator in charge.
5. May not bring a guest.
6. Must adhere to school dress code policies.

Weapons and Dangerous Instruments

Possession of or bringing weapons or dangerous instruments on school grounds may be a violation of criminal law. Any such act shall be reported immediately to the local law enforcement agency and the parent or guardian notified. Students who violate this regulation shall be subject to appropriate disciplinary action as well as possible court action.

Assemblies

Student behavior during assemblies is governed by school rules. If a student's behavior is unacceptable the student may be denied participation in assemblies.

Bicycles / Skateboards / Scooters

Bicycles, skateboards, and scooters are acceptable means of transportation and must be secured at the bike rack daily; they may not be brought into the building. With safety in mind, students must observe the rules of the road.

Please remember - State Law requires children 15 years of age and younger to wear an approved regulation helmet. By law, all students must wear a helmet while riding their bicycles to and from school.

Insubordination

Open defiance including verbal abuse or failure to comply with directives of any teacher or person having authority over the student is not acceptable behavior and may result in suspension.

Computer Use

Students are expected to adhere to the Acceptable Use Policy (A.U.P.), which is distributed to each student on the first day of school. This policy requires a signature of both guardian and student. Failure of guardians to sign the Acceptable Use Policy Letter form will result in your student being denied access to the Internet. Violation of the Acceptable Use Policy will result in the loss of your student's computer privileges. Any expenses incurred by the school system because of damage to the computers, software, or printers will be paid for by the guardian.

After School Activities

Interscholastic Sports

At Eli Terry Jr. Middle School, we believe participation in sports provides students with many valuable experiences that will help them grow and develop into well rounded individuals. Students who choose to participate in sports are expected to demonstrate self-discipline which includes following school and team rules, adhering to a code of conduct, and meeting academic expectations. Failure to comply with these expectations and rules of conduct will result in disciplinary action up to and including dismissal from interscholastic sports.

For additional information on interscholastic sports, including academic eligibility, please refer to the [MIDDLE SCHOOL ATHLETIC HANDBOOK here](#).

Absences and Extracurricular Activities

Students must be in attendance a minimum of 4 hours during the school day in order to participate in extracurricular activities.

Spectators at School-Sponsored Events

Eli Terry is proud of its reputation for hospitality and good sportsmanship. It is expected that all athletes, students, and spectators conduct themselves in a manner favorable to the school and the community they represent. If a child demonstrates inappropriate behavior, they will be asked to leave the sporting event and school grounds.

Search of Property & Students

A. Application of Policy

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. The search of property, including automobiles, could involve the use of a police dog.

B. School Policy

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

C. The Person

According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school". A particular student's effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property by administration. The scope of the search must be

"reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction".

D. Notice

Students will be provided notice of the Policy concerning search and seizure by having it placed in the student handbook or distributed by supplemental publication.

Legal References: New Jersey v. T.K.O., U.S., 105 S. Ct. 733 (1985)

Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Adopted 6/26/85

Lockers

Each student is provided with the use of a locker and it is the property of the school. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of its students. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time, without notice, without student consent, and without a search warrant, if:

1. The search is justified at its inception.
2. The scope of the search is reasonably related to the circumstances.

(Public Act No. 94-115, CT Oct., 1994)

It is the student's responsibility to maintain a reasonably neat and clean locker and to keep the combination number confidential. Assuming these responsibilities will assure cleanliness and security for personal possessions and school property. The school is not responsible for lost, stolen or damaged property in lockers. Any damage beyond ordinary wear and tear will be charged to the student using the locker. If you choose to display anything inside your locker, it must be appropriate and in good taste.

- Use only the locker assigned to you-Do not place your belongings in any one else's locker
- Any locker malfunction should be reported to the office immediately
- Failure to comply with locker regulations will result in the temporary or permanent loss of locker use

School Property

Student lockers, desks and other such properties are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in school property because it is subjected to search at any time by school officials.

Search of Property & Students

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

DISCIPLINE

It is imperative that any form of bullying behavior or harassment be reported to an administrator as soon as possible. **If the administration does not know about the inappropriate behavior it cannot be addressed appropriately.**

NON-DISCRIMINATION

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation,

marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy or gender identity or expression is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to the building principal or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings.

At any time, a complainant alleging race, color or national origin discrimination or

harassment has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 9th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

Equal Educational Opportunity & Sexual Harassment Policy

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Act of 1987, the Plymouth Board of Education adopts the following Equal Educational Opportunity and Sexual Harassment Policies.

Equal Education Opportunity

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or any reason related to his/her individual capabilities.

The Equity/Title IX Coordinator has the responsibility to monitor the implementation of this policy. Further implementation of this policy is the responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability. Under Section 504,

the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing such eligible students access to free appropriate public education ("FAPE"). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical disability that substantially limits a major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity may also include the operation of a major bodily function, such as an individual's immune, digestive, respiratory or circulatory systems.

A student can be disabled and be covered by Section 504 even if he/she does not qualify for, or receive, special education services under the IDEA.

CONNECTICUT STATE DEPARTMENT OF EDUCATION Complaint Resolution Procedure

Elementary and Secondary Education Act 34 Code of Federal Regulations (CFR) Part 299(10)(a)

I. Filing of Complaint

A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or

consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs). B. Review of an

Appeal

A written complaint may be filed by an Individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

- A. Content of Response: The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.
- B. Interview: The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35 (a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those :: programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

**PROHIBITION AGAINST
SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of

students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to **[INSERT HERE THE NAMES OF APPROPRIATE SCHOOL PERSONNEL PREFERABLY ONE OF EACH SEX]** or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the: Name of the complainant, date of the complaint, date(s) of the alleged harassment/discrimination, Name(s) of the harasser(s) or discriminator(s), Location where such harassment/discrimination occurred, Names of any witnesses to the harassment/discrimination, and *Detailed statement of the circumstances constituting the alleged harassment/discrimination.*
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider

whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.

6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

POLICY REGARDING WELLNESS

It is the policy of the Plymouth Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness ("Advisory Council") to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals..

YOUR RIGHT TO REQUEST INFORMATION CONCERNING TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student enrolled in the Plymouth Public School System, under the No Child Left Behind Act of 2001, you have a right to request the following information concerning

the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you wish to obtain this information, please contact the Plymouth Board of Education at 860-314-8004.

Notification of Rights Under the Protection of Pupil Rights Amendment ("PPRA")

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. These rights include:

1. The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
3. To protect student privacy in compliance with the PPRA, the Plymouth school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-4605

Grading System

Letter grades and their numerical equivalents are as follows:

<u>Passing</u>		<u>Failing</u>
97 - 100 = A+	80 - 82 = B-	64 - 50 = F
93 - 96 = A	77 - 79 = C+	
90 - 92 = A-	73 - 76 = C	INC - Incomplete
87 - 89 = B+	70 - 72 = C-	MED - Medically Exempt
83 - 86 = B	65 - 69 = D	

Consequences of Subject Failure

Students who are failing any two academic classes will be subject to the following:

- No extracurricular activities. This includes all dances, school organized clubs and various school wide events.
- At the conclusion of the school day, students may not remain at school unless they have make-up work for a specific teacher or they are serving detention.
- Students will not be permitted to try out for sport teams and/or will be removed from their team.

These measures have been instituted to provide more time and supervision for students to obtain higher academic standards.

Make-up Work

Students are accountable to each of their teachers for any absence from a class. Students are responsible for making up all work missed. It is the responsibility of the student to contact their teachers on or before the day they return to school. There is a five school day limit on work that can be made up. After that time students may not receive credit for the missing assignment.

Homework Plan

The Plymouth Board of Education believes that homework is an extension of the school's instructional program and should be a reinforcement of the learning process. Homework is to be an integral part of the instructional process which encourages students to accept the responsibility as well as to increase their capacity for independent learning. To achieve this goal, homework should be viewed as having joint responsibilities shared among teachers, parents and students.

It is the student's responsibility to complete and submit homework in a timely manner. It is the parent's/guardian's responsibility to uphold this portion of the educational program through encouragement and involvement with the student's teacher. On-going communication between teacher, student and parent/guardian is essential for the success of any school program.

The homework recommended for middle school students is approximately one to one and a half hours daily as needed. Homework will not be assigned for disciplinary purposes.

Academic Requirements

The Connecticut General Statutes state that no student shall be required by any local or regional board of education to participate in lessons on the following topics:

Firearm safety

Family life including, but not limited to, family planning, human sexuality, parenting, nutrition and the emotional,

Physical, psychological, hygiene, and economic and social aspects of family life

Acquired Immune Deficiency Syndrome (AIDS)

Alcohol, nicotine, tobacco, and other drugs

Animal dissection (HS Biology courses and grade 7 Science)

If you have any questions about in which grades these topics may be covered, please visit our website (Curriculum and Instruction Tab) or contact your child's teacher(s). Additionally, for the 2014-2015 school year, students will be required to wear pedometers for data-collection purposes as outlined by the PEP grant. More information may be found on the Healthy & Fit 4 Life tab on the website. If you would like your child to be exempt from any of the above, please send a request in writing to your child's teacher and indicate the specific topics from which you'd like your child to be exempt.

Promotion Guidelines Grades 6 - 8

It is the responsibility of each student to do his/her best to meet the academic standards of the school by passing those subjects to which he/she has been assigned with a final grade of 65 or better. Any student who fails to pass two or more academic subjects at the close of the school year will be considered for retention in the current grade. Major academic areas are Language Arts, Mathematics, Science, and Social Studies/Civics. Student performance in Art, Physical Education, Innovative Technology, Music and Spanish will weigh considerably on the decision. After the 2nd trimester, a

notice of possible retention may be sent to families of students who are in jeopardy of failing for the school year. Final notification will be made before the close of school in June.

Award ceremonies are held at the end of the school year. The criterion for receipt of awards is available upon request.

Grade 8 – Certificate of Promotion

A promotion ceremony will be held on the last day of school. This is designed to give students a goal to work toward as a culminating activity for their middle school years. All students who meet the promotion requirements may participate. Any student who is retained, or fails two or more courses for the school year may be excluded from all grade 8 end-of-the-year-activities; (i.e. promotion, social, field trips, celebrations). If students have any financial obligations to the school, their certificate will be withheld until all outstanding payments owed have been paid in full.

Grade 8 Social

The purpose of this activity is to provide eighth grade students an opportunity to celebrate their middle school success alongside of their peers. No underclassmen or students from other schools will be permitted. All students who meet the promotion requirements to 9th grade may participate. If an 8th grade student is suspended, either in-school or out-of-school, during the week of the social, the student may be ineligible to attend.

Honor Roll Standards

Distinguished Honors: All grades at 90 or above.

High honors: Grade Point Average of 90 and above with no grade below an 85

Honors: Grade Point Average of 85 and above with no grade below an 80

ATTENDANCE

Connecticut General Statutes Section 10-184 provides that “each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public school”. A student should not be absent from school without a parent’s consent and it is expected that parents will allow their children to be absent only for health or other extenuating circumstances. School attendance records are legal documents that must be accurate at all times.

The school administration makes the final determination of excused absences. Legislation mandates school attendance, so it is not up to parents to decide what will or will not constitute an excused absence. All absences must be reported or clarified no later than 48 hours (two school days) after it occurred.

ATTENDANCE POLICY

“Excused absence” – a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the other criteria is met. (see website) Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- Reasons regarding student health, including student illness, incapacity or doctor’s visits. The district reserves the right to require a physician or other appropriate certification for absences.
- Religious obligation
- Court appearance
- Death in family

- Approved school activities
- Suspension or expulsion

Note: Students who have repetitive tardiness to school may be subject to further disciplinary action.

Parents should call the school before 8:00 a.m. when a student is home ill or otherwise absent-excused. If no confirmation of the absence is made, the student will be listed as “absent-unexcused.”

Make-up work for excused tardy and absences will be arranged by the classroom teacher and must be completed within 5 calendar days after the student returns to school. Make-up work for unexcused tardy and absences will be arranged by the classroom teacher and must be completed the day after the student returns to school or per teacher discretion.

PLANNED EXTENDED ABSENCES: If a student expects to be absent for an extended time, the parent is to submit a letter to the principal requesting approval for the absence. Upon administrative approval, the student should discuss with his or her teachers the assignments that he or she will be expected to complete during this period. Please note that all work assigned to the student is due the day of return to school, unless otherwise noted by his or her teachers.

ABSENCE REGULATIONS - All students must be in attendance for **a minimum of four consecutive hours** in order to participate in athletic events (**including practices**) and any other extra-curricular activities, unless excused by the administration.

DISMISSALS – Early dismissals from school are granted only by the school nurse, the principal. Only students with a note from their parent/guardian or those whose parent/guardian has called the school and spoken to an administrator may receive permission to leave the building prior to the end of the school day (2:30). Students leaving prior to or without administrative notification will be assigned ISS for leaving school grounds without permission.

LATE ARRIVAL POLICY AND TARDINESS TO CLASS – Students who arrive to school after 7:50 a.m. must secure a tardy slip from the main office. Parent verification of the tardy, documented appointments and illness, or certain circumstances approved by the administration will be acceptable certification for excused tardy. Cumulated unexcused tardiness will result in specific consequences. Students who are tardy to class must secure a slip from the teacher of the previous class. Unexcused tardy to class will be handled by the classroom teacher. A letter will be sent home to parents/guardians if a student is absent five or more days per quarter. ** It is the parent/guardians responsibility to call 860-314–2790 or 860-314-2791 before 9:00 a.m. with the reason for their child’s absence.

Illness

Any student who becomes ill during the day must get a pass from the teacher in order to go to the nurse’s office for an assessment. If the condition warrants, the parent will be contacted by the nurse to come for the student.

Truancy

The regular attendance of students at school is, by law, the responsibility of each student's parent or guardian. Those who miss classes on a regular basis may suffer long-term negative consequences in that they are unlikely to master the skills necessary to succeed in school and life. By state statute, truancy is defined as four (4) unexcused absences from school in any one month.

A student is considered habitually truant when he/she continues to accumulate four (4) unexcused absences in any month or ten (10) unexcused absences in one academic year. The law requires that school personnel attempt to notify by telephone the parent or guardian of any student absent from school. Further, appropriate school staff is required to hold a meeting with the parent of the student within ten (10) days of a known truancy. A written complaint must be filed in Superior Court of each habitual truant. Judges are empowered to place habitual truants in temporary custody if there is a strong probability that the student will not attend school. Parental fines imposed by the court for students truant from school are twenty-five dollars per day.

Truancy Notification

ANNUAL NOTIFICATION OF OBLIGATIONS UNDER C.C.S. S10-184

Connecticut law requires that the Plymouth Public Schools provide you with this written notice of your obligations under Conn. General Statutes S10-184. This law provides that each parent or other person having control of a child less than sixteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statutes S10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine. Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school year.

Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal **[or appropriate school official]** a written request that identifies the record(s) they wish to inspect. The principal **[or appropriate school official]** will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal **[or appropriate school official]**, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or

medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school (s) attended and student identification numbers for the limited purposes of displaying student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Health & Safety

Asbestos Notification (40 C.F.R. 763.93 (g)(4))

Federal Law and State of Connecticut Regulations of the Environmental Protection Agency (EPA) require school districts throughout the State of Connecticut to inspect all buildings in order to:

1. identify friable and non friable asbestos present
2. develop asbestos management plans
3. implement any necessary actions

Pesticide Application (Conn. Gen. Stat. § 10-231c, 10-231d)

A written statement of the Board's Policy concerning pesticide application on school property and the schedule for pesticide application is available for inspection upon request

Green Cleaning Products Notification (Conn. Gen. Stat. § 10-231g)

Conn. Gen. Stat. § 10-231g requires that on or before July 1, 2011, school districts must implement a "green cleaning program" for the cleaning and maintenance of school buildings. A written description of these green cleaning programs is

available for inspection upon request or via the school district website.

Indoor Air Quality (Conn. Gen. Stat. § 10-220)

Connecticut General Statutes §10-220 requires that for every school building constructed, extended, renovated or replaced on or after January 1, 2003, a board of education must provide a uniform inspection and evaluation program of indoor air quality. Results of this inspection and evaluation procedure are available for public inspection upon request.

Health Services

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Physical Examinations

School health legislation requires each school age child to have a physical prior to enrollment and in grades six (6) and ten (10), provided by their own physician. Physical forms may be obtained from the school nurse. Transfer students must present complete health information to the nurse before entrance. New enrollees from out of state are required to have a current physical by their own physician and are given thirty (30) calendar days to have this completed. Physicals for sports participation are required yearly by private or school physician. The State Department of Education requires that all students entering 7th grade must obtain a current physical. Those students who do not have this form on file within the first 10 days of school will not be permitted to attend.

Screenings

Postural (scoliosis) screenings are done annually for grade 7 girls and grade 8 boys. Any deviation from the normal is reported to the parents in writing for follow-up by their own physician.

First Aid

When the school reports your student acutely ill or injured, it is expected that the parent/guardian will make arrangements to immediately transport them home. However, in cases of serious accidents/life threatening emergencies requiring immediate hospitalization, the student will be sent to the nearest emergency room by ambulance. Parents will be notified immediately in all cases. Please fill out and return the health questionnaire at the beginning of the school year. Any changes in the information provided of these forms should be updated as the need arises.

Immunization

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are:

DTP/DTaP - at least 4 doses. The last dose must be given on or after fourth birthday

Polio - at least 3 doses. The last dose must be given on or after fourth birthday

Measles – on or after first birthday; second dose given at least four weeks after the first dose required for kindergarten entry in August 2000 or later: second dose required for entry into seventh grade if enrolled after September 1992.

Mumps – on/or after first birthday

Rubella – on/or after first birthday

Hib (Haemophilus influenzae Type B) – given on the appropriate schedule for age; one dose on or after first birthday. Not required at five years or older

Hepatitis B – any child born January 1, 1994 or later must have three doses of vaccine. Any child enrolling into the seventh grade in August 2000 or later is required to have one dose of vaccine-the series of three doses of vaccine must be completed for entrance into eighth grade effective August 2001.

Varicella (Chickenpox) – any child born January 1, 1997 or later must have one dose of vaccine given on or after first birthday. Any child enrolling into the seventh grade in August 2000 or later and is less than 13 years of age is required to have one dose of varicella vaccine. If the child is 13 years of age or older, two doses of vaccine are required at least four weeks apart. If the child has had chickenpox disease, a written statement signed and dated by a physician, physician assistant or advanced practice nurse (A.P.R.N.) is required indicating that the individual has already had chickenpox based on family and/or medical history.

A written record of immunizations must be presented to the school nurse before a child is permitted to attend school.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Students with bacterial infections, such as strep throat, pink eye or impetigo, must have taken the prescribed dosage of antibiotics for at least twenty-four (24) hours before returning to school. **Your student should be fever free for twenty-four (24) hours after an illness.** Scabs must be dry with no blistering present in order for students with chicken pox to return to school. If a student is suspected of having Fifth Disease, they must remain home and may only return with a written diagnosis from their physician.

Disabilities

The school district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. > 10-76a and any similar law or provision.

Homebound

Homebound instruction shall be provided when a child's condition will cause absence of at least three (3) weeks duration. Instruction shall begin no later than two (2) weeks from the first day of absence, provided nothing in the child's condition precludes it. A note from the child's physician is required stating that the child is unable to attend school for medical reasons. The expected date of return to the school program has to be included in the note. Homebound instruction may also be provided for the following reason(s): child is expelled or excluded from school for safety reasons, a special education program is pending or a pregnancy (also requires a doctor's note).

Medication

According to the medication policy, no medication, including over-the-counter, nonprescription drugs, may be administered to students in school without written authorization from the physician and parent. Please be aware this also includes cough lozenges, aspirin, acetaminophen, eye drops, topical ointments/creams, etc. Written authorization must be renewed each school year. If your child must take medication in school, the parent/guardian must deliver medication in the original container, labeled with the name of the student, physician and medication, date or original prescription, and administration directions. The amount is limited to a 45 day school day supply. Students are NOT permitted to carry medication to school. Unused medication shall be picked up by the parent/guardian within one week after administration is stopped or it will be disposed of by the school nurse.

Students who have known food or bee sting allergies and require medication must have the necessary medication in school to insure the child's safety. This medication must accompany the child on a field trip. The student will NOT be permitted to participate in the trip if the necessary medication is not provided.

Exclusion from Physical Education Classes

Students may be excused from physical education classes due to medical reasons. Students needing to be excused should present a dated (including dates of exclusion period) doctor's note to the school nurse.

Pediculosis (Head Lice)

Infestation of the hair with head lice is a common condition found among school age children. There is no way of preventing a child from acquiring the condition. The goal should be to detect it quickly and clear it up as soon as possible. Our school health regulations specify that children with head lice are to be excluded from school until treated at home with a shampoo that kills head lice. Ordinary shampoo will not work. Following the treatment, the child may return to school if these conditions are met: A) Parent must accompany child to school, B) the school nurse must be presented with proof of appropriate treatment (eg. Pediculicide shampoo box top), C) No live lice found upon examination by school nurse.

Transportation Information

Bus Code

If a child is unruly on the bus and refuses to obey the driver, such child shall be taken to his destination and the school administration shall be advised. The first offense will result in a warning letter to the child's parent from the school administration. The next offense will result in suspension from the bus for a period not to exceed one week. A third offense may result in suspension from the school bus for the remainder of the school year. The student or parent is then responsible for their transportation to and from school.

If any child misbehaves so as to endanger the safety of the other passengers, he/she may be put off immediately for an indefinite period. Action taken by the administration is at the request of the bus driver.

Every bus student must remain on the bus in the morning until it reaches Eli Terry Jr. Middle School. Getting off at any other place is forbidden. The same applies in the afternoon. Eli Terry Jr. students board the bus at Eli Terry Jr. Middle School and get off at their stop.

Bus Conduct

These rules of conduct are established to ensure student safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, loading zones, while riding the bus to or from school, and during school related activities. The Board of Education, having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds. Please be advised that electronic monitoring devices may be present on school buses. For the complete policy please refer to policy # 5131.111 which is available through the Board of Education offices.

Bus Rules of Conduct - Students will:

- a. Ride the bus to which assigned and will normally enter and exit only at their regular bus stop.
Students desiring to exit at other than their regular bus stop must present written permission from their parent or legal guardian which must be signed by a school administrator.
- b. Board the bus in an orderly manner without pushing or crowding of other students.
- c. Identify themselves when requested to do so by the bus driver.
- d. Refrain from boisterous conduct, fighting, or throwing on any object.
- e. Keep all portions of the body inside the bus at all times.
- f. Not consume food or beverages or chew gum while on the bus.
- g. Remain seated at all times while the bus is in motion. Seating assignments may be made at the discretion of the bus driver or school administrator.
- h. Not use profane or abusive language or gestures.
- i. Not smoke or possess lighting devices.
- j. Not tamper with bus controls, radios, doors, or emergency exits.
- k. Not exhibit a public show of affection for another student.
- l. Be expected to cause no property damage nor leave trash at any bus stop.
- m. Arrive at their bus stop five (5) minutes before the bus arrives.
- n. Not write on seats or walls of the bus or intentionally damage or deface any portion of the bus.
- o. Exit through the front door only, unless otherwise directed by the bus driver.
- p. Not bring glass containers, live animals, balloon bouquets, or skateboards/bicycles, etc. On the bus at any time.

Concerns or complaints regarding bus transportation should be made to the Business Manager, at 860-314-2760. Calls should not be placed to the Transportation Company.