

Plainville Community Schools
Board of Education
2017-18

MISSION STATEMENT OF PLAINVILLE COMMUNITY SCHOOLS

"To provide rigorous and enriching experiences that prepare each student for success in a changing global society."

LINDEN ST. SCHOOL TELEPHONE NUMBERS

Office (860) 793-3270
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LOUIS TOFFOLON SCHOOL TELEPHONE NUMBERS

Office (860) 793-3280
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FRANK T. WHEELER SCHOOL TELEPHONE NUMBERS

Office (860) 793-3290
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Website www.plainvilleschools.org

District ADMINISTRATION (860) 793-3200

Maureen Brummett, Ed.D., Superintendent of Schools
Mr. Steven LePage, Assistant Superintendent
Ms. Vicki Trzcinski, Director of Special Education and Pupil Services
Mrs. Leanne Gmeindl, Supervisor of Special Education
Mr. Samuel Adlerstein, Director of Business and Operations
Ms. Rosa Perez, Director of Curriculum, Instruction and Assessment
Mrs. Lynn Davis, Communications Assistant and Energy Education Specialist
Mrs. Susan Bradley, District Volunteer Coordinator

SCHOOL HOURS

Regular Schedule

First Bell	8:45 AM
Kindergarten – Grade 5	8:50 AM – 3:30 PM
Pre-K	8:50 AM – 3:00 PM

Shortened Day

First Bell	8:45 AM
Pre-K – Grade 5	8:50 AM – 1:30 PM

2 Hour Delay

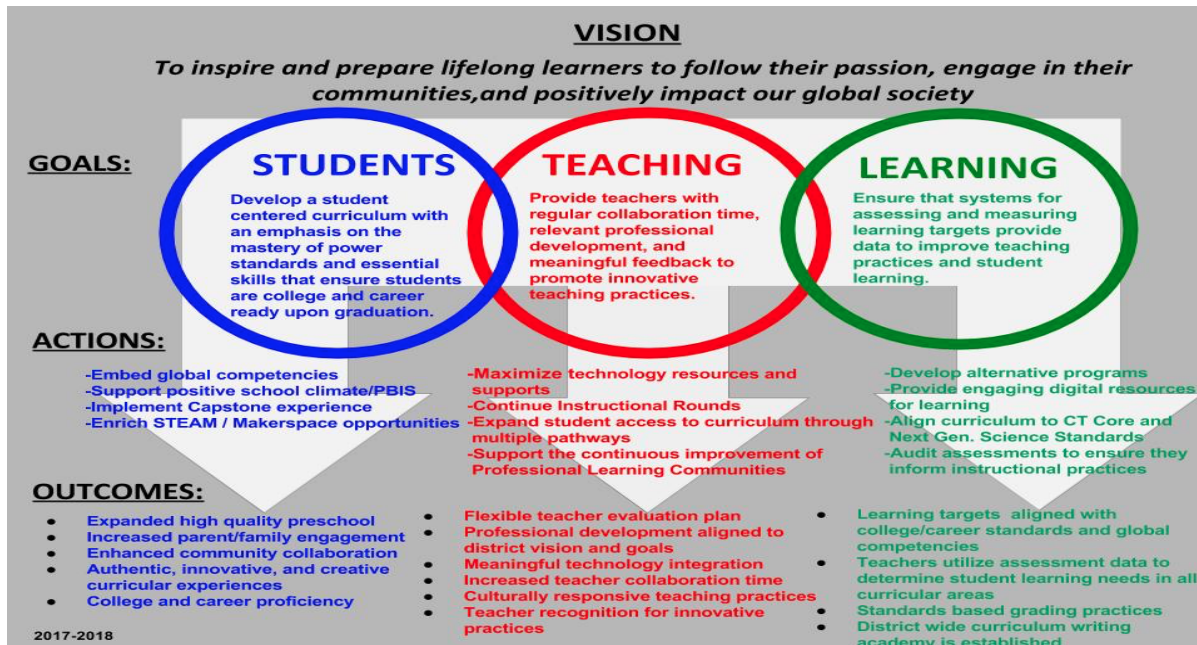
First Bell	10:45 AM
Kindergarten – Grade 5	10:50 AM – 3:30 PM
Pre-K	10:50 AM – 3:00 PM

Early Dismissal (Emergency or Inclement Weather)

Pre-K – Grade 5	8:50 AM – Dismissal time to be determined
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PLAINVILLE COMMUNITY SCHOOLS STRATEGIC SCHOOL PLAN BELIEF STATEMENTS:

- *Our public school system is the core of the community and has a fundamental responsibility to develop productive educated citizens in a democracy.*
- *Optimal achievement for each learner is a responsibility shared by students, home, school, and community.*
- *We must provide each student with a comprehensive curriculum and effective instruction to ensure meaningful engagement in the learning process.*
- *A safe, caring learning environment promotes the academic growth, health, and emotional well-being of each student.*
- *Communication and collaboration foster knowledge, trust, and respect and are the responsibility of everyone in the community.*



PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy, that affect portions of this Handbook, will be made available to students and parents through newsletters, web pages, and other communications.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Steven LePage is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

ADMISSION/PLACEMENT

A student seeking enrollment in Plainville Community Schools for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the interdistrict public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Transportation will be provided by the district to a student who previously transferred to another school in the district under the previous NCLB option for schools identified for school improvement.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge. (Does not include tuition for a pre-school magnet program.)

ADMISSION OF STUDENTS

Children, who become five years of age on or before January 1, may enter kindergarten the previous September. A birth certificate or other satisfactory evidence of date of birth must be presented at the time of admission as well as records of immunization and proof of physical examination and proof of residency.

AFTER SCHOOL OBLIGATIONS

If a child needs to stay after school in order to complete missing work because of a behavior problem or special instruction parents will be notified by phone or in writing, usually with a 24-hour notice. Parents will be responsible to provide transportation from school to home.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and

benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process – not on what they lack.

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Steven LePage, for the Plainville Community School District.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE/ARRIVAL/DISMISSAL

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district-provided form to leave school at age 17.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school any time before 9:00 AM on the day of the absence by telephoning the school. If the school does not hear from you, the school nurse will call the home and check on the child's absence.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the office to ask for the teacher to collect homework assignments for the student who must be out several days.

When your child returns to school, please provide a note stating the reason for the absence and containing your signature. Teachers are required to maintain a file of such notes for the year. Parents may be asked to submit evidence of medical problems when circumstances warrant. Parents should contact the teacher in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Excused Absence

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. (Define required documentation.)
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
 1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 2. Students observance of a religious holiday.
 3. Death in the student's family or other emergency beyond the control of the student's family.
 4. Court appearances which are mandated. (Documentation required)
 5. The lack of transportation that is normally provided by the district other than the one the student attends.
 6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within the designated time period upon the student's return to school.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.* It is vital that children attend school daily and develop the habits of good attendance and punctuality. Children who miss excessive amount of instructional time may not progress to the level of their potential. Placement decisions, including promotions, can be affected by excessive absenteeism.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Leaving School Grounds/Release of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored **only** if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian and drivers license.

In case of family dissension (divorce, separation, etc.), a request to prohibit one parent from taking the students from school can be honored if there is a court order in effect and on file in the school office.

Students are under the supervision of the school from the time of entering the school property until leaving the school property after legal dismissal. For the protection of pupils, no pupil shall leave the school grounds during school hours without request from the parents or guardians and permission from school authorities.

Arrival

For safety reasons, parents who transport their children to school are asked to drop off at the front of the building between 8:30 AM and 8:50 AM. Parents are asked not to walk their children inside the building to the classrooms. Staff is on duty at 8:30 AM to assist students. Bus students may only enter in the bus loop area.

Dismissal

Parents are asked to wait outside the building at dismissal time. Kindergarten and first grade walkers must be picked up by a designated adult or sibling on the PowerSchool permission list. Staff will release scholars to their adult in a safe, orderly manner as quickly as possible.

If your child is to be dismissed from school early, please send a note to the teacher stating the time and who is to pick up the child. All special dismissals are made from the office. A parent or designated adult must sign the child out at the school office before the child will be called to the office. Students will not be dismissed from the classrooms.

Parents are encouraged to notify the office before 3:00 PM if an emergency arises, which will change dismissal for that day. Proper identification of the person picking up will be needed if it is someone that has not been previously designated and not in our computer system as a contact.

Tardiness

Students who are not in their homeroom by 8:50 AM are considered tardy and must report directly to the office for a pass. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

*Students are late to school if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in. Students will be monitored for tardiness monthly.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant. Disciplinary action may include loss of privileges, staying after school to make up time, mandatory parent meeting and/or DCF referrals

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

Information about truancy will also be posted in the annual strategic school profile reports.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Plainville Board of Education are:

Mrs. Nicole Palmieri
Mr. Michael Giuliano
Mrs. Deborah Hardy (Vice Chairperson)
Mrs. Laurie Peterson
Ms. Cheryl Provost
Mrs. Andrea Saunders (Chairperson)
Mrs. Becky Tyrrell
Mr. Foster White
Mrs. Crystal St. Lawrence

In order to perform its duties in an open and public manner and in accordance with state law, The Plainville Board of Education holds regular business meetings on the second Monday of each month. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

BULLYING AND HAZING

Plainville Board of Education has a policy, which concerns Bullying and Hazing. If you should have any questions with regard to this policy, or if you should need any assistance with filing a report of bullying, please contact the building principal. (BOE Policy #5131.911) Forms to request an investigation or report concerns are available in each elementary school's office.

BULLYING AND HARASSMENT

"Bullying" means (A) 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 (B) 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.)*

Bullying also includes student conduct (B) outside of the school setting if such bullying (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 was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school,

- "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;
- "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- "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;
- "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, photo-electronic or photo-optical system;
- "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.
- "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.

Examples of bullying include, but are not limited to:

- physical violence and attacks
- verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- threats and intimidation
- extortion or stealing of money and/or possessions
- exclusion from peer groups within the school
- The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
- 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.

Student 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 victims,
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 suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal and/or anonymous complaints.) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

The District's program:

- Permits anonymous reports of bullying by students to all school employees, as defined above and written reports by parents or guardians;
- Requires teachers and other school staff to notify school administrators orally within 1 day and in writing within 2 days of bullying acts they witness and student's reports they receive;
- Requires school administrators to investigate parents' written reports and review students anonymous reports except that no disciplinary action shall be taken solely on the basis of an anonymous report (request for investigation forms are available in the school office);
- Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there and, within available appropriations, report such number to the Department of Education, annually and in such manner as prescribed by the Commissioner of Education;
- Requires each school to have a prevention and intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct;
- Requires notice to parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the school's response and any consequences that may result from further acts of bullying.; and
- Requires the school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the bullying investigation.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying. The Superintendent or his/her designee shall direct the development of case-by-case interventions of addressing repeated acts of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This may include both counseling and discipline and identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

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. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public annually 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.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program is sent home at the beginning of every school year and can be obtained from the Plainville Community Schools website.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

Cafeteria guidelines

1. Follow adult directions and be respectful at all times.
2. Enter and exit safely, with self-control.
3. Eat with good table manners and enjoy your meal. Make healthy choices!
4. Stay seated, keeping hands and feet to self.
5. Speak quietly at your table.
6. Be silent when lights are off, or when the quiet signal is up.
7. Tidy up after yourself; keep our café clean.

Cafeteria Procedures

The cafeteria has a computerized point of sale system to the Plainville Cafeterias. This system will allow the students to pass through the lunch lines as quickly as possible. The new website is www.myschoolbucks.com.

The computerized system enables monies to be placed in students' accounts. Place all payments in a sealed envelope clearly marked with the child's name, PIN number, grade, teacher's name, and the amount of money enclosed.

Lunch prices are **\$2.50** per day. More information is available on the Plainville Schools' website.

Breakfast Program

Breakfast is in the cafeteria from 8:30 AM to 8:45 AM each morning. Breakfast will feature a main entrée, fresh or chilled fruit, and choice of milk or a daily alternative, Whole Grain Enriched or Fortified Cereal will also be available each day. Students must be in their classrooms by 8:50 AM. Students can use the money in their lunch account to pay for breakfast, or can pay cash each day.

The pricing for School Breakfast will be as follows:

\$1.25 for full paid students

\$.30 for those students eligible for reduced price lunch

Free for those students eligible for free lunch

Elementary School Cafeteria Regulation

IMPORTANT: Here is the link to Plainville's Food Service Charges Policy: <http://www.plainvilleschools.org/boepolicies2/>
(This is policy number 3542.43. Choose Business from the menu on the left and then scroll to the bottom to Food Service Charges.

If a student has any allergies related to this alternative lunch, another alternative lunch will be served whenever possible.

Note: USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify the child's disability, an explanation of why the disability restricts the child's diet, the major life activity affected by the disability, the food or foods to be omitted from the child's diet, or choice of foods that must be substituted.

Generally, children with food allergies do not have a disability as defined under either section 504 of the Rehabilitation Act, or part B of IDEA, and the school food service may, but is not required to make food substitutions for them. However, when in the

licensed physician's assessment, food allergies may result in severe life threatening (anaphylactic reactions), the child's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made, even if the child is not considered disabled under section 504 or IDEA. In this case a Medical Statement for Children without Disabilities form must be completed and on file. Students with food allergies that are not life threatening are not considered to have a disability. Schools may, but are not required to, make meal pattern substitutions for these children. Any substitutions made would require a completed medical Statement for Children without disabilities form to be on file.

The Plainville Food Services has available the required medical statement for a child with or without a disability.

Issue Resolution

All parent complaints, concerns, and questions should be directed to the Foodservice Management staff, which has access to student lunch histories and lunch payment records. Every *reasonable* effort will be made to resolve any conflicts.

This proposed regulation is in concurrence with USDA policy on this issue.

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE

When families are under stress, children often suffer. Preventing and stopping harm to children is a responsibility for all of us, especially if you're a mandated reporter. Under state law (C.G.S. §17a-101), certain professionals are required to report suspected child abuse and neglect to the Connecticut Department of Children and Families. These mandated reporters include physicians, dentists, optometrists, nurses and other health care personnel, mental-health counselors, school teachers, administrators, counselors, social workers, child-care workers, clergy and police officers. (BOE Policy #5141.4). Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as

determined by the Superintendent or his/her designee.

COMPUTER CODE OF CONDUCT:

1. Protect your password. Do not share it with anyone for any reason.
2. Log off even if you leave your computer for a few minutes.
3. Always get permission before copying anything.
4. Be respectful. Use appropriate language and images at all times.
5. Respect our technology and software. Use it appropriately and report any problems.
6. Use the internet safely. Never share personal information (full name, address, phone number, etc.)
7. Use the internet only for learning activities assigned by the teacher.

(BOE Policy #5131.8)

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

- Attending all classes, regularly and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being dressed appropriately.
- Showing respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines.
- Abiding by the code of conduct.
- Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

We will continue to join the entire district in a Positive Behavior Interventions and Support (PBIS) approach to student discipline.

Students are expected to exercise good citizenship at all times. At Plainville Community Schools we take care of ourselves, each other and our school. This includes respect for the right of others and regard for personal and school property. Students should strive to contribute to the climate of the school by being courteous and well mannered. Stereos, iPods, cell phones, walkmans, boom boxes, electronic games, expensive toys, balls and skateboards should not be brought to school. Since these are not tools for learning the school is not responsible for lost or damaged items. Furthermore, the school may confiscate and hold these items until a parent comes to pick up the said item.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
- Throwing objects that can cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward other students or staff.
- Disobeying directives from school personnel or school policies, rules, and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
- Playing with matches, fire, or committing arson.
- Committing robbery or theft.
- Damaging or vandalizing property owned by the school, other students, or school employees.
- Disobeying school rules on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of

force.

- Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
- Assaulting a teacher, staff member or other individual.
- Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
- Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
- Prescription drugs which are given to person other than who the drug is prescribed.
- Smoking or using tobacco products.
- Hazing, bullying
- Behaving in any way that disrupts the school environment or educational process.
- Using electronic devices during the school day in school buildings, without prior approval of the principal.
- Violating the district's Internet Safety policy and/or Online Social Networking Policy.
- Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- Cheating, plagiarizing.
- Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
- Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
- Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

CYBER BULLYING

- The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. 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.
- Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.
- Students and community members, who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the administration.
- In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.
- Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.
- Students will be provided instruction about appropriate online behavior.

DANGEROUS WEAPONS AND INSTRUMENTS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Public Act 94–221 also requires the expulsion of students found to have possessed a deadly weapon or a dangerous instrument on school property, on school transportation and/or at school sponsored activities. Students who use and/or possess such weapons shall be reported to the police. A deadly weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A dangerous instrument is defined as any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, a dog that has been commanded to attack, and includes a vehicle. (BOE Policy #5114)

DRESS CODE

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

The Plainville Board of Education policy for school dress is as follows: Parents are asked to have their children come to school appropriately dressed for a positive learning environment.

Health, safety, and good taste govern our school dress code policy. The administration will make the final decision. In the event that a student's appearance is deemed inappropriate for school, adjustments/changes will need to be made before the student can attend class. The following list includes dress-related rules and some examples of dress or styles that are not acceptable:

- 1) Unkempt clothing such as shirts and pants that are torn, ragged and have holes are inappropriate.
- 2) Shirts or blouses which reveal the midsection, waist, shoulders, or sides, i.e., spaghetti straps, halter tops, tank tops, tube tops, muscle shirts and "cropped" tops are unacceptable.
- 3) State law requires that shoes be worn at all times in public places. In the elementary schools, shoes with high heels, open toes, and/or without backs, i.e., clogs, flip-flops, and open toe sandals (even with backs) are unacceptable.
- 4) Hats and head coverings of any type in the building are not acceptable, including caps, bandanas, dew caps and sweatbands.
- 5) The following types of shorts are not allowed:
 - (a) Spandex or gym outfit shorts;
 - (b) undergarments worn as shorts, i.e., boxers;
 - (c) "short shorts" (all shorts must reach at least mid-thigh, hem of shorts should reach fingertips when arm is placed by your side;
- 6) Dresses and skirts must be modest and just above the knee (It is a good practice to wear shorts under).
- 7) Clothing advertising/depicting drug, alcohol or tobacco products or use are not allowed.
- 8) Any clothing depicting violence or displaying obscene, profane, vulgar or lewd messages including nudity are not acceptable.
- 9) Chains, ropes, sharp collars or sharp necklaces and spikes are considered dangerous and are prohibited.
- 10) Pants should be fastened at the waist and are not allowed to lay below the top hip area.
- 11) Outerwear garments designed to be worn in the outdoors will not be permitted to be worn in the building during the school day.
- 12) No loud, dyed hair coloring, excessively applied make-up or excessive body painting/tattoos will be allowed.

This list is **not intended** to include every example of unacceptable dress.

Any administrator may dismiss from class any student whose appearance or dress interferes with the learning process. Students who do not follow acceptable standards may be asked to change clothing or be disciplined. Exceptions to this policy for religious and/or health reasons will be made on an individual basis by an administrator.

These rules are not intended to infringe upon students' freedom of expression within the framework of the policy goals. (BOE Policy #5132)

DEFIBRILLATORS IN SCHOOLS (AED'S)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The Plainville Community School's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Expulsion

A teacher may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board,. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school, and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without a meeting between parents and the building principal or his/her designee at which time the student/parents shall be informed of the reasons of the disciplinary action and given an opportunity to discuss the situation, unless circumstances surrounding the incident require immediate removal.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

In accordance with public Act 94-221 of the Connecticut General Statutes, all pupils are to be notified annually of Board policy governing student conduct. The statute provides that pupils may be suspended or expelled from school "when such pupil's conduct endangers persons or property or is seriously disruptive of the educational process and whose conduct is in violation of a publicized policy of said Board." The Board may expel any pupil for cause provided that "no student shall be expelled without a formal hearing" conducted in accordance with procedures governing hearings as established by statute.

Whenever a pupil is suspended, notice of the suspension and the conduct for which the pupil was suspended must be included in the pupil's cumulative educational record. Such notice must be erased from the record by school officials if the pupil is not expelled or suspended again within a two-year period. Expulsion proceedings shall be required whenever there is a reason to believe that any student on or off school grounds, offered for sale or distribution, a controlled substance as defined in Connecticut General Statutes, § 21a-240(9), whose manufacture, distribution, sale, prescription, dispense, offering or administering is subject to criminal penalties under §§ 21a-277 and 21a-278.

Out of school misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Persistently Dangerous Schools/Victim of Violent Crime

Students enrolled in a school identified as "persistently dangerous" by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

Vandalism/Theft

The parent or guardian of any minor who willfully cuts, defaces or otherwise injures in any way property real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. The student may also be subject to disciplinary action. (BOE Policy #5131.5)

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

- The material is related to the school, community, local recreational or civic activity.
- The material does not relate to any religious belief or activity, or promote private gain.
- The material does not promote any outside governmental political party, candidate or position.
- Does not promote profit making organizations.
- Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

DRUGS/ALCOHOL/SMOKING AND TOBACCO

Smoking or use of tobacco or products on school property or at any school-related or school-sanctioned activity, on or off school property is prohibited as provided by state and federal law. It is the policy of the school to take positive action, through education, counseling, parental involvement, medical referral and policy referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior-affecting substances.

These substances shall include, but are not limited to, marijuana, LSD, glue, alcohol and barbiturates. School property may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of illegal substances, weapons, and missing properties may be regarded as reasonable purposes for the locker or desk inspection by school personnel. (BOE Policy #5131.6)

Substance Abuse

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions at the discretion of the principal and superintendent.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use 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 or program, other than use for a valid medical purpose as documented by a physician. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians. In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

ELECTRONIC DEVICES AND GAMES

Radios, CD Players, Cell Phones, iPods / MP3 Players/Electronic Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. The use of electronic devices, such as but not limited to, walkmans, disc players, iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building. For safety purposes, the District permits students to possess cell phones that do not have camera and text messaging capabilities; however, cell phones must remain turned off during the instructional day.) In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed, emergency closings will also be posted on the district's website, <http://www.plainvilleschools.org>. Announcements regarding "no school" or "delayed openings" will be made over area radio and television stations. WTIC and WDRC will announce between 6:30 AM and 8:00 AM. The stations request that parents and children do not call them for this information, but instead, listen to the on-air announcements or visit our website. Parents may also receive an email or phone message to be updated.

Parents should make clear arrangements for their children in case school closes early due to snow or other emergencies. All children should know where they are to go and what they are to do if there is no one at their home. Parents are encouraged to rehearse emergency situations so that children will be less anxious and better prepared.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Clubs and Performing Groups

Student clubs, performing groups, PTO sponsored events and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior that are stricter than those for students in general.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student may need to provide his or her own supplies of pencils, erasers, and notebooks. The student will be required to pay for:

- The materials for a class project that the student will keep.
- Voluntary purchases of pictures, publications, yearbooks, etc.
- Student accident insurance (parent choice) voluntary fee*
- Instrument rentals and recorders purchase.
- Fees for damaged library books and school-owned equipment.

*Beginning in 2014–2015, Plainville Community Schools obtained limited accident insurance coverage for all students.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Parents will be provided with information about field trips as they occur. Students must submit a completed parent-consent form for each field trip in order for the students to be eligible to attend. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact the principal to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular monthly intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be held in addition to the required monthly school fire drills. Such crisis response drill will be planned and conducted with the local law enforcement agency. The State of Connecticut requires two (2) fire drills in September, one (1) fire drill per month thereafter and three (3) lockdowns per year.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, silent and calm manner. Students will not return to the building until the cleared signal is given.

FIRST AMENDMENT RIGHTS

The Plainville Community Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified by a doctor with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the superintendent of schools before the event.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school was implemented on July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).

GUIDANCE/COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers and guidance counselors include helping the student function more successfully within the school environment.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Our school's Child Study Team may recommend psychological and/or psychiatric assistance by other social services agencies within or outside the school system. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's/guardian's written consent.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

NON-DISCRIMINATION STATEMENT: It is the policy of the Plainville Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study without discrimination on account of race, color, sex, religion, national origin, sexual orientation, physical or mental disability and marital status or any other basis prohibited by local, state and federal law.

Additionally, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal. The allegations will be investigated and

addressed and appropriate disciplinary action taken, where necessary. The Title IX Coordinator – Steven LePage may be reached at 860-793-3200, Municipal Center, One Central Square, Plainville, CT. 06062. (BOE Policy #5145.6)

HAZING ACTIVITIES

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

HEALTH SERVICES

The Plainville Community Schools' nursing services are designed to provide care to students who become ill or are injured while in school.

The school nurse is in the building between the hours of 8:30 AM and 3:40 PM every school day. You will be notified if your child becomes ill at school. It is very important that we are able to reach you, or someone designated by you in case of an emergency. Please keep telephone numbers current.

If we are unable to reach you during a health emergency we will rely on the advice of our school physician, Dr. Stephen Zebrowski. If an ambulance is required, the cost of such transportation is the responsibility of the parents. School employees may not transport students.

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. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

In cases which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physical are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

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. Additional information concerning this may be obtained from the school nurse.

Twenty-four hours (24 hrs.) after medication is no longer necessary to prevent fever, vomiting and diarrhea; a child is cleared to come back to school.

Disabilities

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.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Assistant Superintendent of School.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical 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: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella Influenza and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K-6 and grade 9 will undergo vision screening by the school nurse. Hearing screening will be conducted for all students in grades K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

The type of homework and time needed to complete it will vary according to grade and subject requirements. Helping your child organize his/her assignments so they are completed on time will promote the development of good study habits. Please discuss homework requirements with your child's teacher. Guidelines for homework requested during absence:

1. One day absences will be handled by the teacher when the child returns.
2. For a two or more day absence, homework may be picked up by parents or by another student after school. Call the office in the morning so the child's teacher can prepare the assignments.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Plainville Community Schools assumes no liability from disputes arising from such contract. New 2014–2015 school year Plainville Community Schools has obtained limited accident insurance coverage for all students.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated and students will be disciplined.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the containers placed in the hallway outside the cafeteria. Parents should clearly mark children's sweaters, boots, gloves, lunch boxes, etc. to keep lost articles to a minimum. We will do our best to remind you to check lost and found. Twice each year we clean out lost and found, donating unclaimed items to the Salvation Army, Plainville Food Pantry or other drop boxes (ex. Hartsprings). Loss or suspected theft of personal or school property should be reported to the main office.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CDs and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. A student's report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. The AUP Policy is included in the policy handout and a parent/guardian sign off form is distributed with this handbook and must be returned to school.

MAGNET SCHOOLS

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for student placed by their parents/guardians in a pre-school (PK) magnet program. The State Department of Education for the 2013–2014 school year is responsible for preschool tuition costs for all RESC magnets. For the 2013–2015 school year, the preschool magnet school is allowed to charge tuition to the parents of the preschool students on a sliding scale, with the State Department of Education paying for what is not covered.

MAKE-UP WORK

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student and teacher will work together to make up instruction and agree on a timeline to complete missed work.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Individual parent-teacher conferences are scheduled each year in the fall and spring. Please feel free to contact your child's teacher anytime via phone or email.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

All parents and guardians of Plainville Community Schools' students are considered members of the PTO. The PTO meets once a month at 7:00 PM at the school. The dates can be found on the calendar. All parents are invited to attend these meetings.

PESTICIDE APPLICATION

Plainville Community Schools has an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds in all schools. Our IPM approach focuses on making the schools building and grounds an unfavorable habitat for these pests by removing food and water sources and elimination of their hiding and breeding places. Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law.

Parents/guardians and staff who want to receive advance notice of all pesticide use should submit their request to the school and we will forward to the facilities dept. (BOE Policy #3518)

PHYSICAL EXERCISE

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment. Our elementary schools are committed to fostering health, therefore in addition to physical education, we have created a daily schedule that provides between 45-60 minutes of "wellness" physical activity each day!

POSTERS

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROMOTION, RETENTION AND PLACEMENT

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk, hall locker, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

PUBLIC COMPLAINTS

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

RECESS

Be sure to dress your child warmly for recess during cold weather. Students will be outside before school and at recess when temperature and wind chill are above 20°F.

Playground Procedures

1. Follow the directions of the monitors in order to maintain a safe playing environment.
2. Remain on the playground and designated areas.
3. Use playground equipment safely and carefully.
4. Be a good sport, take turns and share.
5. **Hands and feet are kept to oneself.**

REPORT CARDS

Written reports of student grades and absences are issued to parents three times per school year. Major subject areas are letter graded. The remainder of report card is standard and skill based, aligned to the Common Core State Standards for College and Career Readiness. Students are expected to deliver report cards to their parents. Report card form must be signed by the parents and returned to the school.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL ALTERNATIVES

Connecticut schools offer a range of educational program to meet the diverse needs and career aspirations of its students in a variety of settings, including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools and magnet schools. These programs serve to prepare student for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. Suburban and rural students are allowed to attend public schools in a nearby urban center. Enrollments are offered on a space-available basis in grades K-12. The Program includes Hartford, Bridgeport and New Haven and their surrounding districts.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Plainville Community Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

- school and class plays shall not be overly religious, and church-like scenery will be avoided;
- religious music shall not entirely dominate the selection of music; and
- program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL DISTRICT RECORDS

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

SCHOOL SECURITY AND SAFETY

Each school in the District (beginning July 1, 2014) will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

For the school year commencing July 1, 2014, and each school year thereafter, the District will develop, maintain and implement an emergency disaster preparedness and response plan ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

- There is reason to believe that the student's desk or locker contains contraband material.
- The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials. (BOE Policy #5145.12)

SEXUAL HARASSMENT

Sexual Harassment is prohibited based on Federal Law – Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: comments about a person's body, dirty jokes, flashing, touching or grabbing in a sexual way, display of naked pictures and drawings and obscene gestures, etc.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Steven LePage.

SPECIAL PROGRAMS

The district may provide special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Principal or Psychologist; the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes Scientifically Research Based Interventions (SRBI) in a process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team for evaluation. The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 2 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the building principal or the assistant superintendent.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the building principal, the director of special education or the assistant superintendent.

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is determined to be inconsistent with the district's basic educational mission.

STUDENT RECORDS

School records are maintained in the school office. Parents have the right to access these records and can arrange a record review by making a request, in writing, to the school principal. Parents are asked to update information on school records such as telephone numbers, change in employment, changes in family, medical changes, etc.

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or

graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution or post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have 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. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Steven LePage.

SUMMER SCHOOL

The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school.

SURVEYS/STUDENT PRIVACY

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex attitudes or behaviors;
- illegal, antisocial, self-incriminating and demeaning behavior;
- critical appraisals of other individual with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- income; or
- religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students.

TELECOMMUNICATION DEVICES

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. Items of this nature will be confiscated. The principal may grant written permission for such possession if a reasonable basis exists for the possession and use of the device. Camera cellphones are not permitted to be used during the school day and in areas where there is an expectation of privacy.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

TESTING

All students in grades 3 through 8 inclusive and grade 10 or 11 shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 10 or 11 shall annually, in March or April take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 10 or 11 mastery test may/shall be included on transcripts and permanent records.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Records cannot be forwarded until all materials have been returned.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Passengers shall not stand while the bus is in motion.
- Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco.
- Passengers shall not eat on the bus.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
- Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
- The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

Bus Procedures

Bus assignments are made during the summer and mailed home prior to the beginning of the school year. Bus routes are also available on our website. If, for an emergency reason, a child needs to ride a bus other than that child's own bus, the child must bring a note to school stating the specific reason. Approval must be made through the office. Only if space is available can a child ride a bus other than his/her assigned bus. The driver is responsible for not exceeding the bus capacity.

Bus Rules

1. Follow the directions and be respectful of the driver at all times.
2. Remain seated at all times, keeping hands and feet to self.
3. Keep head, hands, and objects inside the bus.
4. Maintain appropriate behavior at bus stops and while riding the bus.
5. Students may be required to sit in assigned seats.

6. Please do not eat or play with toys on the bus.

General Guidelines for Bus Consequences

1. Verbal warning by the bus driver.
2. Written report by the bus driver with copies sent to the principal and the Board of Education.
3. Principal/designee meets with student and parents will be notified. When a child receives three written reports they will be suspended from riding the bus. The length of suspension will be based on the offence and the past history of the offender. Transportation becomes the responsibility of the parent during the suspension period. Any further disciplinary procedures will be determined on a case by case basis.

Bicycle Transportation

Students may ride bikes to school but they may not be ridden on the playground. Bikes must be parked in the provided bike rack. Students are required to walk their bicycles to the bike rack. A lock should be provided since the school will not be responsible for damage or theft. Students must wear helmets while riding their bikes.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

TUTORING

Teachers may not teach or privately (tutor) students of the school in which he/she teaches. This does not apply to teacher of homebound children employed by the Board of Education.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy.

VISITORS

Parents and other visitors are welcome to visit their elementary school. All visitors must first report to the main office and sign in. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

WEB SITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

WELLNESS

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.