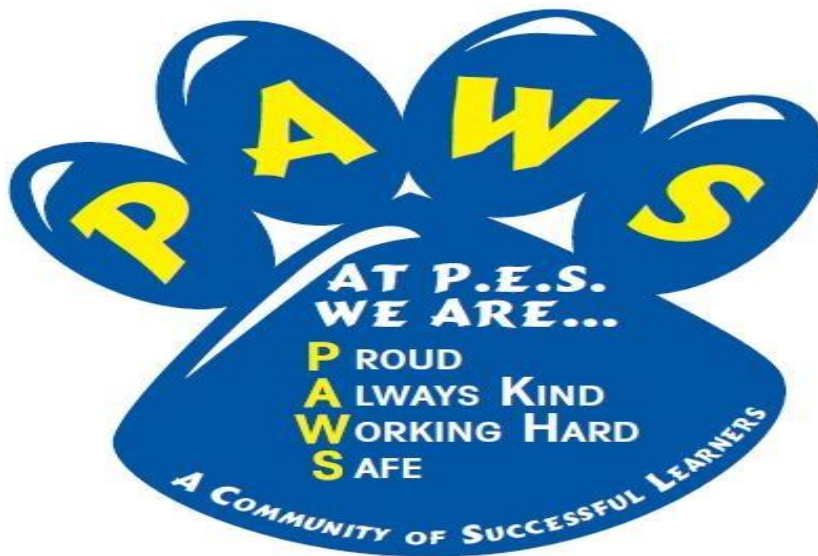


Welcome to Putnam Elementary School

Where Children Come First

Mission Statement

The Mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire lifelong learning by providing a diverse and engaging educational experience.



HOME OF THE WOLF PUPS

**Student/Parent
HANDBOOK and CALENDAR
2019- 2020**

*33 Wicker Street
(860) 963-6925
www.putnam.k12.ct.us*

Important Phone Information for PES Parents

PES Main Office.....(860) 963-6925
PES Fax.....(860) 963-6931-NEW NUMBER

Our phone system will help you quickly reach the department you are calling by using the menu below. Remember, if you already know the department you want, you do not need to listen to our entire message before you press the extension number.

For Example if you want to reach the cafeteria, you dial **(860)963-6925**. When the message begins, press 5 for departments and then press 2 for the cafeteria.

Call PES at (860) 963-6925 and then:

- To report a student absencepress 3
- To hear special announcementspress 4
- For a list of departmentspress 5
- (then press the number of the department you are calling)

Departments:

- Transportationpress 1
- Food Service/Cafeteria.....press 2
- Family Resource Centerpress 3
- Facilities/Custodians/Building Use.....press 4
- Nurse.....press 5
- Head Startpress 6

District Numbers:

- Superintendent's Office..... (860) 963-6900
- Putnam High School.....(860) 963-6905
- Putnam Middle School..... (860) 963-6920

Putnam Elementary School

33 Wicker Street

Putnam, Connecticut 06260
(860) 963-6925 ~ (860) 963-6931 FAX
www.putnam.k12.ct.us

Catherine Colavecchio
Principal

Monica Giglio
Assistant Principal

August 27, 2019

Dear Putnam Elementary School Families,

Happy New Year! On behalf of the entire PES School Community, I would like to welcome all returning and new students to our school. Together, we will create a year of excellence for our children as we focus on student and family engagement. We hope to have all families participate in our ongoing school events and programs this year. Research indicates that when families and school staff work together, the achievements of children are far greater and more frequent. There will be many opportunities this year for our families to visit, volunteer, and participate in exciting activities and classroom events at PES.

We encourage all families to visit our school website often at the address above. We look forward to offering more opportunities this year to celebrate all of our students in their learning. We hope many families can come to school to help us recognize your children for their outstanding contributions in all areas!

As the year progresses, we encourage all families to contact the school whenever you may have a question or concern. We know that a strong partnership with you will make a great difference in your child's education! Parents are encouraged and more than welcome to participate in special classes and grade level activities throughout the school year.

Our Parent/Student Handbook is designed to assist all families throughout the school year. **Some of the information has been changed or updated, so please make reference to the handbook for this school year.** We hope you will review the information carefully with your students to ensure a positive line of communication all year. Please also note that updated Board of Education Policies are at the back of this handbook for easy reference.

Please sign the green Student Handbook sign off sheet included in the Welcome Back to School Packet to return to school at your earliest convenience. This sheet is required for all students to hand in, so please send the green form back promptly.

I again welcome all of our families to Putnam Elementary School for the upcoming year! We look forward to providing all students the most exciting and rewarding educational experiences!

Sincerely,

Catherine Colavecchio
PES Principal

PES TEACHER STAFF

2019-20

Kindergarten

Mrs. Crofts (formerly Ms. Bellows)
Ms. Botteron
Ms. Krol
Mrs. Sansoucy
Mrs. Ward

Grade 1

Mrs. Evans
Mrs. Fraga
Mrs. Hahnel
Mrs. Holmes
Mrs. Leyko
Mrs. Macalister

Grade 2

Mrs. Barnes
Ms. Fahy
Ms. McDonald
Mrs. Prochowski
Mrs. Weaver

Grade 3

Mrs. Gervais
Ms. Morey
Ms. Scanlan
Mrs. Simanski

Grade 4

Mr. Altieri
Ms. Bristol
Ms. Chelo
Mrs. Foehl

Grade 5

Mrs. Burbank
Ms. Leo
Mr. Prochowski
Mrs. Whiteley

Math Specialist

Mr. Bender

Reading Teachers

Mrs. LaVallee

Mr. Gervase

Mrs. Snelling

Mrs. Terrance

Special Education Teachers

Mrs. Brannigan

Mrs. Camassar

Mrs. DesJarlais

Ms. Grimason

Ms. Ryan

Mrs. Rosen

Unified Arts

Ms. Andrews

Mr. Humphrey

Mr. Huston

Mr. Orange

Ms. Salerno

Arrival/Dismissal Procedures

School Hours are from 8:10 a.m. to 2:50 p.m. for Kindergarten through Grade 5.

On Full Days students may be dropped off in front of the school library between 7:45 a.m. and 8:00 a.m. Adult supervision will not be available before that time.

On days we have a 2 hour Delayed Opening students may be dropped off after 9:45 a.m. but not before as no adult supervision is available before that time.

It is very important that children arrive to school on time. All outside doors are locked at 8:00 a.m. and parents dropping off students after 8:00 a.m. will have to be buzzed in to enter the school. Children arriving after 8:10 a.m. must be walked into the office by an adult. Children arriving after 8:10 a.m. will be marked as tardy.

Delayed Openings & No School Announcements

Delayed School Openings and No School announcements will be broadcast over the following:

Radio Stations:

WINY (AM1350 Putnam) WTAG/WSRS (AM580/FM96.0)

WTIC (AM 1080/FM 96.5)

T.V. Stations

WVIT Channel 30

WFSB Channel 3

WTNH Channel 8

A decision will typically be made by the Superintendent of Schools prior to 6:00 a.m. at which time the stations are notified.

Delayed Openings (due to weather or other emergencies)

Delayed Opening - School will officially begin at 10:10 a.m. Students may be dropped off after 9:45 a.m. but not before as no adult supervision is available before that time. Breakfast will be served when there is a delayed opening.

Emergency Closings (that occur after the school day has begun) -

Putnam Public Schools uses a phone/e-mail alert system to communicate some information to parents including emergency dismissal days.

Early Dismissal Days

Putnam Elementary School will dismiss at 12:50 p.m. on Early Dismissal Days. Please see the dates below for all of the Early Dismissal Dates for the 2019-2020. Parents must have a plan in place for an emergency dismissal as child care is not available at school.

September 27th

October 25th

November 27th

December 20th

January 17th

February 14th

March 27th

May 22nd

- **PES Only - Early Dismissal Due to Parent/Teacher Conferences :**
Thursday Oct. 10, 2019 & Friday Oct. 11, 2019

Thursday April 30, 2020 & Friday May 1, 2020
Release of Students from School

The following procedure must be followed anytime a student is released from school.

- Students will be released to Parents and/or Guardians with legal custody. Up to date custody agreements must be supplied by the parents/guardians and must be on file in the PES office.
 - Students may also be released to an authorized adult. Legal Parents/Guardians must send in a signed note, authorizing the school to release your child to that adult. The note must be sent each time you want your child released to the authorized adult. If you want the authorized adult to pick your child up for an extended period of time please state the dates in your note.
 - Written permission must include:
 - The date
 - Your child's Name
 - Your child's teacher
 - Reason for dismissal
 - The name(s) of person picking up the student(s)
 - The SIGNATURE of the Legal Parent/Guardian**
 - Contact phone number with area code**
- * It is extremely important you continually update the school with current phone numbers and contact information throughout the school year.*

Students will be released to Parents and/or Guardians

- **ANYONE** picking a child up from school is required to show **picture identification, for early dismissal and parent pick-up.**
- Students being released to a parent/authorized adult will be dismissed at 2:50 p.m.
- Students can only be released from the school office or the Library Parent Pick Up area.
- Students who are being dismissed early from school must be picked up by 2:30 p.m. (Parents arriving after 2:40 p.m. will join standard parent pick-up in the library.)

Financial Assistance

Any student who needs financial assistance to participate in school activities should contact the teacher or administrator. Students will not be denied the opportunity to participate because of inability to pay for materials, fees, transportation costs, and admission costs etc.

School Telephones/Cell Phones

Students have access to school telephones if the teacher or administration deems it necessary. The use of cell phones is not needed while in school.

Use of Surveillance Cameras

The Putnam Public School District has installed video recording equipment throughout the school building as well as on school buses in order to better monitor school and bus safety, as well as behavior. Students will not be notified when a recording device is in use. Tapes will be reviewed by the administration. Videotaping shall be treated as protected student records under the Family Education Rights and Privacy Act (FERPA).

Lost & Found

PES maintains a LOST AND FOUND box, outside of the gym. If your child has lost an item he/she is allowed to check the box at any time. Unclaimed property is periodically disposed of throughout the year. PES is not liable for loss of personal items.

Assemblies

When school assemblies are held, or the auditorium is in use for school activities, students and visitors are expected to follow assembly rules and exhibit theater behavior. Participation in auditorium activities is dependent on meeting the expectations below:

- **Students** will remain seated quietly and respectfully.
- **Students** will show their appreciation with appropriate applause.
- **Students** are expected to enter and exit the auditorium under the direction of the adult supervising them.

Parents are only invited to assemblies/events when we have seating capacity in the auditorium to accommodate guests. You will receive an invitation when appropriate. Unfortunately our Pre-K-5 school population requires full capacity seating in the auditorium if all students attend.

Games, Toys and Electronic Devices

Toys, electronic devices, cards and games are not allowed on Putnam Elementary School buses or in Putnam Elementary School without the permission of a teacher or administrator. Items will be confiscated and held in the office until a Parent/Guardian claims them. Putnam Elementary is not liable for missing/damaged items that have been confiscated.

Distribution of Materials

All requests from groups or individuals to distribute materials to students, with the exception of school-connected organizations, will be referred to the Office of the Superintendent for authorization. School-connected organizations must get approval from the principal. Materials will not be distributed to staff or students without authorization.

Bicycles

Students wishing to ride bicycles to or from school must have written permission from a Parent/Guardian. The following rules must be followed:

- Bicycles must be locked at available bike racks.
- Bicycles are not to be ridden on sidewalks or through parking lots.

Connecticut State law required all children under the age of 15 to wear helmets while riding on any roadway. Putnam Public Schools requires students to wear helmets on school property. Students not in compliance with this law will be reported to the authorities and will not be allowed to ride a bicycle to school.

Recess

All students in grades Pre-K through 5 have recess during the school day. As students will have outdoor recess unless temps reach freezing levels, please dress your child appropriately for the weather. Sneakers or rubber soled tie shoes are the best choice for outdoor play. Sandals should have ankle straps and preferably cover the toes for safety.

Snacks

Students may bring snacks from home under the direction of the classroom teacher. Please be sure the snacks are nutritious. Please refer to the BOE Wellness Policy on page 9. Water and juice are acceptable beverages. No soda or carbonated beverages are allowed. NO GLASS containers please!

Birthdays

Birthday party invitations may not be handed out at school, unless all students in the classroom are to receive an invitation. Flowers, balloons and/or gifts may not be delivered to school for student birthdays. Birthday snacks are allowed under the direction of the classroom teacher.

Dress Code

It is important that students dress in a manner that is conducive to learning. Therefore, student's attire must be neat, clean, decent and appropriate for a school atmosphere.

Please note the following:

- Shoes must be safe and secure, please do not send your child in with heels, flip-flops or sandals as they are not safe for the playground or gym. If you choose to send your child in with sandals, the sandals should not have high heels and should have straps to hold them securely on the foot.
- Clothing must be age appropriate with shirts covering shoulders, upper arms and midsection. Pants must be neat, sit at the hips and fits securely. Dresses and skirts should fall no higher than just above the knee accompanied by appropriate leggings/tights.
- Clothing must be free of offensive or obscene language, insignias or pictures that reference alcohol, drugs or tobacco or pictures or statements that are rude or inappropriate.
- Skin must be clean and free of make-up.
- Hats, hoods and sunglasses are to be worn outdoors only.
- Students must come to school with weather appropriate outerwear. Students go out daily and will need appropriate coats, boots socks, hats and gloves. Please label your child's clothing with your child's name using a permanent marker (inside tag or label). This is critical because we have MANY students who have similar clothing.

The administration reserves the right to determine the appropriateness of dress and may request parents/guardians to provide a suitable change of clothing.

Wellness Policy

The Putnam School District is committed to establishing a healthy learning environment that positively influences students' general well-being, eating behaviors, physical capacity and learning ability to succeed academically. This commitment will provide all of the Putnam's students with the ability to participate fully in the educational process and to develop lifelong healthy habits. A learning environment that fosters wellness and good nutrition will be promoted for all students and the district will provide students with a variety of opportunities for daily physical activity and help children and adolescents become more physically active and fit. By facilitating learning through the support and promotion of good nutrition and physical activity, student achievement is enhanced. Improved health optimizes student performance potential and ensures that all children have the opportunity to excel.

It is the goal of the Putnam School District to promote the students' physical, emotional, and social well-being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Science education and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.

Legal References:

Child Nutrition & WIC Reauthorization Act of 2004, Pub .L. 108-265 & 204

Child Nutrition Act & 10(a)-(b), codified at 42 U.S.C. & 1766

Richard R. Russell National School Lunch Act & 9(f)(1) and 17(a) codified at 42 U.S.C. & 1758 and 42 U.S.C., & 1766.

Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, added Section 9A to the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758b),

Local School Wellness Policy Implementation. The provisions set forth in Section 204 expand upon the previous local wellness policy requirement from the Child Nutrition and Special Supplemental Nutrition Program for Woman, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

Positive Behavior Intervention Support at Putnam Elementary

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans.

PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have established a PBIS Team of all members of the school community.. We are continuing the Good Behavior tickets for individual achievements throughout the school day. We are working hard to meet our goal of success for all.

We have adopted school wide expectations. These expectations define appropriate behavior in our school. You will see these expectations posted throughout the school. Each year, PAWS expectations (Proud, Always Kind, Working Hard and Safe) are reviewed and taught in all school locations. This review begins during the first week of the new school year. The expectations will be integrated throughout the school day for the entire school year.

Recognizing Positive Behavior:

There are several initiatives in place to recognize those students who are meeting the PAWS expectations. This year grade levels will be presenting weekly awards for students. Students may also be participating in reteaching of the PAWS expectations by grade level team members.

Students will have the opportunity to save their PAWS tickets for monthly ticket "buy ins" which will be focused on grade level initiatives and special events.

We will continue to have quarterly PAWS assembly programs in our auditorium for all of the students. These assemblies will focus on skits that will reteach PAWS lessons and Second Step concepts. Second Step is the social skills curriculum used by all classroom teachers.

Please contact your child's teacher if you have questions. We appreciate and need your support and cooperation as we work to maintain a safe, orderly, effective learning environment for all children.

Positive Behavior Strategies

Four Questions

1. What are you doing?
2. What should you be doing?
3. Do you understand the expectation or should we work on it together?
4. Can you follow the expectation from now on?

Possible Intervention Strategies:

- Personal conference with student using a problem solving sheet
- Direct student to take a break/ use cool down corner
- Reinforce Desired Behavior in other students
- Re-teach rule
- Seat change
- Offer choices
- Validate student's emotions
- Modeling
- Visual supports
- Explicit instructions
- Reminder of what can be earned
- Scheduled activities
- Give the student a job
- Use of Signals
- Planned Ignoring

Ways to Recognize and Reward Correct Behaviors:

- Specific praise (5:1 ratio of positive to negative)
- Token Economies
- Good Behavior Ticket
- Dojo points
- Clip Up
- Special lunch

Possible consequences for minor behavior:

- Extra Assignments
- Formal Apology
- Loss of Privilege
- Restitution
- Break/ Time Away
- Confiscate Materials
- Afterschool Detention
- Remove From Line (walk with teacher)
- Clip Down

Discipline:

All students are expected to conduct themselves, according to the PAWS expectations. Any student who violates the rules or code of conduct may be subject to disciplinary action. Expectations for a variety of settings are included on the school wide expectations matrix. Our staff follows progressive discipline guidelines according to PES Student Behavior Management System.

In addition, any student who violates the law 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 or violates publicized Board of Education policy, even if such conduct occurs off school property.

Detention

A student may be detained outside of school hours for not more than one (1) hour on one or more days for violation of the code of conduct. The detention shall not begin until the student's parent/guardian has been notified of the reason, date and time of the detention. Transportation after the detention may be by the 'late bus' if one is available, or parents may be asked to transport their child.

Suspension

Suspension is defined as an exclusion from all school privileges for not more than ten (10) consecutive days, provided such exclusion should not extend beyond the end of the school year in which the suspension was imposed. In the event of suspension the student will be given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. Suspended students must complete all assignments in a reasonable length of time. All suspensions will result in loss of all extracurricular and social privileges during the period of suspension.

Expulsion

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 a violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

Deadly Weapons and Dangerous Instruments

Absolutely no guns, knives or any other objects capable of threatening or causing injury or death may be brought onto school grounds. Any object, as defined by Connecticut State law, used to cause injury will be considered a dangerous instrument. Violators may be subject to arrest and prosecution, as well as appropriate disciplinary action as defined by the Board of Education policy (513.7) See District Notification section of this Handbook.

School Property

It is the policy of the Board of Education to hold students responsible for the loss or damage of any school property. Any student damaging or defacing school property will be financially liable in addition to any disciplinary action taken including arrest or civil prosecution as deemed appropriate. Anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action.

Some students are assigned lockers. Please note that lockers are considered school property and that students are not allowed to bring in locks to attach to their lockers.

Search and Seizure

School officials may exercise their right to search desks, lockers and other equipment assigned to students in order to safeguard students, their property and school property. An authorized administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. 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 searched if the administration has reason to believe that materials injurious to the best interest 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 weapon, a controlled substance or illegal drugs. Such items are forbidden both on school property and at school related activities.

See BOE Discipline policy in the District Notification section of this handbook

Residency

All students who wish to attend Putnam Public Schools must reside in the town of Putnam with the exception of tuition students. Proof of residency is required at the time of registration, and may be requested throughout the year. Please contact the PES Main Office for a list of acceptable documents necessary as evidence of residency.

If a student moves during the school year, within Putnam, proof of residency will be requested.

Absence/Tardy Notification

Please call the PES. Office at 963-6925 Ext. # 3 to let us know if your child is going to be absent or tardy. If we do not receive a call from home, we will make every effort to call authorized adults to confirm that the absence and determine the whereabouts of the student. This is done as a safety precaution.

Attendance Policy

Please refer to the updated BOE Policy 5113 in attached appendix of District Notification Pages.

Parent Involvement

Parent involvement is essential to a successful educational experience. PES welcomes parental involvement. The Board of Education encourages parents, guardians and members of the community to participate in the education of Putnam students. Parental support is vital to the effectiveness of the overall school program. The Putnam Elementary School **P.T.O.**

(Parent-Teacher Organization) meets in the school library the 3rd Wednesday of each month at 5:30p.m. All are welcomed to join! There is no fee or charge to be a member.

No person who is a “sex offender” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be allowed to volunteer in the school.

Visitors

Visitors are welcome at PES with prior permission. Visits to a classroom during school hours must be pre-arranged with the teacher and approved by an administrator. All visitors must first report to the main office to obtain a visitor’s badge before traveling anywhere in the school building. We ask that you respect this rule for the safety of the children. Parents or family members will only be allowed contact with students with written permission from a legal custodial parent or guardian.

Non- custodial visitations may not take place on school grounds.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School officials 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.

Field Trips

Field trips are often scheduled for educational, cultural or extracurricular purposes. An administrator may bar any student whose behavior is considered detrimental to the well being of other students from participation. Students with on-going behavior issues may be excluded from the privilege of attending school events including field trips. While on a trip, all students are expected to adhere to Putnam Elementary School policies and procedures as stated in the conduct section of this handbook.

Chaperones

Only parents/guardians may serve as chaperones on their child’s field trips unless an administrator approves alternate arrangements. In order to participate, chaperones must ride on the bus to accompany the class to the destination. Chaperones are not allowed to drive their own vehicle or meet the class at the destination for safety purposes. Siblings are not allowed to participate in a school field trip.

Chaperones must:

- Follow the direction of the supervising teacher
- Ride on the bus
- Refrain from smoking, using obscene language or drinking alcoholic beverages
- Treat all students with respect
- Refer behavior issues to a teacher

Health Services

The school health office is designed to provide care to students who become ill or are injured while in school. Our Health Office is not intended to address medical issues not related to school or the school day. It is essential that the health office have current emergency contacts with working phone numbers. Parents are responsible for making the health office aware of any new or existing health issues.

In the event of illness or injury, it is the nurse who will contact the parents/guardians. Parents are responsible for transportation home if a child is dismissed due to illness or injury. Student must be fever/diarrhea free for 24 hours without the use of any medication such as Tylenol or Motrin before returning to school. Parents/Guardians must sign in at the main office before proceeding to the health office.

If a student is to be excused or limited from participating in school activities for an extended period of time a signed **statement from a physician is required.**

In the event that your child requires special accommodations at school due to illness or injury a meeting will be held to devise a plan. You may contact the main office to set up such a meeting. Students with any medical condition, which within the school setting may expose others to diseases, or directly communicable conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school parents/guardians may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Vision and Hearing Screenings

The health personnel conduct vision and hearing screenings annually. Scoliosis screenings are conducted with grade five students only. Parents/Guardians will be notified if a problem is suspected. It is the parent's responsibility to have further testing done for any issue that arises from screenings. Parents are responsible for notifying the health office of the results of further testing.

Medication in School

Parents/Guardians of students requiring medication during school hours must contact the school nurses. Special forms are required to permit the nurses to administer medication in school. These forms are available from the school nurses. All medications whether prescription or over the counter, must be in original containers with original labels. Medications to be administered in school **CANNOT** be sent to school with the child. ALL medications must be brought to school by a parent/guardian. Students **are not allowed** to medicate themselves in school.

Cough Drops:

If students need cough drops they must come with a written note from a parent. During the day cough drops will be kept on the teacher's desk to avoid sharing or taking too many at a time.

Pediculus (Head Lice)

If a parent discovers head lice on child/children at home, it is his/her responsibility to notify the school nurse. At that time, the nurse would review school policy with the parent and advise treatment as well as notify the parent of the procedures to have your child return to school.

No Smoking on School Grounds

Smoking or use of Tobacco is **NOT** permitted on school property or at any school-related school sanctioned activity whether it is on or off school property. This includes field trips. Putnam Elementary School is a drug free, tobacco free and alcohol free school.
See District Notification Section

Bus Transportation - Updated August 2019

All transportation changes will require a 24 hour advance notice, for the 2019/20 school year.

The transportation department supervises bus transportation for Putnam Public Schools. School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Failure to follow the bus rules may result in short or long term bus suspension.

All students must be at their designated bus stop at least 8 minutes before and after their scheduled time.

Pre-School through Grade 2 students WILL NOT be dropped off at a bus stop or home unless an authorized adult meets them. If an adult is not present, students will be returned to PES. Parents/Guardians will be expected to come to the school to pick their child up within 15 minutes.

Requests for Bus Transportation or Changes

To ensure the safety of all students, requests for transportation changes must be in writing and communicated to the Transportation Coordinator. Telephone requests will not be accepted.

Request for changes must include:

- Child's full name
- Teacher's name and grade
- Specific address to which the child is to be picked up or dropped off
- Date the change is to begin
- Name, signature and telephone number of parent/guardian

The Late Bus

Students who remain after school for an after school activity or club may take the late bus with written permission from a Parent/Guardian on days a late bus is provided. The late bus leaves PES at approximately 4:00 p.m. The drop off times of students riding the bus depends on who rides on a particular day and where the bus must go to drop them off. The late bus may not be available every day of the week.

Missed Bus

When a student misses their regular bus, every effort is made to put them on an alternative bus. If that is not possible they may ride the late bus if appropriate. In some instances parents are asked to pick their children up at the school.

Bus Rules

All school rules will pertain while students are riding the bus. Additionally the following rules must be observed by all students riding school buses and are to be strictly enforced by all bus drivers:

- Students must remain seated at all times while the bus is in motion.
- No student shall leave the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
- Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible except at railroad crossings.

- No items of any kind can be placed in the aisle while the bus is moving. Large or heavy items such as backpacks should be placed under the seat.
- Students who damage or deface bus or equipment on the bus will be held liable for such damage.
- Conversation with the driver while the bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior that might jeopardize the safety of one of its riders.
- Students must not, at any time, extend their arms or heads out of a bus window.
- State law prohibits the use of tobacco, drugs or any controlled substance in any form on a school bus.
- No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
- Bus windows shall not be opened without the driver's permission.
- Upon entering or leaving a school bus, students will avoid crowding or disturbing others.
- Students boarding a bus at a point where others debark from it will always stand back away from the door and let those who are getting off out before they attempt to board the bus.
- Students must not throw any articles away in or about the bus.
- The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind that will clutter up the bus.
- Eating or drinking is not allowed on the bus.

Bus Violation Consequences:

- Verbal Warning(s)
- Parent Contact
- Suspension from transportation services
- Possible suspension or expulsion from school

A student on bus suspension will be prohibited from riding all buses during the suspension period. Suspensions range from 1 to 10 days depending on the severity of the offence. Parents/Guardians will be mailed a copy of the suspension including the dates of the suspension. Students must continue to attend school on bus suspension days.

The transportation department reserves the right to assign seats to all students who ride the bus.

Positive recognition will be provided to students demonstrating positive bus behavior!

Food Service Department- Updated August 2019

Great news for you and your children! Starting new this year, all students at PES and PMS can receive a free healthy breakfast and lunch at school during the school year.

Families do not have to do anything. There is no cost and no forms to fill out. Our school is getting free meals for students as part of the National School Lunch Program and School Breakfast Program through a choice for schools called the Community Eligibility Provision.

Breakfast at the elementary school will be served in the classroom for Pre-K through third grade.

Fourth and Fifth graders will be served breakfast in the cafeteria where more choices are offered. Breakfast is served 8:00-8:25am. Students will go to the cafeteria before heading to their classroom in the morning.

Breakfast and Lunch menus are posted in the cafeteria and in the main entrances of the building. Copies of menus to take home are located on the outside wall of the cafeteria. Menus are posted and updated on the food service webpage at www.putnam.k12.ct.us/putnam-elementary-school.

Putnam has a no cash procedure during meal service; therefore all money must be in each student's account prior to meal service. **Students will still have an opportunity to purchase a la carte items with money such as ice cream, water and juice. No a la carte items are allowed to be charged.** You can make a deposit on a regular basis in one of the following ways:

1. Mail deposits to: Putnam Elementary School, Food Service Department, 33 Wicker Street, Putnam, CT 06260. One check per family is fine. Be sure to write each child's name on the memo portion of the check and the money allocated per child.
2. Drop boxes are located near the main office entrance and also one inside the cafeteria for your convenience. Put money/check in a sealed envelope with your child's full name on it. Please print clearly and legibly to ensure the money goes into the proper account. Money needs to be deposited before 9:00 AM in order to be credited in a timely manner. Students are not allowed to purchase a la carte items if no money is in their account.
3. Putnam Public Schools' Food Service Department offers meal payments through an online system, myschoolbucks.com. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card. You can view recent purchases, check balances, and set up low balance alerts for FREE. We highly encourage this payment method as there are many benefits through this secured method of payment.

Your child has a 4-digit pin number that is linked to your child's meal account. This information is unique to them and should never be shared with another child. Every year the food service department will send home a reminder of your child's pin number that they will use in the lunch line. Pin cards will be given out the first day of school and used until the child feels comfortable with their pin number. We encourage your child to memorize their own number.

Academics

Putnam Public Schools provide a comprehensive set of programs to help students develop basic skills, use their critical thinking skills, acquire aesthetic appreciation for the arts, develop habits for a healthy lifestyle, and develop appropriate social and civic skills. Our curriculum and instruction in all subject areas including the arts, are based on the Connecticut Common Core State Standards and are aligned with federal standards.

Homework

Homework will be assigned in accordance with the Putnam Board of Education Policy. The purpose of Homework is to review skills learned during the day, to help students become independent learners and to promote student responsibility in the educational process. Parents are strongly encouraged to participate in the Homework process. Textbooks are considered school property. If a student loses a textbook he/she is required to reimburse the school for the cost.

Classroom Assignments

Students are assigned to classrooms by a team of professionals including classroom teachers, support staff and administrators. Parents wishing to have input into classroom assignments may submit a letter requesting a particular learning environment for grades K-5 **no later than May 1**, of each school year. The Administration reserves the right to make all final decisions regarding classroom placements.

The letter must include:

- The child's name
- The child's learning needs and styles
 - Letters received after May 1 will not be accepted.
 - Requests for specific teachers will not be accepted.

Report Cards

Report Cards at Putnam Elementary School will be issued 3 times this year in Grades K-5. Parent Teacher Conferences are held twice each year for all grades, however, parents are encouraged to communicate on a regular basis with their child's teacher. Progress Reports, during the 2019-20 school year, will be issued in the middle of the second trimester for specific grades. Dates for conferences are listed on the School Calendar.

Testing and Assessments

All students in grades 3, 4 & 5 are required by the State of Connecticut to take Connecticut State Testing. Results of the tests are reported to the parents/guardians. We ask that you reinforce the importance of your child doing his/her best on these tests so the results are useful in planning future instruction. All students grades K-5 are assessed in other ways throughout the year in all subjects. The SRBI (Scientific Researched Based Intervention) Process focuses on early intervention in the regular classroom. It enables the classroom teacher to work in partnership with parents and a team of colleagues to evaluate the plan strategies to help those students who may have specific learning needs. District assessments will be used with all students to inform and drive instruction.

Requests for Homebound Instruction

When a student has been injured or is undergoing medical treatment, and therefore must remain out of school for a period of time (10 consecutive days or more), a written request for Homebound Instruction, along with a verifiable medical doctor's written explanation, must be submitted to the principal as quickly as possible. The request will then be transferred to the Director of Student Services. The school nurse will be informed. Written permission from the doctor must be submitted prior to the child's return to the classroom.

Library Media Center/Computer lab

Students are encouraged to use the Library Media Center and computer lab. They are responsible for any material and or equipment they use. Students must pay for any materials they lose or damage. A student's privileges may be suspended or terminated for improper use of material(s) and/or equipment according to defined Board of Education Policy.

Internet Access

Internet access is available throughout Putnam Schools. For access to be granted to a student he/she must have written parental permission on a Putnam Board of Education form. A copy of the BOE policy can be found in the District Notification section of this handbook. Violation of the Internet acceptable use policy may result in appropriate action being taken, including, but not limited to; school disciplinary action, conferences with parents/guardians, suspension of computer privileges and/or appropriate legal action. The Putnam School District reserves the right to deem what is appropriate and to determine, in its sole discretion, whether specific uses of the computer network and the Internet are consistent with District policies.

Computer and Network Use

All students and their parents/guardians are asked to sign an acceptable use agreement form before use of the lab and network are permitted. Both forms will be distributed to your child the first day of school along with this handbook. To earn and maintain the right to use technology the student must adhere to the rules of use. Please review and stress the importance of these rules with your child.

PAWS-itive Behavior in the Computer Lab

- Walk quietly to the computer lab. Other classes are still working nearby.
- Make sure it's your time in the lab. Check the schedule.
- Make a good choice about who you sit next to. It can be hard to concentrate near a good friend.
- Choose someone that is also working quietly.
- Make sure to follow your teacher's directions.
- Take off the headphones so you can hear what the teacher is saying.
- Please leave the cords and wires alone.
- Please don't touch keys that are not a part of the program you are working on.
- Please use the keyboard correctly.
- Please leave files and folders as you found them.
- When you leave, push in your chair, and put your headphones away properly, and log out.
- Line up to walk quietly back to class.
- Using PAWS behavior in the computer lab will help us all get our work done!
- Be Proud by leaving the computer lab the way you found it.
- Be Always Kind by leaving others work alone.
- Work Hard by quietly completing your assignment.
- Be Safe by leaving cords and wires alone.
- Remember, Putnam Elementary School is our second home. Please respect all work areas!!

Appendices

Appendix A: Putnam Board of Education District Notification Pages

DISTRICT NOTIFICATION PAGES 2019/2020

PREFACE

This handbook contains important Board of Education policies and school procedures. It is important that you read and discuss these policies and procedures with your child. The Board of Education continuously updates their policies and a full version is available on our website www.putnam.k12.ct.us under the POLICY tab. If you wish a paper copy of any policy, you may obtain one by calling the Board of Education office at 860-963-6900.

The Putnam Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of educating all students effectively, the schools and parents must work together as partners. Engaging parents is essential to improved student achievement.

ADMINISTRATION OF MEDICATION (BOE policy 5141.21)

Medicinal preparations shall be administered in the schools only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian.

Personnel authorized to administer medicinal preparations shall be limited to the school district medical advisor (M.D.), a school nurse (RN), any other nurse licensed pursuant to the provisions of chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, the principal, licensed athletic trainer, or a licensed practical nurse (L.P.N.) if approved to do so by the school district medical advisor or school nurse. In the absence of these medical personnel, the principal, a designated teacher or a licensed physical or occupational therapist employed by the District shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto and satisfactory completion of the required criminal history check. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics, pursuant to the regulations of the State Board of Education. School health aides are not allowed to administer medicinal preparations. In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.

A child with diabetes 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 such child to conduct self-testing. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

A child diagnosed with asthma or a diagnosed life-threatening allergic condition, pursuant to State Board of Education regulations, may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic inhaler or an EpiPen or similar device in the school at all times or while receiving school transportation services if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education 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 protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

Students in grades 5 through 12 may carry and self-administer medicinal preparations provided that:

1. A physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant provides written orders for self-administration of medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian;
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan of general supervision of such self-medication;
4. The student and school nurse have developed a plan for reporting and supervising self-administration of medications by students and teacher notification;

5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication;
6. Medication is transported and maintained under student control within guidelines. Authorized medicinal preparations may be administered during school activities as well as during school hours.

A specific paraprofessional, through a plan approved by a school nurse supervisor and school medical advisor, may be designated to administer medication administered with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The approved plan also requires the written authorization of the student's parent/guardian and be pursuant to the written order from the student's doctor or APRN or physician assistant licensed to prescribe medication.

Directors, or their designees, of school readiness programs and before or after-school programs that are District-administered or administered by a municipal agency or department and are located in a District public school may give medicine, pursuant to State Board of Education regulations, to children enrolled in these programs.

A child attending any before or after school program, day camp, or day care facility administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's doctor, or advanced practice registered nurse or physician's assistant licensed to prescribe medication, will be provided and supervised by the District staff member trained to administer medication with a cartridge injector. Such administration shall be to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The selected staff member shall be trained in the use of cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse.

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition, the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

ADMISSION/PLACEMENT (BOE policy 5111)

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

Placement

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children. Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

AIDS INSTRUCTION

The Putnam Board of Education has a policy that offers our students instruction relative to a number of infectious diseases, including ongoing and systemic instruction on Acquired Immune Deficiency Syndrome (AIDS). These experiences are offered as part of health and science programs. Board policy further states that pupils will be exempt from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon written request of the parent or guardian in accordance with state and local regulations. If you wish to have your child exempted from instruction on AIDS, please send a written request to your child's school office.

ASBESTOS MANAGEMENT PLAN

Building occupants, or their legal guardians, will have access to information each school year concerning asbestos related inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. This information is contained in asbestos management plans for each school building.

Management plans are available to the public for inspection without cost or unreasonable restriction. A reasonable cost may be charged to make copies of management plans. Plans are available and accessible to the public at the central office of each individual facility, as well as the Superintendent's Office.

ATTENDANCE (BOE policy 5113)

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student's absence from school shall be considered "excused" if 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.
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- C. A student's absence from school shall be considered unexcused unless:
 1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

BREAKFAST/LUNCH PROGRAM/CHARGING POLICY (BOE policy 3542.43)

The school provides both a breakfast and hot lunch program. *Breakfast for all students is provided free of charge. Under a new state program, lunch for students at the elementary and middle schools will also be provided free of charge.* For high school students, free and reduced price lunch applications are available in the office. All students, regardless of their meal eligibility, have an account with the cafeteria. A four-digit

PIN number is assigned and used to access the account. No money is accepted at the cashier station during service time. Prepayment for meals and snacks must be put in a lock box first thing in the morning to be applied to a student's account. Parents can also pay through the on line payment center, myschoolbucks.com. This secure service is highly recommended. More information can be found on our website. For the 2019/2020 school year, the lunch price for Putnam High School students is \$3.05.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and regular priced meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age and grade group.

Charging is not encouraged by the Board, but on those occasions that a student does not have money, he/she will be permitted to charge up to six (6) meals. After the sixth meal, the student will not be allowed to charge any further meals and will not be served meals until their balance is cleared. The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. In the event of hardship situations, parents or guardians shall contact the Food Service Director or Building Principal to discuss an application for free or reduced price meals.

BULLYING (BOE policy 5131.911)

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

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

Definitions

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

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. 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.)*

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

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

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

CHILD ABUSE (BOE policy 5141.4)

Connecticut General Statutes §17a-101, as amended by Public Act 02-138 and 11-93, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

CONDUCT (BOE policy 5131)

Bus Conduct

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building Principal by the Supervisor of Transportation. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Video Cameras on School Buses

The Board of Education recognizes the District's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established district student records procedures including access, review and release of such records.

DISCIPLINE (BOE policy 5144.1)

Use of Physical Force-Physical Restraint(s)/Seclusion

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment. The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion to provide a safe environment for students.

DISTRIBUTION OF MATERIALS (BOE policy 1140)

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

DRESS CODE (BOE policy 5132)

Dress and Grooming

The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student.
2. is disruptive to school operations and the education process in general.
3. is contrary to law.

DRUGS AND ALCOHOL (BOE policy 5131.6)

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

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

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

ELECTRONIC DEVICES AND GAMES (BOE policy 5131.81)

Use of Private Technology Devices by Students

Students may possess privately owned technological devices on school property in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools. The Putnam Board of Education ("Board") considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board's acceptable use and student discipline policies.

Parents and/or guardians must read and sign the attached agreement form before a student may be permitted to bring to school a privately owned technological device.

Definitions

Board Technology Resources

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players and walkie-talkies, Blackberries, personal data assistants, I-Phones and other electronic signaling devices.

Use of Privately Owned Technological Devices

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Privately owned technological devices may not be used during school recess or on a school bus.

Use of Privately Owned Technological Devices (continued)

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;
- Taking pictures without the specific permission of the subject of the picture;
- Using a privately owned technological device to violate any school rules; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school. Furthermore, the Board shall not be liable for any data plan charges or any other costs associated with the use of private technological devices. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Students shall take full responsibility for their device and shall keep it safely stored when not in use. Classroom teachers will determine the best storage location for such devices. Students are required to take home their privately owned technological devices at the end of each school day.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or in a manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Putnam Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable

policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Student Agreement

"Bring Your Own Device Student Agreement" will be distributed and collected from students annually, starting with the 2013-2014 school year, at the high school and middle school.

ELEMENTARY AND SECONDARY SCHOOLS ACT

In accordance with federal law, any parent may request information regarding the professional qualifications of their children's classroom teachers. Please contact the Principal's office for this information.

ELL (BOE policy 6141.311)

In accordance with the Putnam Board of Education's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services which meet state and federal statutory guidelines. Limited English Proficient students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district. The Superintendent or his/her designee, in conjunction with appropriate stakeholders shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals
2. Student enrollment procedures
3. Assessment procedures for program entrance, measurement of progress, and program exit.

At the beginning of each school year, the District shall notify parents of students qualifying for LEP services regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communication with parents shall be in the language understood by the parents, whenever possible. In this policy, the word "parent" also includes guardians involved in supervising the child's schooling. The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event that the schools close due to inclement weather or an emergency, it is extremely important that parents/guardians tune into TV and Radio stations and our Putnam Website to keep abreast of emergency closings. The parent notification system will be used in case of an emergency. Below is the list of TV, Radio Stations as well as other means that the district uses to communicate information. We currently broadcast with:

Putnam Website: www.putnam.k12.ct.us

Local Connecticut television stations can send a text message to your mobile phone. If you are interested in this service, you will need to sign up on a station’s website. You may also listen to WINY (1350 AM) radio for information. Times for early release for inclement weather are 11:05 AM for Putnam High School, 11:10 AM for Putnam Middle School and 12:00 PM for Putnam Elementary School. All other Early Release times for professional development, parent conferences, holidays etc. are: 12:05 PM for Putnam High School, 12:10 PM for Putnam Middle School and 1:00 PM for Putnam Elementary School.

FOOD ALLERGIES (BOE policy 5141.25)

Students with Special Health Care Needs-Accommodating Students with Special Dietary Needs

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with applicable law, it is the policy of the Board of Education to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

GRADING SYSTEM (BOE policy 6146.1)

It is the policy of the Board of Education that a grade in a high school Honors class or an Advanced class is given added weight for purposes of calculating grade point average and determining class rank. The administration has developed and published a formula for calculation of grade point average and class rank reflecting the weighted grading system. The High School Principal shall ensure that parents are notified of this policy. It is currently described in the High School Student Handbook. The weighted grading procedure is not to be used in the determination of Honor Roll eligibility.

GPA CALCULATION, WEIGHTED GRADES, AND CLASS RANK (Secondary)

A student’s grade point average, or GPA, is an average of all accredited high school courses a student has taken. The GPA value shown below and the credit value of the course are used to make this calculation.

When the values from the chart are used without any adjustment, this is the simple GPA. However, Putnam High School offers courses on three levels. In order to differentiate between the three levels and encourage students to take more challenging courses, a weighted GPA system is also used. In this system the GPA values below are assigned to college prep courses. If a student takes an advanced course, 1.0 is added to the GPA value.

Class rank is established using weighted GPA’s. Since Putnam High School accepts grades from other schools in calculating GPA’s, there is no minimum enrollment time required for a student to receive a class rank. However, in order to be recognized as class valedictorian (class rank: 1) or salutatorian (class rank: 2), a student must have been enrolled at Putnam High School for a total of two years by the time of graduation.

<u>GRADE</u>	<u>STANDARD</u>	<u>ADVANCED</u>	<u>HONORS</u>
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D	1.00	1.50	2.00
F	0.00	0.00	0.00

GREEN CLEANING – (BOE policy 3524.2)

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Putnam Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools.

It is the policy of the Putnam Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment. The Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment. The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

Definitions

“Green Cleaning Program” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

“Environmentally Preferable Cleaning Products” means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Annually the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***“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.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

The Board will also make available on its website a copy of this green cleaning policy. *(If no website is available the Board must make the policy publicly available or available upon request.)*

The Board will report to the Commissioner of Education on its green cleaning program, in a manner and frequency prescribed by the Commissioner.

HAZING ACTIVITIES (BOE policy 5131.91)

The District strictly prohibits any person from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Consistent with the District’s Conduct and Sexual Harassment policies, any person who participates in hazing or related initiation activity, or conspires to engage in hazing, will face immediate disciplinary action up to and including suspension, expulsion, exclusion, and

loss of participation in extracurricular activities. In addition, persons who participate in hazing will be referred to law enforcement authorities and may face subsequent prosecution.

Definitions

“**Hazing**” means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. Hazing includes, but is not limited to:

- Requiring indecent exposure of the body;
- Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Any assault upon the person; or
- Requiring the ingestion of any substance or any other physical activity which would adversely affect the health or safety of the individual.

HOMELESS STUDENTS (BOE policy 5118.1)

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency or due to barriers such as fines, fees and absences. No Board policy, administrative regulations, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District in compliance with federal and state law. Access to District programs include public preschool programs administered by the District.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent and detailed in the administrative regulation accompanying this policy. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. Currently, Putnam Liaison for homeless children is Mrs. Kristine Drew, 860-963-6900.

HOMEWORK (BOE policy 6154)

Homework is a necessary reinforcement to classroom instruction by providing time for practice and application of knowledge. Homework can aid in the development of positive behavioral traits as student responsibility, self-discipline and intellectual independence. Recommended homework schedule:

Grade	Assignments per week	Time
K	2-3	5-10 minutes
Grade 1	2-3	10 minutes
Grade 2	2-3	15 minutes/night
Grade	Assignments per week	Time
Grade 3	2-3	20 minutes/night
Grade 4	3-4	20-30 minutes/night
Grade 5	3-4	15-45 minutes/night
Grade 6	4-5	45-90 minutes/night
Grade 7	4-5	45-90 minutes/night
Grade 8	4-5	45-90 minutes/night

For Grades 9-12, the recommended guideline should be regularly assigned as follows: 30-45 minutes per academic class, three to four time per week. Homework should be coordinated among departments to avoid the possibility of major projects/assignments sharing a mutual due date.

Grade 9	60-135 minutes per night
Grade 10	60-135 minutes per night
Grade 11	75-150 minutes per night
Grade 12	75-150 minutes per night

IMMUNIZATIONS (BOE policy 5141)

Immunizations/Vaccinations

No student will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Any other vaccine required by Section 19a-7f of Connecticut General Statutes.
10. Hepatitis B
11. Varicella (chickenpox)
12. Hepatitis A
13. Pneumococcal
14. Influenza
15. Meningococcal (gr 7-12)

Each child shall show proof of having received 2 doses of measles-containing vaccine or serologic evidence of infection with measles. Students must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, a Connecticut attorney, or a school nurse; or
4. in the case of measles, mumps or rubella, present a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

INTERNET ACCESS (BOE policy 6141.321)

Acceptable Use of Computer Network for Students

The Internet is a powerful global information infrastructure used by private individuals, businesses, organizations, educators and governments. In school, the Internet can serve as a valuable educational resource. The Putnam Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students. Student access to the District's computers and Internet service is provided for educational purposes, consistent with the District's educational mission, curriculum and instructional goals only. Students may use computers for personal use that is consistent with the school district's mission of developing lifelong learners. Any student who violates this policy will be subject to appropriate disciplinary action, up to and including expulsion. Improper use may also be reported to law enforcement officials, as appropriate. The Putnam Board of Education is aware that the Internet is essentially an unregulated communication environment within which information changes constantly, and which contains information that is inappropriate for some users based upon factors such as age and developmental level. The Board seeks to provide students with the understanding and skills needed to use the Internet in an appropriate and responsible manner that is conducive to learning.

Prohibited Use

Each student must take responsibility for his or her actions and activities in using the District's computers and Internet service, and must cooperate with teachers and staff in promoting responsible use. Inappropriate and/or irresponsible use is prohibited, including but not limited to, the following:

1. Any use that is illegal or in violation of any of the District's policies, rules or regulations, including but not limited to, harassing, discriminatory, or threatening communications and violation of copyright laws.
2. Any use involving inappropriate materials and/or inappropriate communications, including but not limited to materials and/or communications that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any use for personal or commercial financial gain or political lobbying.
4. Any use involving harassment, hate mail, discrimination, or other offensive communications.
5. Any use for the purpose of improperly infiltrating and/or damaging a software program or computer system, or for the purpose of improperly obtaining or modifying files, passwords or data.
6. Any use for the purpose of misrepresenting the District or others.
7. Misuse of passwords or accounts.
8. Misuse or damage to computer equipment or software.
9. Any use of pseudonyms, impersonations or anonymity. Each student must remain accountable for his or her use at all times.
10. Any use of unauthorized games, programs, files or other electronic media.
11. Any use involving plagiarism or the improper downloading or purchasing of materials, including, but not limited to, research papers or essays, in order to complete assignments.

Security

The security of the District's computer systems must be preserved by all student users. Each student is responsible for the use of their account. Passwords should not be shared. Students must take care to avoid degrading the performance of the network. Students must avoid the spread of computer viruses. Intentional or deliberate spread of computer viruses will be grounds for disciplinary action, up to and including expulsion. Any student who becomes aware of a potential security problem must immediately notify the appropriate teacher or other staff member.

Network Etiquette

Students are expected to use the District computers and Internet service in a mature and responsible manner. Students should never engage in inappropriate behavior while using the Districts computers and in so doing, will be subject to disciplinary action up to and including expulsion. Inappropriate behavior includes, but is not limited to, the following:

1. Sending impolite communications
2. Sending abusive or threatening communications
3. Using inappropriate, offensive or obscene language
4. Revealing names, addresses or other personal information of others without proper authorization.

Safety

The District will seek to protect student users from inappropriate communications and/or materials on the Internet, to the extent reasonably possible. Any student user who receives inappropriate communications on a school computer, including but not limited to, threatening remarks or offensive or obscene materials, must immediately notify the appropriate teacher or other staff member so that appropriate action may be taken.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time 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 materials.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

INTERSCHOLASTIC ATHLETICS (BOE policy 6145.2)

The Board of Education believes individual students will benefit from opportunities to grow physically and intellectually through experiences that provide the opportunity for self discipline and team efforts made possible through competitive interschool team and individual sports activities.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations or conferences of rules for student participation and of annual sports schedules.

It is the policy of the Board to provide to students interscholastic athletic competition in a variety of sports. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports.

Students with disabilities, possessing the required level of skill or ability to participate in a competitive program or activity, shall be afforded an equal opportunity to participate in extracurricular activities, which include club, intramural or interscholastic athletics. The District shall make reasonable modifications and provide those aids and services that are necessary to afford a "qualified" disabled student the opportunity to participate in extracurricular athletics, unless it results in a fundamental alteration to the District's program. The District will consider whether safe participation by a disabled student can be assured through reasonable modifications or the provision of aids and services.

Each student who chooses to participate in an interscholastic athletic program is required to have on file, in the offices of the Building Administrator and the Athletic Director, a Certificate of Consent which is signed by the parent or legal guardian. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor. This Certificate of Consent shall be in effect for each student for each sports season.

Eligibility to participate in interscholastic athletics is limited to the first eight semesters that a student is enrolled at Putnam High School. The seventh and eighth semesters must be consecutive.

Every possible effort shall be made to offer equal opportunities for both sexes in sports and activities which shall include life sports that a student can carry through adulthood.

MAGNET SCHOOLS

In 2015, the Board of Education withdrew from the ACT and QMC Magnet School Partnership. The Board of Education no longer provides transportation to these schools.

NONDISCRIMINATION (BOE policy 0521)

Nondiscrimination in School and Classroom Practices

The Board of Education in compliance with federal and state law, affirms its policy of equal education opportunity for all students and equal employment opportunity for all persons.

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin or disability.

The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. The District provides equal access to the Boy Scouts and other designated youth groups. Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer: Kristine Drew, Special Education Director, 860-963-6900. All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Special Education/Services as the District's Compliance Officer.

PARENT INVOLVEMENT (BOE policy 1110.1)

The Putnam Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

PESTICIDE POLICY (BOE policy 3524.1)

Hazardous Material in Schools-Pesticide Application

In conformity with all applicable statutes, the intent of this policy is to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. Further the District will only employ certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds. However, someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

A "**pesticide**" is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does **not** mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

The Putnam School System uses an effective and environmentally sensitive approach to pest management known as Integrated Pest Management (IPM).

"**Integrated pest management**" is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. The goal of the IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticide used as well as human and environmental exposure to pesticides. Each school will contract monthly monitoring to aid in the early detection of pest problems. Both physical and cultural solution will be employed to decrease out reliance on pesticides. When chemical treatments are required, pesticidal baits will be utilized first whenever practical. Problems requiring further treatments or situations when baits are not practical will be treated using products from an established hierarchy starting with the least toxic products first. Staff, parents and guardians may register at the school to be notified 24 hours prior to the application of a pesticide (excluding baits). Emergency applications to correct an immediate threat to health of students or staff will be notified by any means practical on or before the day of the application.

A "lawn care pesticide" is defined as pesticide registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include but are not limited to good housekeeping and routine, prompt maintenance of buildings and grounds.

The application of lawn care pesticides on the grounds of elementary schools must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2008 except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Superintendent of Schools.

As required by state statute, the District shall:

- Annually inform parents/guardians and staff of the District's pest application/management policy and a description of any pesticide applications made during the previous school year.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice. Parents, guardians, and staff who would like to be notified of the pesticide applications may register with the school by letter. A letter will notify registrants, the day before the application is done. Notification will include: (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information.
Those who register will also be notified as soon as possible of any emergency pesticide applications that are made and if there is a revision or modification to the Integrated Pest Management (IPM) plan.
- Provide notice of planned pesticide application to students, parents/guardians and employees.
- Make pesticide applications only after regular school hours or planned activities.
- Maintain written records for five years of all pesticide applications.

PROMOTION/ACCELERATION/RETENTION (BOE policy 5123)

Promotion/Acceleration/Retention

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the district will establish and maintain high standards for each grade and monitor student performance in a continuous and systematic manner. The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on the following criteria:

1. Successful completion of the curriculum,
2. Attendance,
3. Performance on the statewide testing program,
4. Other standardized tests,
5. Statewide reading standards in the primary grades,
6. Maturity, and
7. Academic potential.

In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision making process. Parents will be notified as early as possible that retention is being considered and except in very unusual circumstances, no later than March 31. In all cases where retention is being considered, for a student in Grades Pre Kindergarten through 8, the student will be referred to the school's child study team. The final decision on retention shall be made by the principal in consultation with classroom teachers, the child study team and the parent/guardian.

PSYCHOTROPIC DRUG USE (BOE policy 5141.231)

School personnel are prohibited from recommending the use of psychotropic drugs for any student. School medical staff may, however, recommend that a student be evaluated by an appropriate medical practitioner. School medical staff may consult with such practitioner, with the consent of the student's parent or guardian.

SCHOOL VOLUNTEERS (BOE policy 1212)

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. All adult volunteers must be fingerprinted.

SEARCH AND SEIZURE (BOE policy 5145.12)

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Board of Education or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. School officials carrying out a search and seizure are expected to be knowledgeable about the constitutional rights of students and appropriate procedures for conducting the search or seizure.

Reasonable suspicion that a student has unauthorized or illegal materials is generally required before an individual may be singled out for a search. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his/her person or personal effects.

1. Search of a Student and His/Her Effects

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are “reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.” The way the search is conducted should be “reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.” Under no circumstances is a school official authorized to conduct a “strip search” of a student.

2. Search of a Locker, Desk and Other Storage Area

A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

B. If the school administration reasonably suspects that a student is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

C. When required by law and otherwise at the option of the building Principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building Principal.

D. The decision to search shall be made by the Principal or the Principal’s designee. The search shall be made in the presence of at least one witness. Should a student refuse to cooperate, the administration may contact the police to assist with the search. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

3. Searches of Student Motor Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interiors of vehicles on school property may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security are contained inside.

4. Use of Trained Dogs

The District may elect to use specially trained drug dogs to alert the dog's handler to the presence of controlled substances in school facilities, grounds and parking lots, at the discretion of the Superintendent or designee. The trained drug dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Only the trained dog's handler will determine what constitutes an alert by the dog. A drug dog's alert constitutes reasonable suspicion for district officials to search the lockers, personal items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant. Dogs may not be used for random searches of students or other persons.

5. Use of Metal Detectors

A metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible. A school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Substantiate to the Superintendent the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

SECTION 504 REHABILITATION ACT

The Putnam School District is in compliance with Section 504 of the Rehabilitation Act of 1973. This act assures that disabled students will have educational opportunities equal to non-disabled students.

SEXUAL HARASSMENT (BOE policy 5145.5)

Sexual and Other Forms of Harassment

Sexual harassment or any other form of harassment based on protected class status (including, but not limited to race, sex, color, national origin, religion, or disability) will not be tolerated in the Putnam School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. Students who engage in harassment will be subject to discipline, up to and including expulsion.

Definitions

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile or offensive learning environment. Examples of sexual harassment include, but are not limited to:

1. Pressure for sexual activity
2. Repeated remarks with sexual or sexually demeaning implications
3. Unwelcomed or inappropriate touching
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing

Other Forms of Harassment Based on Protected Class Status

For purposes of this policy, harassment of a student based on protected class status other than sexual harassment consists of verbal or physical conduct when the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the

purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or the harassing conduct otherwise adversely affects an individual's work or academic performance.

Title IX, Title VI and Section 504 Coordinator

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Special Education, who is designated as the District's Title IX, Title VI and Section 504 Coordinator and who may be reached at (860) 963-6900. The Director of Special Education is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including but not limited to investigations may be referred directly to and handled by the Superintendent or his/her designee.

Complaint Procedure

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

A student who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that he/she has been subjected to sexual or other forms of harassment should next submit a written complaint to the Director of Special Education. If the Director of Special Education is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Director of Special Education, guidance office, building principal, and the Superintendent. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of harassment. All complaints are to be forwarded immediately to the Director of Special Education unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

Investigation

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Director of Special Education, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the

matter. Under normal circumstances, the Superintendent will respond to the investigation within thirty (30) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Director of Special Education and/or the Superintendent.

Alternate Complaint Procedures

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows: Office for Civil Rights, U.S. Department of Education, Region 1, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111

SMOKE FREE ENVIRONMENT (BOE policy 1331)

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

STATEMENT OF NONDISCRIMINATION

The Putnam School District is committed to a policy of equal opportunity and affirmative action for all qualified persons. The Putnam School District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national/ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Putnam School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Information and assistance can be found on our website at: www.putnam.k12.ct.us. Inquiries regarding the Putnam School District's nondiscrimination procedures should be directed to: Kristine Drew, Director of Special Education, Office of Student Services, 152 Woodstock Avenue, Putnam, CT 06260, drewk@putnam.k12.ct.us

STUDENT APPEARANCES ON CHANNEL 22 and NEWS MEDIA

From time to time, students are videotaped, photographed or recorded while engaging in learning activities at Putnam Public Schools. These tapes/photos or records may be shown on Putnam's public access cable television station, Channel 22 or other media outlets. Parents who do not wish to have their students appear on this station should send written notification so stating to the school administration. Students may be

videotaped or photographed in events such as school plays, sporting events, concerts, etc. without parental permission because such events are considered public performances.

STUDENT RECORDS

PUTNAM PUBLIC SCHOOLS

ANNUAL NOTIFICATION OF PARENT RIGHTS RELATED TO STUDENT RECORDS

In accordance with Federal requirements, the Putnam Public Schools annually notifies parents of their rights under the Family Education Rights and Privacy Act (FERPA). The FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to student educational records. These rights include:

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

To inspect and review records, the parent or eligible students should submit a written request to the school principal indicating the name and date of birth of the student whose records they wish to review. The principal will make arrangements for access and will contact the parent or eligible student to schedule a time and place for the review of the records.

- (2) The right to inspect student records includes (a) the right to an explanation and interpretation of the records and (b) copies of the records, if without such copies the parent's or eligible student's right to inspect and review the records would be prevented.**

The district may charge for copies of student records if the fee does not keep parents from inspecting and reviewing the records. The district may not charge a fee to search or retrieve information.

- (3) The right to request the amendment of the education records if a parent or eligible student believes that information in the student's records is inaccurate, misleading, or violates privacy rights of the student.**

To request the amendment of the records that they believe are inaccurate or misleading the parent or eligible student should write to the school principal and clearly identify the part of the records that they consider to be inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures, which will be conducted according to the requirements of Section 99.22 of the FERPA, will be provided to the parent or eligible student when they are notified of the right to a hearing.

If, as a result of a hearing, the district decides that the information is inaccurate, misleading, etc., the district will amend the information and inform the parent or eligible student in writing.

If, as a result of a hearing, the district decides that the information is not inaccurate, misleading, etc., it will inform the parent or eligible student of their right to place a statement of disagreement in the records. This statement will become part of the student records and will be maintained as long as the record is maintained and will be disclosed whenever the portion of the record to which the statement relates is disclosed.

- (4) The right to consent to disclosures of personally identifiable information contained in the student's education records, except for directory information. Directory information includes: student's name, address, telephone number, date and place of birth, school and grade, honors, awards, activities, and name and address of parents. Directory information will be released for necessary reasons unless you notify the principal of your child's school, in writing, that you do not wish to have this information released.**

Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of other school districts in which a student seeks or intends to enroll.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

If you believe that your rights as they relate to educational records have been violated or if you have questions concerning student records or the FERPA, please contact the Director of Student Services, Chief Custodian of Records, 152 Woodstock Avenue, Putnam, CT 06260-1890 (860) 963-6900.

ADDITIONAL RIGHTS AFFORDED PARENTS OF STUDENTS ELIGIBLE FOR SPECIAL EDUCATION SERVICES

Parents of students eligible for special education services have additional rights related to student records. These rights include:

- (1) **The right to inspect and review any educational records of their child including records related to the identification, evaluation and educational placement of a child and provision of FAPE to a student.**
- (2) **The right to acquire one free copy of their child's records.**
This request must be made in writing and will be honored within five school days.
The school district may charge for additional copies if the fee does not effectively prevent the parents from exercising their right to inspect and review the records.
The school district presumes that a parent has the authority to inspect and review records relating to her or his child unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation and divorce.
The school district does not charge a fee to search for or retrieve information. Any fee charged does not effectively deny parents their right to inspect and review education records.
- (3) **The right to have records made available for inspection and review within in no more than ten school days and within three school days if information is needed to plan for any due process proceeding or a PPT meeting.**
- (4) **The right to have their representative inspect and review the records.**
- (5) **The right to be informed by the school district when personally identifiable or confidential information collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA) is no longer needed to provide educational services to a child.**
- (6) **The right to request that the school district destroy personally identifiable information collected, maintained, or used under the IDEA when advised by the school district that this information is no longer needed to provide educational services to a child. In Connecticut, special education related records are generally retained for a minimum of 6 years.**

Note: It is important that parents of students who are eligible for special education services also be aware that, when a student reaches age 18, (except for a student who has been determined to be incompetent under State law), these rights and all other parent rights under the IDEA transfer to the student.

Once these rights transfer to a student, the school district provides all required notices to both the student and the parent. The district notifies both the student and the parent when these rights transfer to the student.

Directory Information

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

SUSPENSION/EXPULSION (BOE policy 5114)

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. The Board of Education views suspension and expulsion as a step in our progressive disciplinary policy.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student.
4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.
A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student’s conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person’s duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.
5. **“Expulsion”** shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.
6. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **“Days”** is defined as days when school is in session.
8. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **“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.
11. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
12. **“Vehicle”** means a **“motor vehicle”** as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

B. Removal From Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

D. Suspension and Expulsion

1. A student may be suspended (in-school) or suspended (out-of-school) or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - g. Harassment and/or hazing/bullying on the basis of that person’s race, religion, ethnic background, gender or sexual orientation;
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - i. 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 any other employee, or a fellow student;
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
 - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.

- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
3. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G(3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is

- suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.
 4. For any student who is suspended for the first time and who has never been expelled, the school 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. Such program shall be at no expense to the student or his/her parents/guardians.
 5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.
 6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services.
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violate the Board of Education's standards set forth in policy governing suspension and expulsion; and are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
 - a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property

or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.

- b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
 - c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
- a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and
 - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.
7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
- a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
 - b. The Board of Education shall give effect to the rules of privilege by law;
 - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 - d. Documentary evidence may be received in the form of copies or excerpts;
 - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
 - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- 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 shall not require the student or the parent/guardian of such student to pay for participation in the program.

I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services.

J. Students with Disabilities

A special education student's and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.
2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general

education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.
6. In order for the district to unilaterally obtain a 45-day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence, that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity must have an individualized learning plan if the Board offers such an alternative education or be in accordance with the standards adopted by the State Board of Education.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is not required to offer such alternative educational opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers person, if it was determined at the expulsion hearing

that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

Whenever the Board notifies a student between the ages of sixteen and eighteen or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice may be expunged from the cumulative educational record by the Board if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall 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 any other conditions required by the Board.
3. In the case of a student in grades kindergarten to grade eight inclusive expelled for the possession of a firearm or deadly weapon, the Board may expunge from the student's cumulative educational record the notice of the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
5. Whenever a student against whom a expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
6. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.
7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.

8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Readmission of Student from a Residential Placement

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 of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s). Students and parents shall be notified of this policy annually.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information concerning professional qualifications of their child's teacher(s) or paraprofessional(s). Please contact your child's principal for this information.

TRANSPORTATION SAFETY COMPLIANCE/PROCEDURES (BOE policy 3541.5-9)

The Board of Education will provide transportation for students under provisions of state law and regulations for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means. Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned or contracted facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board. Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

VIDEO/SURVEILLANCE

To provide a safe and orderly learning environment, the Board of Education has video cameras throughout the school in the district. This serves as notice to parents and students that the district has the capacity to record images.

VISITORS (BOE policy 1250)

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

WEAPONS AND DANGEROUS INSTRUMENTS (BOE policy 5131.7)

Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon by a student on school grounds or at a school sponsored activity is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any firearm, deadly weapon, dangerous instrument, or martial arts weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, gravity knives, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, where the blade is carried in a partially opened position, or destructive device.

Possession of or bringing such weapons, instruments or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law. Any violation of this policy shall, therefore, be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

A student's conduct off school grounds that is seriously disruptive of the educational process and violative of the Board's publicized policies may also be grounds for expulsion. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board may consider, among other things: (A) whether the incident occurred within close proximity of a school; (B) whether other students from the school were involved or whether there was any gang involvement; (C) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (D) whether the conduct involved the use of alcohol. A student found to be in possession of a firearm or dangerous weapon, as defined by law, or who is involved in the sale or distribution of a controlled substance, as defined in C.G.S. Section 21a- 240(9) shall be subject to an expulsion of one calendar year. The expulsion period may be modified on a case by case basis.

Any dangerous device, instrument, or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public. Every employee seizing any such device, weapon or instrument under the provision of this policy shall report the incident to the building principal immediately, and deliver the seized item to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure. If an employee knows or has reason to suspect that a student has possession of such an item but the item has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent.