

**REGIONAL SCHOOL DISTRICT 13      MIDDLEFIELD – DURHAM**

**FRANK WARD STRONG MIDDLE SCHOOL**

**P.O. Box 435, 191 MAIN STREET**

**DURHAM, CT 06422**

**Office 349-7222    Guidance 349-7255    Fax 349-7225**

Dr. Scott V. Nicol, *Principal*

September 2010

Dear Strong Parents and Students,

This is the newly revised Strong School Parent/Student Handbook for the 2010-2011 school year. This handbook includes basic information about Strong, including school regulations and Regional School District #13 Board of Education policies. This handbook does not encompass all school regulations and board of education policies.

You will notice the student agenda that has been issued to every student at Strong also includes many of the same regulations and policies included in this handbook. Regional School District #13 and Strong School request that you review this handbook and the student agenda together as a family. It is our hope that in reviewing this information each parent and student will be well informed resulting in a more communicative relationship with school staff and in a school environment that is conducive to learning and teaching for all students and staff members.

Each student at Strong has been given an emergency form to be completed by their parent(s)/guardian(s). Signature by both parent(s)/guardian(s) on this emergency form indicates the family has reviewed this entire handbook and student agenda. This emergency form must be returned to your child's period 6 teacher no later than Tuesday, September 7, 2010.

Also, if you are reading this letter you have accessed this handbook via our web site or the Strong School e-mail system. This has been a significant cost savings measure for the school district. We thank you for your cooperation.

This parent/student handbook and student agenda are works in progress. Both parents and students are encouraged to make suggestions as to its content. Should your family have any questions regarding the content, you may contact me at Strong School at (860) 349-7222.

Regards,

Dr. Scott V. Nicol  
Principal

# Frank Ward Strong Middle School

*“STRONG STUDENTS SHAPE TOMORROW”*

## PARENT/STUDENT HANDBOOK

2010 – 2011

Dr. Scott V. Nicol, Principal

Team Leaders:

Linda Micowski, Nancy Earls

Laurie King & Melissa Rosenthal

Frank Ward Strong Middle School

P. O. Box 435, 191 Main Street

Durham, CT 06422

Office 860-349-7222 Guidance 860-349-7255 Fax 860-349-7225

# TABLE OF CONTENTS

CENTRAL OFFICE /BOARD OF EDUCATION  
DISTRICT CALENDAR  
INTERIM AND REPORT CARD DATES  
DISTRICT PHONE NUMBERS  
STRONG STAFF LIST  
DISTRICT MISSION STATEMENT  
CORE ETHICAL VALUES  
DAILY SCHEDULE  
UNPLANNED 2 HOUR DELAY SCHEDULE  
PLANNED 2 HOUR DELAY SCHEDULE  
HALF DAY SCHEDULE  
AGENDA BOOKS  
AFTER SCHOOL AND EVENING EVENTS  
ATHLETICS: INTRAMURAL  
ATHLETICS: INTERSCHOLASTIC  
ATTENDANCE  
BEHAVIOR SHEETS  
BUS  
CELLPHONES  
BORROWING LUNCH MONEY  
CODE OF CONDUCT  
DETENTION  
DRESS CODE  
GRADING/REPORT CARDS  
GUIDANCE AND COUNSELING SERVICES  
HEALTH SERVICES  
HOMEWORK  
HONOR ROLL  
LIBRARY MEDIA CENTER  
LOCKERS  
STUDENT CLUBS AND ACTIVITIES  
VISITORS  
BOARD OF EDUCATION POLICIES  
ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL  
BUS CONDUCT

BUS RULES AND REGULATIONS  
PENALTIES FOR VIOLATIONS OF BUS REGULATIONS  
CHILD ABUSE OR NEGLECT  
STUDENT DISCIPLINE  
DIRECTORY INFORMATION  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)  
SEARCH AND SEIZURE  
STUDENT SEXUAL HARASSMENT  
INTERNET USE  
OVERVIEW  
NETWORK ACCOUNTS  
INTERNET RESPONSIBILITIES  
PARENT PACKETS – PACKET FOR WORLDWIDE WEB USE  
NETWORK CODE OF CONDUCT  
NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION-WITHOUT PRIOR CONSENT  
VIDEO CAMERAS ON SCHOOL BUSES  
VIDEO CAMERAS IN SCHOOL FACILITIES  
TRUANCY  
NONDISCRIMINATION INSTRUCTIONAL PROGRAM  
SCHOOL SPONSORED ACTIVITIES  
SECTION 504  
FIELD TRIPS  
SEXUAL HARASSMENT  
NONDISCRIMINATION  
COMPLAINT PROCEDURE FOR PROCESSING DISCRIMINATION COMPLAINTS  
LEVEL ONE ATTENDANCE LETTER  
LEVEL TWO ATTENDANCE LETTER  
LEVEL THREE ATTENDANCE LETTER

## ***Central Office***

*Susan Viccaro, Superintendent of Schools*  
349-7200

*Ronald Melnik, Business Manager*  
349-7200

*Amy Emory, Pupil Personnel Director*  
349-7208

*Carol Luckenbach, Curriculum/Professional Development Director*  
349-7231

*Rob Francis, Supervisor of Buildings and Grounds*  
349-7238

## ***Board of Education***

*Thomas Hennick, Chairperson*

*Norman Hicks, Secretary*

*Mary Jane Parsons, Treasurer*

*Merrill Adams*

*Kerrie Flanagan*

*William Currin*

*Debra Golschneider*

*Elizabeth Gara*

*Joseph Ochterski*

*Nancy Boyle*

## 2010-2011 Regional District #13 Calendar

<p style="text-align: center;"><b>JULY</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	M	T	W	T	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p style="text-align: center;"><b>AUG</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<p style="text-align: center;"><b>SEPT</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p style="text-align: center;">( 19 days)</p>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		<p style="text-align: center;"><b>OCT</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p style="text-align: center;">(20 days)</p>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
M	T	W	T	F																																																																																																																							
			1	2																																																																																																																							
5	6	7	8	9																																																																																																																							
12	13	14	15	16																																																																																																																							
19	20	21	22	23																																																																																																																							
26	27	28	29	30																																																																																																																							
M	T	W	T	F																																																																																																																							
2	3	4	5	6																																																																																																																							
9	10	11	12	13																																																																																																																							
16	17	18	19	20																																																																																																																							
23	24	25	26	27																																																																																																																							
30	31																																																																																																																										
M	T	W	T	F																																																																																																																							
		1	2	3																																																																																																																							
6	7	8	9	10																																																																																																																							
13	14	15	16	17																																																																																																																							
20	21	22	23	24																																																																																																																							
27	28	29	30																																																																																																																								
M	T	W	T	F																																																																																																																							
				1																																																																																																																							
4	5	6	7	8																																																																																																																							
11	12	13	14	15																																																																																																																							
18	19	20	21	22																																																																																																																							
25	26	27	28	29																																																																																																																							
<p style="text-align: center;"><b>NOV</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">(18 days)</p>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				<p style="text-align: center;"><b>DEC</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p style="text-align: center;">(17 days)</p>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<p style="text-align: center;"><b>JAN</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">(20 days)</p>	M	T	W	T	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					<p style="text-align: center;"><b>FEB</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">(15 days)</p>	M	T	W	T	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28				
M	T	W	T	F																																																																																																																							
1	2	3	4	5																																																																																																																							
8	9	10	11	12																																																																																																																							
15	16	17	18	19																																																																																																																							
22	23	24	25	26																																																																																																																							
29	30																																																																																																																										
M	T	W	T	F																																																																																																																							
		1	2	3																																																																																																																							
6	7	8	9	10																																																																																																																							
13	14	15	16	17																																																																																																																							
20	21	22	23	24																																																																																																																							
27	28	29	30	31																																																																																																																							
M	T	W	T	F																																																																																																																							
3	4	5	6	7																																																																																																																							
10	11	12	13	14																																																																																																																							
17	18	19	20	21																																																																																																																							
24	25	26	27	28																																																																																																																							
31																																																																																																																											
M	T	W	T	F																																																																																																																							
	1	2	3	4																																																																																																																							
7	8	9	10	11																																																																																																																							
14	15	16	17	18																																																																																																																							
21	22	23	24	25																																																																																																																							
28																																																																																																																											
<p style="text-align: center;"><b>MAR</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td>1*</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p style="text-align: center;">(23 days)</p>	M	T	W	T	F		1*	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<p style="text-align: center;"><b>APR</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p style="text-align: center;">(15 days)</p>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p style="text-align: center;"><b>MAY</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">(21 days)</p>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<p style="text-align: center;"><b>JUNE</b></p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p style="text-align: center;">(14 days)</p>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
M	T	W	T	F																																																																																																																							
	1*	2	3	4																																																																																																																							
7	8	9	10	11																																																																																																																							
14	15	16	17	18																																																																																																																							
21	22	23	24	25																																																																																																																							
28	29	30	31																																																																																																																								
M	T	W	T	F																																																																																																																							
				1																																																																																																																							
4	5	6	7	8																																																																																																																							
11	12	13	14	15																																																																																																																							
18	19	20	21	22																																																																																																																							
25	26	27	28	29																																																																																																																							
M	T	W	T	F																																																																																																																							
2	3	4	5	6																																																																																																																							
9	10	11	12	13																																																																																																																							
16	17	18	19	20																																																																																																																							
23	24	25	26	27																																																																																																																							
30	31																																																																																																																										
M	T	W	T	F																																																																																																																							
		1	2	3																																																																																																																							
6	7	8	9	10																																																																																																																							
13	14	15	16	17																																																																																																																							
20	21	22	23	24																																																																																																																							
27	28	29	30																																																																																																																								

**\*March 1 – 25 CMT & CAPT Testing\***

**182 Student days**

<p>General Staff Meeting <span style="float: right;">[ ]</span></p> <p>Students' First Day of School <span style="float: right;">[ ]</span></p> <p>Professional Development Days – No School <span style="float: right;">[ ]</span></p> <p>Holiday or Recess <span style="float: right;">[ ]</span></p> <p>2 Hr Delayed Opening Days- Staff Prof. Development <span style="float: right;">[ ]</span> Oct 25, Jan 14, Feb 3, Mar 4</p>	<p>Early Dismissal Days <span style="float: right;">[ ]</span></p> <p>Parent/Teacher Conferences: <span style="float: right;">[ ]</span> Dec 1, 2 All District Mar 23, 24 Elementary Only</p> <p>Transition Meetings: <span style="float: right;">[ ]</span> May 27, June 16, June 17</p> <p>Last Day of School <span style="float: right;">[ ]</span> June 20</p>
---	--

Aug	30	General Staff Meeting	Jan	14	2 Hr. Delayed Opening / Prof. Development
Aug	31	Professional Development Day	Jan	17	Martin Luther King Day
Sept	1	Staff Prep Day	Feb	3	2 Hr. Delayed Opening / Prof. Development
Sept	2	Opening Day for Students	Feb	21	Presidents' Day / District Closed
Sept	6	Labor Day	Feb	21-25	Winter Recess
Sept	24	Durham Fair	Mar	4	2 Hr. Delayed Opening / Prof. Development
Oct	11	Columbus Day	Mar	23-24	Early Dismissal Elementary Only / Parent Conf.
Oct	25	2 Hr. Delayed Opening / Prof. Development	Apr	1	Professional Development Day
Nov	2	Election Day / Professional Development	Apr	18-22	Spring Recess
Nov	11	Veterans' Day	Apr	22	Good Friday / District Closed
Nov	24	Early Dismissal	May	4	2 Hr. Delayed Opening / Prof. Development
Nov	25-26	Thanksgiving Recess	May	27	Early Dismissal/ Transition Meetings
Dec	1-2	Early Dismissal / Parent Conferences	May	30	Memorial Day
Dec	23	Early Dismissal	June	16-17	Early Dismissal / Transition Meetings
Dec 24 - Dec 31		Holiday Recess	June	20	Early Dismissal / Last day of school & Cuginchaug Graduation

\*Any days (up to 4 days) lost due to inclement weather will be added to the June calendar. Beyond 4 days (June) will be made up from the beginning of the April vacation. **Approved by BOE 1/27/10**

**DATES OF INTERIM REPORTS, TRIMESTERS AND  
REPORT CARD DATES SY 2010-2011**

**1<sup>st</sup> MARKING TRIMESTER -**

Mid Point Marking Period-----	October 8, 2010
Interim Reports Mailed-----	October 18, 2010
End of Marking Period-----	November 17, 2010
Report Cards Issued-----	November 29, 2010
Parent Conferences-----	December 1, 2010      Early Afternoon
	December 2, 2010      Evening
	TBA      During School Hours

**2<sup>nd</sup> MARKING TRIMESTER -**

Mid Point Marking Period-----	January 12, 2011
Interim Reports Mailed-----	January 20, 2011
End of Marking Period-----	March 7, 2011
Report Cards Issued-----	March 14, 2011

**3<sup>rd</sup> MARKING TRIMESTER -**

Mid Point Marking Period-----	May 2, 2011
Interim Reports Mailed-----	May 9, 2011
End of Marking Period-----	June 20, 2011 *
Report Cards Mailed-----	June 27, 2011*

**\*Subject To Change**

## TELEPHONE NUMBERS

<b>FIRE/AMBULANCE</b>		<b>911</b>
<b>STATE POLICE</b>		<b>399-2100</b>
<b>Resident Trooper</b>		<b>349-9685 (Middlefield)</b>
<b>Resident Trooper</b>		<b>349-2325 (Durham)</b>
<b>Superintendent's Office</b>		<b>349-7200</b>
<b>Pupil Personnel</b>		<b>349-7208</b>
	<b>Rob Francis</b>	<b>349-7238</b>
	<b>Mark Basil</b>	<b>349-7200</b>
<b>Strong</b>		<b>349-7222</b>
	<b>Guidance</b>	<b>349-7255</b>
	<b>Nurse</b>	<b>349-7257</b>
	<b>Cafe</b>	<b>349-7226</b>
	<b>Michelle Burke</b>	<b>349-7137 (Tech. office)</b>
	<b>Bill Kurtz</b>	<b>349-7137 (Tech. office)</b>
<b>C.R.H.S.</b>		<b>349-7215</b>
	<b>Guidance</b>	<b>349-7221</b>
	<b>Nurse</b>	<b>349-7212</b>
<b>Memorial</b>		<b>349-7235</b>
<b>J. Lyman</b>		<b>349-7240</b>
<b>Korn</b>		<b>349-7210</b>
	<b>Cafe</b>	<b>349-7244</b>
<b>Brewster</b>		<b>349-7227</b>
	<b>O.D.ED./Luckenbach</b>	<b>349-7231</b>
<b>Sub Coordinator (Janet Thompson)</b>		<b>349-7234</b>

### FAX NUMBERS 349-

<b>Brewster</b>	<b>7232</b>
<b>C.R.H.S. Office</b>	<b>7136</b>
<b>John Lyman</b>	<b>7242</b>
<b>Korn</b>	<b>7213</b>
<b>Memorial</b>	<b>7246</b>
<b>Strong</b>	<b>7225</b>
<b>Superintendent</b>	<b>7203</b>

Regional School District 13 Middlefield – Durham  
 Frank Ward Strong Middle School  
 P.O. Box 435, 191 Main Street  
 Durham, CT 06422  
 Office 349-7222 Guidance 349-7255 Fax 349-7225

2010-2011 Staff List

ADMINISTRATION

Scott V. Nicol Principal  
 Pat Toth Secretary

PUPIL PERSONNEL

Kathy Bottini Social Worker  
 Karen Bransfield Guidance Secretary  
 Kathleen Davidson Speech  
 Ann Juncadella School Nurse  
 Rebecca Sinusas Guidance Counselor  
 Melissa Stephens Psychologist

SUPPORT STAFF

Karen Buckley Teacher Assistant  
 Matthew Callan Spec. Ed. Teacher Assistant  
 Karen Kean Library Teacher Assistant  
 Diane Kilroy Spec. Ed. Teacher Assistant  
 Nancy Planeta Spec. Ed. Teacher Assistant  
 Patricia Roccapriore Spec. Ed. Teacher Assistant  
 Donna Sperl Spec. Ed. Teacher Assistant

7<sup>th</sup> GRADE BLUE TEAM

Krista Bauchman Science  
 Dan Carcaud Social Studies  
 Bronwyn Commins Language Arts  
 Courtney Driesch Math  
 Laurie King Sp. Ed./Team Leader  
 Melissa Rosenthal Lang. Arts/Team Leader

8<sup>th</sup> GRADE RED TEAM

Maura Broggi Science  
 Mary Halliwell Language Arts  
 Linda Micowski Lang. Arts/Team Leader  
 Claire Peterson Special Education  
 Jennifer Penney Math  
 Meg Smith Social Studies

7/8 GRADE ID GREEN TEAM

Lindsay Banas Integrated Day  
 Renee Brajczewski Math  
 Lissa Eade Integrated Day  
 Nancy Earls Integ. Day/Team Leader  
 Lori Koladicz Special Education  
 Valerie Leeds Integrated Day  
 Richard McCarthy Science

WORLD LANG. TEACHERS

Wanda Gonzalez Spanish  
 Cindi Kuzman French  
 Katy Reddick Latin

CAFETERIA/CUSTODIANS/TECH

Rita Van Steenberg Cafeteria  
 Pattie Giuffrida Cafeteria  
 Marie Klein Cafeteria  
 Gary Penkes Head Custodian  
 Jeff Emack Custodian  
 Matt Perry Custodian  
 Michelle Burke Technology Dept.  
 Bill Kurtz Technology Dept.

RELATED ARTS TEACHERS

Kirsten Beers Health  
 Ryan Donecker Intern  
 Sarah Hardy Permanent Sub  
 Michael Klimas Library Media Specialist  
 Lisa Larsen 8<sup>th</sup> Grade Music  
 Kevin Larson Physical Education  
 Gina Lentini Remedial Reading/Math  
 Elizabeth Mayo Special Ed. Permanent Sub  
 Michael Meays 7<sup>th</sup> Grade Music  
 Jeff Moore Technology Education  
 Matt Sanders Band/Instrumental  
 Amy Schaefer Art  
 Stephanie Basister ABA  
 Melissa Dirzius ABA  
 Lindsay Sloan ABA

## DISTRICT MISSION STATEMENT

The mission of Regional District 13, a school system that honors tradition and embraces change, is to ensure that all students become self-reliant, lifelong learners and respectful, responsible citizens who will thrive in global and technological environments, by expecting excellence and providing challenging educational opportunities, responsive to each student, in meaningful partnership with family and community.

## CORE ETHICAL VALUES

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves the following questions:

Am I showing **respect** for

- myself
- the worth and rights of others
- the views of others
- personal, school and community property
- the environment

Am I accepting **responsibility** for

- my own actions
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **honesty**

- with myself
- with others
- in my work

Am I practicing **kindness** by

- treating others the way I want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **courage** by

- standing up for moral principles
- persisting in the face of adversity
- being true to myself

## DAILY SCHEDULE

Period 1	7:20 - 8:09
Period 2	8:11 - 8:53
Period 3	8:55 - 9:37
Period 4	9:39 - 10:21
Period 5	10:23 - 11:05
Period 6	11:07 - 12:31
Lunch A	11:07 - 11:30
Lunch B	11:37 - 12:00
Lunch C	12:08 - 12:31
Period 7	12:33 - 1:15
Period 8	1:18 - 2:00

## UNPLANNED 2 HOUR DELAY SCHEDULE

No Period 7 and 8	Period 1	9:20 - 9:55
	Period 2	9:57 - 10:27
	Period 3	10:29 - 11:05
	Normal Period 6 and lunch	
	Period 4	12:35 - 1:15
	Period 5	1:18 - 2:00

## PLANNED 2 HOUR DELAY SCHEDULES

Note- Each period 1 – 5 has been omitted twice.

### October 25, 2010

No Period 4 and 5	Period 1	9:20 - 9:55
	Period 2	9:57 - 10:27
	Period 3	10:29 - 11:05
	Follow normal schedule	

### January 14, 2011

No Period 2 and 3	Period 1	9:20 - 9:55
	Period 4	9:57 - 10:27
	Period 5	10:29 - 11:05
	Follow normal schedule	

### February 3, 2011

No Period 1 and 3	Period 2	9:20 - 9:55
	Period 4	9:57 - 10:27
	Period 5	10:29 - 11:05
	Follow normal schedule	

### March 4, 2011

No Period 1 and 2	Period 3	9:20 - 9:55
	Period 4	9:57 - 10:27
	Period 5	10:29 - 11:05
	Follow normal schedule	

### May 4, 2011

No Period 4 and 5	Period 1	9:20 - 9:55
	Period 2	9:57 - 10:27
	Period 3	10:29 - 11:05
	Follow normal schedule	

## HALF-DAY SCHEDULE

Period 1	7:20 - 8:02
Period 2	8:03 - 8:34
Period 3	8:35 - 9:06
Period 4	9:07 - 9:38
Period 5	9:39 - 10:10
Period 7	10:11 - 10:42
Period 8	10:43 - 11:14
Period 6	11:15 - 12:05
	Entire 7 <sup>th</sup> grade Lunch A 11:15 - 11:35
	Entire 8 <sup>th</sup> grade Lunch B 11:45 - 12:05
Period 6 (back to)	12:07 - 12:12

## AGENDA BOOKS

Every student at Strong School receives an agenda book on the first day of school. Students are expected to bring the agenda book to every class, record all assignments, and follow teacher and team rules regarding the signing of the agenda book.

Towards the back of the agenda book are several "passport" pages. Students signing out of class are to utilize these pages as their pass.

## AFTER SCHOOL AND EVENING EVENTS

All school rules are in effect at after school and evening activities. Students may not arrive early and must leave when the event is over. Students are not permitted to loiter in the parking lot or on school grounds. Students must adhere to the dress requirements stipulated by the event sponsors; students not cooperating will be refused admittance.

Parents and appropriate authorities will be contacted immediately if a student is involved in any of the following:

- Drug and/or alcohol use either before or during a school event
- Insubordination (Not following directions of adult supervisor)

- Fighting
- Any violation of school rules or civil law

## ATHLETICS: INTRAMURAL

The intramural program provides student engagement at a lower level of competition. At the same time students have an opportunity to build self-esteem and friendships as they interact with others in the building.

Programs available:

Golf (Fall and Spring): Students are transported by bus to an area golf course.

Tennis (Fall and Spring): Students use Cuginchaug and Memorial tennis courts.

Cross-Country (Spring): This is a conditioning program open to any student.

Volleyball (Winter): Students practice and compete with three area schools.

## ATHLETICS: INTERSCHOLASTIC

Interscholastic sports are a part of the middle school experience as well. Athletic programs provide students with strategies and teamwork dynamics coupled with a higher level of competition.

Programs available:

Cross-Country (Fall): Boys and girls practice and compete in distance running competition with other schools

Boys and Girls Soccer: Practices and game schedule with other schools; junior varsity and varsity program. Practices and games held at Memorial School for this year only.

Boys Basketball (Winter): Junior varsity and varsity team selections, competing with other schools. The coaches establish a try-out period.

Girls Basketball (Winter): Junior varsity and varsity team selections, competing with other schools. The coaches establish a try-out period.

Cheerleading (Winter): Junior varsity and varsity team selections. Students attend all home games, supporting both boys and girls sports teams. The coach establishes a try-out period.

Baseball (Spring): A selected team of 7<sup>th</sup> and 8<sup>th</sup> grade students to compete with other schools. The coach establishes a try-out period.

Softball (Spring): A selected team of 7<sup>th</sup> and 8<sup>th</sup> grade students to compete with other schools. The coach establishes a try-out period.

In order to participate in any interscholastic sport, a student must:

- Be covered by a comprehensive accident insurance policy
- Have been examined by a physician and declared fit.
- Maintain a passing average in at least four academic subjects
- Cover cost for loss or damage to uniforms
- Maintain an acceptable discipline and behavior record
- Conform to team rules for conduct, sportsmanship and fair play as outlined by coaches
- Attend all scheduled practices and games
- Participate in P.E. class on game days

Students will be excused (no penalty) from practice for the same reasons as excused absences from school.

Penalties for unexcused absences and / or any behavior violations will be determined by coaches / principal.

## ATTENDANCE

To help insure the personal safety of all Strong students, clarify the nature of illnesses, and provide timely information on absences, parents are asked to call the nurse's office at 349-7257 on the day of the absence.

Regional District 13 recognizes the following as excused absences from school: illness or injury; death in the family; religious obligation; an emergency; legal suspension from school; or other exceptional circumstances. All other absences shall be considered unexcused.

A systematic attendance monitoring system is in place to assist students in their regular attendance to school. Once a month, attendance is reviewed and letters are sent home to students who have been absent a certain number of days. This monitoring system is patterned after the CRHS attendance policy. Please see your parent/student handbook for more details.

Students who are absent from school may not participate in extracurricular activities on that day.

Students are responsible for obtaining all work missed due to absences. Homework may be requested when a student is absent for two or more consecutive days.

Students who arrive at school after 7:20 are considered tardy to school and should report to the office. Three tardies, excused or unexcused, within a thirty-day calendar period will result in one lunch detention. Excessive tardies to school will result in progressive disciplinary action by the administration.

Students have two minutes to pass from class to class. Students who arrive after instruction has begun will receive a consequence from the teacher. Students who are chronically tardy will be referred to the office.

Regional District 13 does not recognize family vacation as an excused absence. Students and parents must recognize that class work missed cannot be replicated. It is the student's responsibility to arrange to make up all work missed within two weeks after returning to school. While teachers may suggest work to be done during the vacation, they are not responsible for preparing lessons prior to the teaching of those lessons.

## BEHAVIOR SHEETS

Students who receive three behavior sheets within 30 calendar days will receive an office detention.

## BUS

Students who wish to ride a bus other than their assigned bus are not required to present a note from a parent to the office before the end of the day.

## CELLPHONES

Students are not permitted to use cell phones during the school day. A cell phone that is visible to a teacher will be confiscated and given to the principal. Parents will be required to pick up the cell phone in the office at Strong.

## BORROWING LUNCH MONEY

Only 7<sup>th</sup> grade students who forget their lunch money will be able to borrow money from the office and reimburse the office at a later date. 8<sup>th</sup> grade students will not be allowed to borrow lunch money from the office. The hope is the 8<sup>th</sup> grade students

will transition to becoming more responsible young adults, for at CRHS borrowing lunch money is essentially prohibited.

## CODE OF CONDUCT

A successful educational experience is directly related to one's ability to exemplify the Core Ethical Values.

RESPECT

RESPONSIBILITY

HONESTY

KINDNESS

COURAGE

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

At times it will be necessary for students to receive one or more of the following consequences to serve as a reminder of these values:

- a. Verbal warning
- b. Completion of behavioral sheet
- c. Assignment to a new seat in class or lunchroom
- d. Detention: lunch or after school
- e. Discussion of the problem with teacher or team
- f. Parent notification
- g. Parent conference
- h. Confiscation of illegal or offending item
- i. Financial restitution and/or work in-kind
- j. In school after school detention
- k. Referral to guidance
- l. Referral to principal
- m. Suspension/removal from school or from bus transportation
- n. Referral to police or court
- o. Expulsion

Violations of the law **will not be tolerated**. Violators of the law will be referred to the police for appropriate action.

## DETENTION

### TEACHER/TEAM DETENTION

Students may be kept after school for disciplinary or academic reasons at the discretion of the teachers. Parents will be notified in advance when their child is assigned a detention.

### ADMINISTRATIVE DETENTION

Administrative detention is assigned for infractions of school attendance or behavior policies and runs from dismissal until 3 PM. Parents will be notified in advance.

After school detention takes precedence over other student activities and/or obligations. Failure to serve an assigned detention will result in additional consequences.

## DRESS CODE

Clothing may not be disruptive, disrespectful, or distracting to the educational process. No revealing tops, short shorts, very short skirts, bare midriffs, or visible underwear are allowed. Shoes must be worn at all times. Clothing must be free of offensive signs, slogans, or language, and may not advertise alcohol or illegal substances. No hats or other head coverings

are allowed. Roller skate sneakers are prohibited in the building at all times.

## GRADING/REPORT CARDS

Students will receive report cards three times per year and will be graded in all subjects. In each subject students will be evaluated on the academic work completed during the marking period (letter grade) as well as on progress toward academic and lifelong learning benchmarks.

### GRADE RANGE:

A+ 97 - 100	C+ 77 - 79
A 93 - 96	C 73 - 76
A- 90 - 92	C- 70 - 72
B+ 87 - 89	D+ 67 - 69
B 83 - 86	D 63 - 66
B- 80 - 82	D- 60 - 62
	F 59 AND BELOW

### LIFELONG LEARNING BENCHMARKS:

- Demonstrates responsible behavior
- Interacts effectively with others
- Demonstrates responsibility for learning

## GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study helps, home, school and/or social concerns, or any question the student may feel he would like to discuss with a counselor. A guidance counselor, a school psychologist, and a social worker are available to meet with students. Students wishing to meet with one of the counselors should make an appointment with the secretary in the guidance office.

## HEALTH SERVICES

Students who feel ill should report to the school nurse. If the nurse is not available, students should report to the main office. Students must not call home or leave the building because of illness without authorization by the nurse or an administrator. Students with significant injuries or illness will be required to have a physician's note to return to Physical Education and sports. Students requiring the use of crutches at school must provide a physician's note allowing their use at school.

All medications are to be delivered to the school nurse or the principal by the parent. A doctor's written order is required for school personnel to dispense medications, including over the counter medications (like Tylenol) and topical preparations. Doctor's order forms are available from the school nurse. New orders are required each academic year. All medications must be properly labeled from the pharmacy. A parent must pick up all medications by the last day of school, or they may be discarded.

State health requirements mandate a sixth grade physical exam be completed prior to entry into seventh grade, including blood work (Hct/Hgb), a

second measles immunization; Hepatitis B immunization; and immunity to varicella (chicken pox). Those who qualify on the basis of financial need may obtain the services of the Regional District#13 physician.

Students participating in interscholastic sports must have a physical examination on file in the health office. A student is eligible to practice and play interscholastic sports for exactly one year from the date of the last physical examination on file in the health office. A Doctor's note saying a student is healthy and eligible to play is not accepted in lieu of an actual physical examination. The Regional District #13 physician provides free sports physicals three times a year, prior to the start of each sports season. The dates of these physicals are announced in the school newsletter, and during school morning announcements.

State mandated health screening for hearing and scoliosis will be done during the school day. Audiometric screening is performed on eighth graders, and on a referral basis when necessary. All seventh and eighth grade students are screened for scoliosis.

For any questions call Anne Juncadella, R.N., B.S.N., Strong School Nurse, at 349-7257.

## HOMEWORK

One of Regional District 13's Core Ethical Values is responsibility. Responsibility for one's work has also been identified as one of the assessed lifelong learning behaviors at Strong School. Agenda books are provided by the school to assist students in managing their time and to promote communication with parents. Students are expected to:

1. record all assignments correctly in their agenda book;
2. complete all homework assignments to the best of their ability
3. hand in homework on the day it is due;
4. ask for help if needed
5. call a friend to get the homework assignments if they are absent

## HONOR ROLL

Outstanding work in all areas is recognized by an honor roll that is published each trimester. All subject areas are included in determining honor roll status.

- High Honor Roll: all "A's" with one "B+"
- Honor Roll: All "A's" and "B's" with one "C+"

## LIBRARY MEDIA CENTER

Students are welcome to use the media center for print research, independent reading, and computer access. Students are expected to show respect for the facility, materials, staff, and other students. When help is needed, students are encouraged to ask the library media specialist or assistant for help.

### RULES:

1. No food or drink allowed.
2. Discussions relating to school assignments are permitted but must be quiet so others may do their work.

3. Damaged or lost books must be replaced or paid for at the discretion of the library media specialist.
4. Students must come to library tutorials prepared. If homework is finished, students are expected to read from their independent reading book.
5. Materials may be checked out for three weeks and renewed two more times. Detention will be assigned if late books are not turned in after two warnings.
6. Students wishing to use the computers in the lab must sign in at the front desk.
7. Computer use is limited to school assignments.

## **LOCKERS**

Each student is assigned a locker at the beginning of the school year. Students are responsible for the condition of their lockers. The locker remains the property of the school and can be searched by the administration at any time. Students are urged to keep lockers locked and to refrain from storing valuables or large sums of money in their lockers.

## **STUDENT CLUBS AND ACTIVITIES**

**Clubs and activities offerings vary from year to year. Also, other clubs are typically added throughout the school year.**

### **Art / Mural Makers Club**

Interested students work on painting murals on the walls of Strong.

### **Bulletin Board Club**

Eighth grade students work to create bulletin boards to boost school spirit and support worthy causes.

### **Creative Writing Club**

Interested students can work with students from CRHS on their creative writing skills.

### **Chess Club**

Interested 7<sup>th</sup> and 8<sup>th</sup> grade students meet to play chess and socialize.

### **Drama Club**

7<sup>th</sup> & 8<sup>th</sup> grade students perform plays and learn drama techniques.

### **Eco Club**

Interested students work on environmentally friendly initiatives within and outside of Strong.

### **Guitar Club**

Interested students can participate in jamming sessions. Performances in school wide events do occur.

### **Jazz Band**

A select group of 7<sup>th</sup> and 8<sup>th</sup> grade musicians who meet in the evening to rehearse jazz repertoire.

### **School Newspaper**

Interested 7<sup>th</sup>/8<sup>th</sup> grade students who assemble our or more school newspapers with the students as their target audience.

### **Mandarin Chinese Club**

Interested students grades 7 – 12 work on speaking and writing Mandarin Chinese.

### **Math Club**

Any interested 7<sup>th</sup> and 8<sup>th</sup> grade students can take part in an after school math program providing advanced math techniques.

### **Mini Hockey**

Any interested student can participate.

### **Peer Mediation Team**

Led by Guidance Department and students from both 8<sup>th</sup> grade teams to help others to resolve conflict.

### **Peer Tutoring Program**

Students recommended by their teachers and / or interested in tutoring students after school are able to participate as needed basis.

### **Principal's Advisory**

7<sup>th</sup> and 8<sup>th</sup> grade students are selected from the student body that complete an application. This group works on voluntary projects.

### **Radio Club**

Morning announcements conducted by 7<sup>th</sup> and 8<sup>th</sup> grade students.

### **Service Club**

Any interested 7<sup>th</sup> and 8<sup>th</sup> grade students work on volunteer community projects.

### **Spanish Club**

Students meet during/after school to explore activities in foreign language and cultural situations.

### **Student Council**

Elected representatives from each homeroom inform classmates about school activities and organize and promote school service projects.

### **Yearbook**

Students and faculty work throughout the year to compile the Strong School Yearbook for students to purchase at the end of the school year.

### **Yoga Club**

Take Yoga (typically during the month of March) with one of our teachers afterschool.

\*Students who have been suspended in or out of school on a day of any student activity or dance will not be allowed to attend.

## **VISITORS**

Visitors must stop at the office upon entering the building to sign in. Any visitor to the building must be clearly identified with a visitor's badge. Student visitors must be pre-approved by the office no later than the day before the proposed visit.

# BOARD OF EDUCATION POLICIES

## STUDENTS

### Administration of Medication by School Personnel 5141.21

1. Medications shall be administered in the school only when it is not possible to achieve the desired effects by home administration during other than school hours. Arrangements will be made for administering such medications when the nurse and prescribing physician deem it necessary for the well being of the student. The prescribing physician will be responsible for the medical care of the student.
2. Medications shall be administered in schools only upon written authorization of the attending physician or dentist and written authorization of the parent or guardian, in accordance with District procedure.
3. Personnel authorized to administer medications shall be limited to either the school medical advisor (M.D.), or a school nurse (R.N.), or in their absence, a licensed practical nurse (L.P.N.) so designated by them. In the absence of these persons, the school principal, or in his/her absence, an appropriately trained teacher *or teacher assistant* may administer medications in accordance with District procedures. School health aides are not allowed to administer medications. In an emergency, if the student's physician or the school medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.
4. The medication should be delivered to the school nurse, principal, assistant principal, or L.P.N. by the parent or responsible adult and should be properly labeled with directions.
5. Students in grades 7 through 12 may be allowed to carry and self-administer medications, only with prior written authorization of a physician or dentist, and parent/guardian, and upon a determination on an individual basis as to need and safety in accordance with District procedures.
6. Administration of medication off of school property or after school hours to our students involved in school activities shall be in accordance with District 13's medication procedures.

7. Aspirin or aspirin substitutes containing acetaminophen and/or ibuprofen will not be administered without written physician order and parent authorization.

8. Emergency administration of medication: In case of an anaphylactic reaction or risk of such reaction, a school nurse, or in his/her absence, the administrator, [or] designated teacher *or teacher assistant*, may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, *on school transportation*, or at a school function according to the Standing Order of the school medical advisor. The data on the medication administered shall be entered in ink on an Individual Student Medication Form and filed in the student's cumulative health record.

**Each school wherein any controlled drug is administered under the provisions of this policy shall maintain such records as are required of hospitals under the provisions of subsections (f) and (h) of section 21a-254 and shall store such drug in such a manner as the Commissioner of Health Services shall, by regulation, require.**

Legal Reference:

Connecticut General Statutes 10-212a Administration of medicines by school personnel

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render

CT Regulations of State Agencies 10-212a-1 through 10-212a-7

Policy Adopted: May 9, 1990

Policy Revised: May 23, 1990

Policy Revised: August 26, 1998

## BUS CONDUCT 5131.1

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a Board policy or administrative regulation. Principals shall follow

procedures in Policy 5114 Removal/Suspension/Expulsion when suspending student bus privileges.

(cf. 5114 Removal/Suspension/Expulsion)  
(cf. 5144 Discipline/Punishment)  
(cf. 5131.5 Vandalism)

#### Legal Reference

Connecticut General Statutes 10-186 Duties of local and regional boards of education re school attendance  
10-220 Duties of boards of education  
10-221 Boards of education to prescribe rules  
10-233c Suspension of pupils

Policy Adopted: August 26, 1998

## **BUS RULES AND REGULATIONS 5131.1**

Safety and efficient operation of the bus calls for the cooperation of all parents in the enforcement of the following regulations:

1. The bus driver is at all times, while pupils are being transported, in full charge of the bus and of all pupils riding therein.
2. The bus driver is empowered to enforce all rules.
3. Pupils must take a seat as soon as they enter the bus and remain in it until the bus has reached its designated stops.
4. The behavior of the children on the bus should be substantially the same as that in the classroom. Reasonable conversation is permitted.
5. Yelling or indecent language is absolutely forbidden.
6. Fighting or shoving is also absolutely forbidden.
7. Unnecessary conversation with the bus driver is to be discouraged.
8. Pupils must not throw waste paper or uneaten school lunches, etc. on the floor of the bus.

9. Pupils must assist the drivers in every way possible to keep buses clean.

10. On entering or leaving the bus all children are to proceed in an orderly fashion. Crowding or tripping is not permitted.

11. Pupils are not permitted to leave the bus without permission from the bus driver, except at the school or home stop.

12. Pupils must assist the drivers to keep the schedule by being on time at their stops.

13. Pupils must not stand or play on the traveled part of the highways while waiting for the bus.

14. After being discharged from the bus, pupils will cross the road in front of the bus while the traffic is stopped in both directions. The bus driver will keep his red lights flashing and not start the bus until pupils are safely across the road and off the highway.

15. Pupils must not at any time extend head or arms out of an opened window.

16. Pupils are not to mar or deface the inside or outside of the buses.

17. Pupils will keep away from buses on which they do not ride.

18. Pupils who violate No. 16 above shall be liable for the damage.

19. Pupils who wish to ride a bus other than the one to which they are assigned must have a written note from home giving the reasons. This applies also to non-bus students who wish to use the bus.

## **PENALTIES FOR VIOLATIONS OF BUS REGULATIONS ABOVE 5131.1**

1. The driver is required to report the violation to the principal the same day of the offense if possible.
2. Principal will notify the parent in writing of all violations, and a notification will be given the school board.

3. Any child who continues to misbehave will not be allowed to ride on the bus. It will be up to the parents to get the child to school. This arrangement will hold until the parent can assure good behavior on the part of the pupil.

Regulation Approved: December 8, 1970

Regulation Reapproved: January 11, 1989

## STUDENTS 5141.5

### Child Abuse or Neglect

It is the public policy of the State of Connecticut to: protect children whose health and welfare may be adversely affected through injury and neglect; strengthen the family and make the home safe for children by enhancing the parental capacity for good child care; provide a temporary or permanent nurturing and safe environment for children, where necessary; and, for these purposes, require the reporting of suspected child abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family.

**Connecticut General Statute 17a-101 as amended, has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused or neglected or may be abused.**

In order to assure that the above policy of the State of Connecticut is fully implemented, Regional District 13 does hereby establish the following policies with respect to suspected abuse and neglect of students:

1. All personnel of Regional School District 13 shall fully comply with all the requirements of the Connecticut General Statutes and with regulations promulgated by the Commissioner of Children and Families with respect to the reporting of suspected abuse or neglect of a child in accordance with the administrative procedures of Regional District 13.

2. All personnel of Regional District 13 shall fully comply with all the requirements of the Connecticut General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of

suspected abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with the administrative procedures of Regional District 13.

3. All personnel shall cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect.

4. Such mandated reporting requirements of the general statutes and regulations, and the administrative procedures regarding reporting, shall be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g., secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals not less frequently than once each school year.

5. Any student suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care.

6. All personnel of Regional School District 13 shall treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

The purpose of this Board policy is to inform all employees in the school system of the statutory requirements to report suspected child physical or sexual abuse, and neglect, and of their immunity from civil liability or criminal penalty for making such reports.

Legal Citations: CT General Statutes Sections 17a-101, 102, 103, 104, 106 and

CT General Statutes Sections 19a-458a, as amended by Public Act 96-246

Legal Reference: 17a-101 Protection of children from abuse. Reports required of certain professional persons. When a child may be removed from surrounding without court order. (as amended by PA 96-246, PA 00-220 and PA 02-106) 17a-101a

Report of abuse or neglect by mandated reporters. (as amended by PA 02-106)

Policy Approved: August 22, 1992

Policy Revised: October 28, 1992

Policy Revised: January 8, 1997

Policy Revised: March 26, 1997

Policy Revised: November 13, 2002

5141.5

## **STUDENTS 5141.5**

### **Child Abuse/Neglect**

#### **Reporting of Suspected Child Abuse/Neglect**

Items # 1 to 15 below apply to all instances of suspected abuse regardless of whether the person suspected of abusing or neglecting the student is a caregiver (outside of school) or a school employee. Items #16 to 21 apply only to instances of suspected abuse by a school employee. The Section numbers following each entry refer to Section numbers in Public Act 96-246.

1. Mandated reporters must make or cause to be made an oral report of suspected abuse or neglect to the Commissioner of DCF (via the Child Protection Careline, 1-800-842-2288) or a law enforcement agency within **12** hours of reasonably suspecting or believing that a child has been abused or neglected or is in danger of being abused (see Section 3).

2. All oral and written reports of suspected abuse or neglect must contain, if known:

- the names and addresses of the child and his parents or other person responsible for his care;
- the age of the child;
- the gender of the child;
- the nature and extent of the child's injury or injuries, maltreatment or neglect;

- the approximate date and time the injury or injuries to, or maltreatment or neglect of the child or his siblings;
- the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (see Section 5).

Please note: Under this law, a "child" refers to a person under the age of eighteen (18) years.

3. When the mandated reporter reports orally to DCF, as required by Section 5, he or she does not need to file a written report to DCF (see Section 4).

4. For the purposes of receiving and making reports, notifying and receiving notification, or investigating, the superintendent may assign a designee to act on his/her behalf (see Section 11 (d)).

5. When the mandated reporter reports orally to the police, rather than to DCF, the reporter must submit within 48 hours a written report to DCF - using the revised DCF-136 form (see Section 4).

6. A mandated reporter who is a member of the school staff, shall also submit a written report to the superintendent or his/her designee (see Section 4).

Please note: Mandated (1) reporters use the DCF-136 form for this purpose, and (2) when the suspected abuser is not a school employee, the superintendent may designate the principal of each school to receive such reports.

7. No employer shall discharge, or in any manner discriminate or retaliate against, any employee who in good faith makes a report, testifies or is about to testify in any proceeding involving child abuse or neglect. An employer who violates this provision may be assessed a civil penalty of not more than \$2,500 and other penalties as the court deems appropriate (see Section 6 (a)).

8. Any person who knowingly makes a false report of child abuse or neglect shall be fined, if convicted,

not more than \$2,000 or imprisoned not more than one year of both (see Section 6 (c)).

9. DCF and/or the police will be the lead agencies for the investigation of any suspected abuse or neglect (see Section 3).

10. DCF and/or the police are responsible to coordinate and minimize the number of interviews of any child (see Section 10).

11. DCF must obtain consent of the parent, guardian or person responsible for the child's care for any interview with a student unless the alleged perpetrator is such person or a member of the child's household. When consent is not required, the interview must be conducted in the presence of a disinterested party, such as a teacher, pupil services specialist or principal. The latter does not apply if a disinterested adult is not accessible after a reasonable search, and an immediate interview is necessary (see Section 10).

12. Any person other than mandated reporters may cause a written or oral report to be made to the Commissioner of DCF (via the Child Protection Careline, 1-800-842-2288), or a law enforcement agency, and shall be requested but not required to give his name or address when making such a report (see Section 7).

13. DCF may provide to mandated reporters the following limited information subsequent to a report of suspected abuse or neglect: the status of the investigation and, in general terms, any action taken by the Department (see Section 17(f)(7)).

Please note: DCF sends the "Response Letter to Mandated Reporter", DCF-2122 form, to the reporter; this form is to be filed with the DCF-136 form that documented the original report to DCF.

14. DCF cannot release the names of non-mandated reporters without their written consent, except to: (1) an employee of DCF responsible for child protective services or the abuse registry; (2) a law enforcement agency; (3) the Chief State's Attorney or designee; (4) the state's attorney in the jurisdiction where the incident occurred; or (5) an assistant attorney general (see Section 17(h)).

15. The name of any individual who cooperates with an investigation of a report of child abuse or neglect

shall be kept confidential upon request or upon determination by DCF that disclosure may be detrimental to the safety or interests of the individual except that DCF may disclose the individual's name to a law enforcement officer, a state's attorney or assistant state's attorney (see Section 17(I)).

Please note: This section includes mandated reporters who cooperate with an investigation.

Items 16 through 21 below apply only to instances of suspected abuse by a school employee.

16. As with all reports of suspected abuse or neglect, a written report concerning a school employee must be made to the Superintendent or his/her designee (see Section 3(b)).

Please note: In this situation, the Superintendent may not designate principals to receive such reports.

17. Such person in charge shall then immediately notify the child's parent, or other person responsible for the child's care, that a report has been made (see Section 3(b)). In the case of a certified employee, the person in charge of the school or his designee must also send a written report to the Commissioner of Education or his representative (see Section 4).

18. Whenever an investigation pursuant to Section 9 produces evidence that a child has been abused by a public school employee in a position requiring a certificate, the Superintendent must suspend such school employee with pay and continuation of benefits. Such suspension shall remain in effect until the Board of Education acts pursuant to Section 10-151 of the general statutes as amended (see Section 11(a)).

Please note: (1) Section 9 of this act refers to the investigation of DCF; (2) "evidence" is not defined in the act; and (3) the law does not address what a school district's responsibility is regarding suspension of non-certified school employees who are suspected of abusing a child.

19. Within seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education or his representative, of the reasons for and conditions of the suspension (see Section 11(a)).

20. If the contract of employment of a certified school employee is terminated as a result of an investigation of child abuse, the Superintendent shall notify the Commissioner of Education, or his representative, within seventy-two (72) hours after such termination.

21. Upon receipt of any report required under P.A. 96-246, Sections 2 to 6 inclusive, the Commissioner of Education may commence certification revocation proceedings in accordance with 10-145b of the general statutes, as amended. Information contained in such reports shall be confidential subject to regulations adopted by the State Board of Education (see Section 11a).

Legal Reference: Connecticut General Statutes §17a-101, as amended by P.A. 96-246

Regulation Approved: August 22, 1990

Regulation Revised: October 28, 1992

Regulation Revised: January 8, 1997

Regulation Revised: March 26, 1997

Regulation Revised: November 13, 2002

## STUDENT DISCIPLINE 5114

### I. Definitions

A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade

knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.

D. **Emergency** means a situation in which the continued presence of the student in school poses 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.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a

mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) 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. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized

or authorized by the Board and includes activities conducted on or off school property.

- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. *Conduct on School Grounds or at a School-Sponsored Activity:*

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.**

B. *Conduct off School Grounds:*

1. Students may be suspended or expelled for conduct off school grounds if such conduct **is seriously disruptive of the educational process and violative of a publicized policy of the Board.** In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (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 Conn. Gen. Stat. § 29-38, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.**

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider **whether such off-campus conduct involved the use of drugs.**

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession

- and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
  5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
  6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
  7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
  8. A walk-out from or sit-in within a classroom or school building or school grounds.
  9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
  10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
  11. Possession of any ammunition for any weapon described above in paragraph 10.
  12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
  13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
  14. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 14, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal

- under state and/or federal law.
15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
16. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (14) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own

- work, without proper attribution.
26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer.
30. Hazing.
31. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are repeated against the student over time.

32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
33. Any action prohibited by any Federal or State law.
34. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### **IV. PROCEDURES GOVERNING REMOVAL FROM CLASS**

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the

institution of such removal from class.

who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.

## **V. PROCEDURES GOVERNING SUSPENSION**

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  2. If the student is suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student (a) poses such a danger to persons or property or (b) is so disruptive of the educational process that he or she must serve the suspension out of school.
  3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student
  4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
  5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
  6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
  7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
  9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
  10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
  11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
  12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  13. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to

the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VI. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. Suspensions shall be considered to be in-school suspensions unless the principal or designee determines through the informal hearing process that the student poses such a danger to persons or property or is so disruptive of the educational process that he or she must serve the suspension out of school.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VII. Procedures Governing Expulsion Recommendation

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

dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument,**” “**deadly weapon,**” “**electronic defense weapon,**” “**firearm,**” and “**martial arts weapon,**” are defined above in Section I.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

### VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

- B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

- C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:

- a. The date, time, place and nature of the hearing.
- b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
- c. A short, plain description of the conduct alleged by the administration.
- d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
- e. The student may cross-examine witnesses called by the Administration.

f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.

g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

i. Information about free or reduced-rate legal services and how to access such services.

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence

- received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
  4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
  5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
  6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
  7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
  8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
  9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
  10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section V.A (9), (10), (11), above, and Section XI, below. The Board may ask the Superintendent for a

recommendation as to the discipline to be imposed.

personally identifiable information.

11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other

E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by

the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. Stipulated Agreements:

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to hold a hearing to determine whether the

student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Board Policy Regarding Mandatory Expulsions

In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section VII(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational program.

B. *Students sixteen (16) to eighteen (18) years of age:*

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the

Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as

it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XII. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has

been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any

rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative

education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or

3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XIII.C.:

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under any

other authority under the Controlled Substances Act or under any other provision of federal law.

4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIV. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a

manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XV. **EARLY READMISSION TO SCHOOL**

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. **COMPLIANCE WITH REPORTING REQUIREMENTS**

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act.

§§ 10-233a through 10-233e Suspension and expulsion of students.

§ 10-233f In-school suspension of students.

§29-38 Weapons in vehicles

§53a-3 Definitions

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

Public Act 07-3

An Act Implementing the Provisions of the Budget Concerning Education

Public Act 07-66

An Act Concerning In-School Suspensions

Public Act 07-122

An Act Concerning Suspensions and Expulsions by Local and Regional Boards of Education

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)  
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

21 U.S.C. § 812(c) (identifying “controlled substances” and “illegal drugs”)

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

Policy Adopted: May 11, 2005

Policy Revised: June 11, 2008

3/11/08

238924 v.26

**DIRECTORY INFORMATION**

1. The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- A. Name
- B. Address
- C. Telephone number
- D. Place and date of birth
- E. Electronic mail address
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited
- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- J. Grade Level
- K. Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 30<sup>th</sup>.

### **Family Educational Rights and Privacy Act (FERPA)**

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.*

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The PPRA affords parents as well as students who are 18 and emancipated minors ("eligible students") certain rights regarding the conduct of student surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following subjects (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of –

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, except to the extent notification of such activities is not required by law.

3. Inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Amy Emory, Pupil Personnel Director  
Regional District 13  
P.O. Box 190  
Durham, CT 06422

or

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

## **SEARCH AND SEIZURE 5145.2**

### **I. Intent of the Policy**

The Board of Education promulgates this policy in recognition that pupils have certain constitutionally protected rights to be free from unreasonable searches and seizures and in recognition that school officials need to maintain security and order in school.

### **II. Definitions**

#### **A. Prohibited Items**

Prohibited items as used in this policy statement shall include the following: firearms, weapons, explosives, poisons, alcoholic beverages, drugs, stolen property and other materials which endanger the physical safety of persons or property in the school.

#### **B. Delegation of Responsibilities**

For purposes of definition in this regulation, the term “principal” shall include any supervisor designated by the building principal to act in his/her behalf.

The term “superintendent” shall include the administrator designated to act in the superintendent’s absence.

### III. Circumstances Under Which Searches May be Conducted

#### A. Searches Pursuant to a Warrant

A search of a pupil’s person or personal property may be conducted in accordance with law pursuant to a valid warrant by law enforcement personnel.

#### B. Searches Under Administrative Procedures

A warrantless search of a pupil’s person or personal property shall be conducted only when it is reasonably likely to produce anticipated tangible evidence of a violation of the law or of the rules of the school. Any search shall be limited in scope to measures which are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the suspected infraction.

If a school principal has reasonable suspicion to believe that a “prohibited item” is on a pupil’s person, gym bag or similar personal property, the school principal shall authorize the search if he/she finds that it is supported by facts constituting reasonable suspicion to believe that a prohibited item is on the pupil’s person or in the pupil’s personal property. The principal shall set limitations on the scope of the search based on the age and sex of the pupil, the nature of the suspected infraction, the nature of the suspected prohibited items and other factors which relate to the reasonableness of the scope of a search in order to balance the need of the search against the invasion which the search entails.

#### C. Lockers and Desks

The school administration, and law enforcement officers, are hereby authorized to search student lockers, and any other property available for use by students, for weapons, contraband, including the items listed in Section IIA, or the fruits of a crime when 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 school policy or rules.

State statutes require that the scope of any search under this section meet certain requirements. While the scope of a search of a student’s desk or locker is less likely to be an issue than in the case of the search of a student’s person, administrators should be mindful that state statutes require that the search be reasonably related in scope to the circumstances that justified the search in the first place. The scope of such a search shall be considered reasonable when the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### IV. Limitations on Searches

#### A. Strip Searches

School personnel shall not conduct strip searches of students, i.e. a search that requires students to remove their clothes or requires the inspection or feeling of parts of the students’ bodies. When it is believed by the Superintendent that such a search is warranted because of the magnitude of the suspected criminal offense and the nature of the circumstances, local law enforcement officials shall be contacted.

#### B. Group Searches

All searches of students and their effects must be particularized. Because group searches lack the grounds of

individualized suspicion of wrongdoing, they will not be permitted.

C. Consent

Except as provided in Section III, a student's person shall not be searched. School authorities may not consent on behalf of a student to a search of his/her person.

V. Persons Present at a Search

In all cases where searches are conducted pursuant to a warrant, the school principal, or his/her authorized designee, shall be present. In the case of a warrantless search conducted by a school principal, or his/her authorized designee, at least one witness other than the pupil shall be present. When feasible, the pupil shall be notified and present during a search.

Prohibited items found during a search shall be held by the school principal if needed as evidence. Items which do not belong to the pupil and which are not held as evidence shall be returned to the owner, if possible.

VI. Reports of the Searches

Promptly following any search, the school principal shall submit a Report of Search to the Superintendent. The report shall include the identity of the person or locker searched, the time of the search, the identity of the person conducting the search, the persons present, the items, if any, taken from the person, and, if known, the intended disposition of those items.

VII. Class Trips

Any search of a student, his/her personal property or room in which he/she is staying which may occur while on a class trip shall be governed by all sections elaborated above. All searches shall be conducted by a school official and not a parent or other chaperone who may accompany students. Prior to any class trip, written notice shall be given to each student and parent that the student, his/her personal property or room may be subject to a search by a school official pursuant to this policy.

VIII. Notice

Student will be provided notice of this policy concerning search and seizure through publication in the student handbook during the first two weeks of every school year.

Policy Adopted: March 12, 1986  
Policy Re-approved: January 11, 1989  
Policy Revised: March 24, 1999

**STUDENTS**

**Student Sexual Harassment 5150**

It is the policy of the Board of Education to create and maintain a learning environment that is free from sexual harassment and discrimination on the basis of sex. The District strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. Sexual harassment can occur adult to student, student to student, between members of the opposite sex, or between members of the same sex.

The District encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All students have the right to be free from retaliation of any kind. The District will promptly investigate all complaints of sexual harassment, and will take prompt corrective action to end the harassment.

Policy Adopted: March 24, 1999

**Student Sexual Harassment 5150**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other physical, verbal or non-verbal conduct or communication of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school-sponsored activities, or any other aspect of the student's education;

2. Submission to or rejection of the conduct is used as the basis for decisions affecting a student's academic performance, participation in school-sponsored activities, or any other aspect of a student's education;
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive educational environment.

While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:

1. Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extra-circular activities or job assignments, homework, etc.
2. Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "rating lists"; howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.
3. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating.
4. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating or demeaning.

### **Complaint Procedures**

It is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. Victims of sexual harassment shall be afforded

avenues for filing complaints which are free from bias, collusion, intimidation or reprisal.

#### **Step I – Informal Level**

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. In the event that the student is uncomfortable, for any reason, with discussing the matter with the building principal, the student may speak with any other administrator regarding the alleged harassment. The principal or other school administrator shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the receipt of the meeting request.

#### **Step II – Formal Level**

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the Pupil Personnel Director. A student need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the office of the Superintendent of Schools, as well as the office of the building principal. In addition, written complaints may be brought to the attention of a building principal or the Pupil Personnel Director. Any student who is unable to file a written complaint may speak with one of the above mentioned district employees, who will then assist the student in filing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the principal and/or the Pupil Personnel Director/Title IX Coordinator.

The written complaint should state the name of the complainant and the date of the complaint, the date(s) of the alleged harassment, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation. Upon the filing of a written complaint, the complainant shall be provided with a copy of this regulation.

The Pupil Personnel Director shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Whenever possible, the District

Grievance Form  
Title VI, IX and Section 504

will make an effort to respect the privacy and confidentiality of all parties and witnesses to complaints brought under this policy. However, because an individual's need for confidentiality must be balanced with the District's obligation to investigate complaints, the District retains the right to disclose the identity of parties and witnesses to the extent necessary. Whenever, a sexual harassment complaint is made, the school administration will investigate the complaint or refer the complaint for investigation even if the student does not request any action or withdraws the complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting with the complainant, the Pupil Personnel Director/Title IX Coordinator shall render a written decision to the complainant as to the disposition of the complaint. Time lines herein for investigation and resolution of sexual harassment complaints may be extended to ensure a thorough investigation of the complaint.

If the decision results in a determination that sexual harassment has occurred, appropriate actions shall be taken to ensure that the harassment ceases and will not reoccur. Appropriate action may include re-assignment, transfer, and/or disciplinary action up to and including termination of employment or expulsion from school of the harasser. No adverse action will be taken against a student for filing a complaint of sexual harassment.

Regulation Approved:     March 24, 1999

Name:

\_\_\_\_\_

—

Employee \_\_\_\_\_           Student \_\_\_\_\_

School:

\_\_\_\_\_

—

Statement of Complaint:

Solution Suggested by Complainant:

\_\_\_\_\_  
Signature Student/Employee

\_\_\_\_\_  
Date Submitted

**Level One Procedure**

The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the compliance coordinator.

The coordinator’s responsibilities:

- a. investigate, within one (1) week, the circumstances of the complaint,
- b. render a decision, within two (2) weeks after receipt of the complaint, and notify the complainant,
- c. provide the complainant one (1) week to react to the decision before it becomes final.

**Level Two Procedure**

The compliance coordinator requests the Superintendent of Schools to review the complaint.

The Superintendent will schedule a meeting within one (1) week of the request for review. The participants shall be the complainant, the coordinator and the superintendent.

The Superintendent will make a decision within (1) week which shall be final. The complainant and the coordinator will receive copies of the decision.

I have read the above policy, regulation and complaint procedure on sexual harassment, and understand my rights and obligations under this policy.

---

Signature

---

Date

**INTERNET USE**

**I. FORWARD**

**Internet Use Agreement**

Regional District 13 is implementing an electronic communications network that will allow unprecedented opportunities for students to communicate, learn, access and publish information. We believe that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future.

These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. We will endeavor to ensure that these concerns are appropriately addressed. We will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students and staff while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

By providing this network connection, we intend to provide a means for appropriate educational activities. The District grants access to the network and the Internet by users only for the educational activities authorized under the guidelines, procedures and the specific limitations contained in this document.

For more information about the use of networks in Region 13, contact the principal or technology instructional leader in your local school, or the person listed below.

Key Users

Other questions or concerns should be directed to the Assistant to the Superintendent.

**II. OVERVIEW**

**Rationale for Student Access to Network Resources**

Use of the Network by students and staff of Regional District 13 shall be in support of education and research that is consistent with the mission of the District. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Network use is governed by the general school rules for behavior and communications. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Access to the Network will enable students to explore thousands of libraries, databases, and bulletin boards as well as exchange messages with people throughout the world. We believe the educational benefits to students from access to the vast information of the Internet and its opportunities for collaboration outweigh any potential disadvantages. Ultimately, however, parents and guardians of students are responsible for setting and conveying the standards their children should follow when using information resources such as the Internet. To that end, we support and respect each family's right to decide whether or not to apply for its child to have access to District's network resources.

Student use of telecommunications and electronic information resources will be permitted only upon District acceptance of agreement forms submitted by parents of students under 18 years of age and if they are over 18, by the students themselves.

**Student Use of the Internet**

Upon completion of the application process, Internet access will be made available to students in Region 13 for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. The degree of access to the Internet will be dependent upon the age of students. The following are suggested guidelines for Internet use at various levels.

**Grades K-6:** Worldwide Web Access

Use will be curriculum related, teacher directed and adult supervised. Web site navigation will be guided as much as possible by the use of specific bookmarks.

**Grades 7-8:** Worldwide Web Access

Use will be teacher directed and staff monitored and supervised. Students use of on-line computers for research purposes will result in use of Web sites with and without specific bookmarks.

**Grades 9-12:** Worldwide Web Access

Students will have use of on-line computers in accordance with district guidelines and policies.

5131.2

**III. NETWORK ACCOUNTS**

**Types of Network Accounts Available in Regional District 13**

Research: Using a Worldwide Web browser (such as Netscape) to search for and retrieve information or to read Usenet news. This will be known as Worldwide Web Access.

Communication: Using an Internet address with the ability to post messages to newsgroups and to subscribe to listservs. This will be known as an E-mail Account.

In addition to monitoring Internet access (Worldwide Web access), the following steps will be taken to develop informed and responsible student users:

- The Network Code of Conduct, which describes the conditions of use and student expectations, will be prominently posted in each classroom.
- Rules related to Internet use will be included in each school's student and staff handbooks.
- Staff development opportunities will be provided to increase the skills of District personnel who will be working with students on the Internet.

It is the District's goal to provide a safe and wholesome Internet environment. However, a clever network user may be able to find ways to circumvent the District's Internet access limits and controls. For that reason, parents will be warned of the potential availability of offensive material on the Internet and both students and parents will be advised that the student is ultimately responsible for his or her own

conduct on the Internet. Misconduct will result in loss of access and/or other appropriate disciplinary action. See Use Agreement Form

**How Students Obtain Worldwide Web Access**

Worldwide Web Access on the Internet may be obtained through the following steps:

1. The student obtains the Worldwide Web Access packet (See Section V). This includes a cover letter, the Network Code of Conduct, and Regional District 13's Worldwide Web Use Agreement Form.
2. Parent or guardian permission will be required for students younger than 18 years. Parents or guardians are strongly encouraged to review the Code of Conduct with their children. All students must have a signed Use Agreement Form to be authorized to use the Worldwide Web.
3. The student returns the "User Agreement and Parent Permission Form" (the bottom half of Regional District 13's Worldwide Web Use Agreement Form) to their school. A class or personal Internet account will be created on the access server.

of the administrators, staff members, and students. These responsibilities are outlined below.

**Principal's Responsibilities:**

- 1) Assure that network use is monitored/supervised by staff in accordance with building and District policy.
- 2) Include the Network Code of Conduct in the student and staff handbooks.
- 3) Coordinate the distribution of the Worldwide Web Use Agreement Form to students as appropriate. In addition, develop a procedure for collecting and filing forms that parents and students sign and return.
- 4) Develop a system for monitoring student use of the network and maintain a current list of users to ensure proper conduct and, under District guidelines, administer discipline as appropriate.
- 5) Arrange for introductory training to new users as necessary
- 6) Display Code of Conduct posters.

## Obtaining Worldwide Web Access Summary

**World Wide Web Access** (This does not include electronic mail.)

1. Student gets Worldwide Web Access Packet (Appendix A).
2. Parents and student read Worldwide Web Use Agreement.
3. Parents and student review all the materials in the Worldwide Web Use Agreement.
4. Parents and student sign Worldwide Web Use Agreement.
5. Student returns bottom portion of Worldwide Web Use Agreement to school.
6. Student receives training in accessing the Worldwide Web if necessary.
7. Worldwide Web agreement must be signed upon entry into District and at Grades 5, 7, and 9.

**Student's Responsibilities:**

Each student must complete the Worldwide Web Use Agreement Form and return it to the school with parent/guardian signature.

Each student will comply with the *Network Code of Conduct*.

- 3) Students may encounter bulletin boards or discussion groups that may contain harassing or demeaning materials or discussions.
  - a. Students must notify their teacher immediately if they encounter material that is objectionable.
  - b. Teachers should research sites that are relevant to the project their class is working on and bookmark those sites for easy access.

#### IV. INTERNET RESPONSIBILITIES

While the use of the District network, including the Internet, holds exciting potential for obtaining information and communicating with others, ongoing network privileges will depend on the responsibility

4) Students will occasionally enter a site that asks them to register by filling out a form.

Guidelines for submitting personal information include:

- a. Students should never reveal any personal, identifying information. This would include complete name, phone numbers and/or address, age, gender, parents' names, Social Security or credit card numbers.
- b. People who are on line may not be who they represent themselves to be. Students should never arrange to meet face-to-face with someone they meet on the Internet.

### **Teachers' Responsibilities**

Training students to use a Worldwide Web browser such as Netscape or Internet Explorer is a building level responsibility. While using the software is initially fairly easy, there are appropriate use issues that are of major importance for students using the Internet. Students may encounter sites that have inappropriate material. Students using electronic mail may enter bulletin boards or discussion groups that contain harassing or demeaning materials or discussions. File transfer over the Internet has been made relatively easy. Below are guidelines that should be covered in any student training dealing with the Internet. For more information about the terms used in the guidelines below, please consult the glossary of terms that can be found in appendix C of this document.

Copyright policies and procedures apply to information on the Internet and all use shall be in compliance with Regional District 13 policies and federal and state law. Failure to do so can result in a loss of access to the network.

The Netscape software makes file transfer very easy. It is possible to download pictures, sounds, movies, programs and text files with a few simple menu selections. Teachers

should monitor any downloading of files, particularly those with a suffix of "gif" or "jpg." These are pictures and need to be screened for content.

In general, when training students on the use of the Internet, the teacher should emphasize the importance of knowing and abiding by the Network Code of Conduct.

Students should be reminded that any information they retrieve and use should be verifiable. That is, the same information should be confirmed by another reliable source.

Policy Approved: March 8, 2000

## STUDENTS

### INTERNET USE

#### I. PARENT PACKETS

##### PACKET FOR WORLDWIDE WEB USE

This packet includes information regarding the Worldwide Web and a form that parents and students must complete to obtain an access account that allows the students to use the Worldwide Web. (See Appendix A) The packet contains:

##### **Cover Letter for the Worldwide Web Use Agreement Form**

This provides an introduction to the use of the Worldwide Web in schools.

##### **Worldwide Web Use Agreement Form**

The Regional District 13 Worldwide Web Use Agreement Form is the heart of the packet. The bottom is to be filled out, signed by the student and a parent, and returned to the school. The top of the reverse side has a brief glossary of terms that the parent may keep for future reference.

##### **Network Code of Conduct**

This document specifies the behavior expected of anyone in Region 13 who uses the District network, which includes the Internet. Parents are to review this with their children and may keep this copy at home.

##### **Child Safety on the Information Highway**

Child Safety on the Information Highway, a pamphlet published by the National Center for Missing and Exploited Children, informs parents of the possible dangers of use the Internet. Additional copies are available in the principal's office.

#### II. APPENDIX

##### **Appendix A: Parent Packet for Worldwide Web Use**

- Cover letter for worldwide web use agreement form
- Worldwide web use agreement form
- Network Code of Conduct

## **Appendix A:**

### **Parent Packet for Worldwide Web Use**

## Regional District 13

[Date]

Dear Parents,

Regional District 13 is able to enhance your child's education through the use of computers and other instructional technology. The enclosed form, when properly signed and returned, will give your child access to the Worldwide Web, a network of information available through the use of a computer. With this new technology, your child will be able to access research computers around the world, offering the opportunity to gather information, learn concepts, and research subjects.

With this new educational resource comes responsibility. It is extremely important that you and your child understand and follow the rules and ethics that govern computer networks. Students using the District network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers, computer systems, or computer networks
- Violate copyright laws
- Use another's password
- Give out his or her name, address or phone number
- Trespass in another's folders, work or files
- Intentionally waste limited resources
- Employ the network for commercial purposes

Misuse or abuse of Internet access or network accounts will result in loss of access and/or other disciplinary action.

**With this new educational resource also comes some risk.** In spite of our best efforts to provide a wholesome educational environment and to establish regulations for Region 13's computer networks, please be aware that there may be occasions when your child can access some information that you think is inappropriate for his or her viewing.

Please read and discuss with your child this cover letter, The Worldwide Web Use Agreement Form, the Network Code of Conduct, and the pamphlet, Child Safety on the Information Highway. If you wish your child to be given access to these instructional technologies, please sign and return the attached form. With responsible student use and with the home and the school working in partnership, our new computer networks and the Worldwide Web will be valuable learning tools.

Sincerely,

Superintendent

## Short Glossary of Terms

### Worldwide Web (WWW)

Part of the Internet that features colorful pictures, sounds and even animation. The Worldwide Web is accessed through the use of software program called a " browser." The browser makes it easy for students to navigate from computer to computer to obtain information.

### Network

The communications system that links two or more computers. It can be as simple as a cable strung between two computers a few feet apart or as complex as hundreds of thousands of computers around the world linked through fiber optic cables, phone lines, and satellites.

### Internet

A system of linked computer networks, worldwide in scope, that joins many governmental, educational, and business entities. The Internet is a way of connecting existing computer networks that greatly extends the reach of each participating system.

### Bulletin Board System (BBS)

An on-line forum, accessible via the network or modem, that allows users to browse and exchange information.

### Database

A collection of related information about a subject organized in a useful manner that provides the base or foundation for procedures such as retrieving information, drawing conclusions, and making decisions. Any collection of information that serves these purposes qualifies as a database.

### Password

The secret combination of letters and numbers that allows a person to gain access to some parts of a computer or a computer network.

## Regional District 13 Network Code of Conduct

Use of the network, which includes the Regional District 13 computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those students who have completed the appropriate agreement form and have received approval.

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data. Modifying or copying files and/or data of others without their consent is not permitted.
3. Be ethical and courteous. Threatening, violent, harassing or obscene mail or discriminatory remarks are prohibited.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant and socially appropriate materials.
6. Computer hardware and software should be treated with respect and should not be destroyed, modified or abused in any way.
7. "Hacking" the system is not permitted.
8. The network is not to be used for commercial purposes.
9. Respect the privacy of others.

**The District reserves the right to remove the user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.**

Regulation Approved: March 8, 2000

FRANK WARD STRONG MIDDLE SCHOOL

P.O. Box 435, 191 MAIN STREET

DURHAM, CT 06422

Office 349-7222 Guidance 349-7255 Fax 349-7225

Dr. Scott V. Nicol, *Principal*

AUGUST 2010

DEAR STRONG PARENTS,

Please read the below Connecticut General Statute. The statute allows for directory information to be released without prior consent. If you do not want this information to be released you must notify the Principal, Scott Nicol, in writing no later than September 7, 2010.

**NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - WITHOUT PRIOR CONSENT**

*The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:*

- A. Name
- B. Address
- C. Telephone number
- D. Place and date of birth
- E. Electronic mail address
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited
- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- K. Grade level
- L. Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 10, 2010.

- A. *Directory information may be released to the following:*
- B. *Federal, state and local government agencies*
- C. *Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations*
- D. *Employers or prospective employers*
- E. *Parent/teacher organizations*
- F. *Military Recruiters*

Subject to the provisions of C.G.S. §1-210(b)(17), high schools shall provide the same directory information and on-campus recruiting opportunities to military recruiters as are offered to non-military recruiters or commercial concern. (cf. 5145 On-campus Recruitment)

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

Regards,

Dr. Scott V. Nicol  
Principal

**STUDENTS 5145**

**VIDEO CAMERAS ON SCHOOL BUSES**

**VIDEO CAMERAS IN SCHOOL FACILITIES**

*The Regional District 13 Board of Education recognizes the District's continuing responsibility to maintain and improve discipline and to ensure the health, welfare and safety of its staff and students on school transportation vehicles and elsewhere on school facilities.*

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the District's duty to ensure discipline, health, welfare and safety of staff and students, supports the use of video cameras on its transportation vehicles and elsewhere in school facilities when appropriate.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities and under other circumstances in which the Superintendent of Schools has determined that the use of video monitoring is in the best interests of the students and the school system.

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, including when such recordings are considered for retention as part of the student's behavioral record. Such records will also be subject to established District student records procedures including retention, access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of these video cameras on school transportation vehicles and school facilities, and such other procedures as may be required for the implementation of this policy.

Legal Reference: CT General Statutes  
7-109 Destruction of Documents

10-221 Boards of Education to prescribe rules

10-233d(a)(3) Expulsion of Pupils

Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400, et seq.

Family Education Rights and Privacy Act, 20 U.S.C. Sec. 1232g

Policy Adopted: February 13, 2002

**STUDENTS 5145**

**VIDEO CAMERAS ON SCHOOL BUSES**

**STUDENT RECORDS**

1. *In using video recordings the District will comply with provisions of law regarding student records requirements, including the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act. Video recordings considered for retention as part of the student's behavioral record will be maintained in accordance with established student record procedures governing retention, access, review and release of student records.*
2. The District will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities and in other school facilities. The District will include as part of its notice procedure to all students and parents a copy of the District's video camera policy and procedures.
3. Students will not be notified when video camera is "on board" and in use on District vehicles or District facilities.

**STAFF RECORDS**

1. *Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing retention, access, review and release of employee personnel records.*
2. The District will include notice in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities and in other school facilities.
3. Staff will not be notified when video camera is "on board" and in use on District vehicles or District facilities.

**STORAGE/SECURITY**

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be retained and destroyed as prescribed by law.
3. A video recording which is relevant to a student or staff disciplinary incident will be retained in its original form in accordance with the appropriate retention schedule for such records.

### USE

1. Video cameras will be used on school transportation vehicles and elsewhere as determined by the Superintendent or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

### VIEWING REQUESTS

Requests for viewing video recordings will be permitted in accordance with the law.

### VIEWING

1. **Actual viewing will be permitted at school related sites only, including the schools, District office or as otherwise required by law.**
2. All viewing will include the Superintendent or his/her designee.
3. A written log will be maintained of those viewing video recordings when required by law.
4. Video recordings remain the property of the District and may be reproduced only in accordance with law, including applicable District student records policy and procedures and District personnel records policy, procedures and applicable labor agreements.

Regulation Adopted: February 13, 2002

### TRUANCY 5113 (a)

The Board of Education believes that regular school attendance is essential to the academic success of students. Furthermore, the Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Policy Adopted: September 25, 1991

### STUDENTS-Procedures for Monitoring Truancy

In accordance with the Truancy Policy of the Board of Education, the following procedures are hereby adopted.

For purposes of these procedures, "truant" means a child enrolled in a grade from kindergarten to eight who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. A "habitual truant" means any such child who has twenty (20) unexcused absences within a school year. "Parent" means the parent, guardian or other person having control of a child.

Excused absences are limited to the following:

- student illness
- serious illness or death in family
- religious observances
- court appearances
- approved college or employment visits
- suspension from school
- other exceptional circumstances approved by administrator

Absences for reasons other than the above will be considered an unexcused absence.

1. When a student is identified as a truant, the Superintendent or his designee will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate by the Superintendent or his designee. The meeting will occur not later than ten (10) school days after the child's fourth (4) unexcused absence in a month or tenth (10<sup>th</sup>) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
2. The Superintendent or his designee shall coordinate services with and referrals of children to community agencies providing child and family services.
3. The parents of each child enrolled in a grade from kindergarten to eight will be notified in writing annually at the beginning of the school year of their statutory obligation to insure that their child attends school. Parents of children enrolling during the school year will be similarly notified.
4. When parents are notified in accordance with paragraph 3 above, they will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.
5. Parents of children enrolled in a grade from kindergarten to eight will be informed by the school principal of his designee that it is their responsibility to

contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received by the parent, the school principal will designate a staff member who will make a reasonable effort to notify, by telephone, the parent of the child's absence. Under Connecticut General Statutes 10-198(a), persons who, in good faith, gave or failed to give notice pursuant to this paragraph (5) shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any official proceeding which results from such notice or failure to give such notice.

6. Prior to a written complaint to Superior Court for Juvenile Matters for "habitual truancy" (20 unexcused absences in a school year), a referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate.
7. If the Superintendent determines that further assistance is required for a truant child and his family, he may file a written complaint with the Superior Court pursuant to Connecticut General Statutes (State Statutes 46b-149), alleging that the acts or omissions of the child are such that his family is a family with service needs. When a child has been identified as a habitual truant, a written complaint pursuant to State Statutes 46b-149) shall be filed.
8. After the close of each school year, the Superintendent shall report to the State Department of Education on a school-by-school basis the number of children enrolled in a grade from kindergarten to eight who are habitual truants.

Legal References:

Public Act No. 91-303  
 Connecticut General Statute's 10-198a  
 Connecticut General Statute's 46b-149

Regulation Adopted: September 25, 1991  
 Regulation Revised: February 24, 1993

**INSTRUCTION**

**NONDISCRIMINATION  
 INSTRUCTIONAL PROGRAM 6121**

The school system pledges to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. equal rights and opportunities for students and employees in the school community

2. equal opportunity for all students to participate in the total program of the schools
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences
4. training opportunities for improving staff ability and responsiveness to educational and social needs
5. opportunities in educational programs which are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, pregnancy, ancestry, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, age, marital status, sex, pregnancy, religion or national origin, ancestry, sexual orientation, past/present history of mental disorder, learning disability and/ or physical disability.

Legal Reference

Connecticut General Statutes  
 10-15 Town to maintain schools  
 10-15c Discrimination in public schools prohibited  
 10-226a Pupils of racial minorities  
 10-18a Contents of textbooks and other general instructional materials  
 10-145a(b) Certificates of qualification for teachers  
 Title IX of the Educational Amendments of 1972  
 Section 504, U.S. Rehabilitation Act 1973

Policy Adopted: March 29, 1990

Policy Revised: March 8, 2000

**SCHOOL SPONSORED  
 ACTIVITIES 6145.3**

Students who reside in Durham and Middlefield but are full time students outside District 13 or are home schooled are not eligible to participate in any curricular or extra curricular activities provided by or sponsored by Regional School District 13. The only exception to this policy will be school-sponsored dances at the middle school and high school as long as the guest is invited by a student currently enrolled in Regional School District 13. All guests must be registered with the school's principal before the dance.

Policy Adopted: May 22, 2002

Policy Revised: January 8, 2003

## **SECTION 504 6159.1**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student who is a resident of the District, regardless of the nature or severity of the handicap.

It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced.

The Director of Pupil Personnel is the coordinator of Section 504 activities.

Policy Adopted: October 25, 1995

## **FIELD TRIPS 6153**

The Board of Education encourages and sanctions student trips and other out-of-school activities, including participation in interscholastic events and community service projects, which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The principal may place restrictions upon a student's participation when, in the staff's judgment, his/her welfare requires it.

Transportation for trips of significant educational value as described above may be free of cost to students. In some instances, transportation for trips may be provided for a fee set by the Superintendent of Schools, or his/her designee to cover costs.

If a fee is charged, the opportunity to participate in a field trip must be available to every member of a class who is unable to pay unless such fee is extraordinarily high.

The use of teacher and parent-owned vehicles for transportation of students on field trips shall be governed by policy 3532.2.

Field trips that are overnight or for more than one school day require Board of Education approval. Field trips that are not overnight or for more than one school day, but that are out of

state, require approval by Superintendent of Schools. All other field trips require approval by the building principal.

Applications for trips requiring Board of Education approval must be submitted in writing to the Superintendent of Schools by the principal prior to the beginning of any fundraising, and every effort will be made to submit the request at least six weeks prior to the date of the trip on a form designated and approved by the Board of Education. All field trips are to be planned within the school year, any request for exception would require special Board of Education approval.

Applications for trip approval shall include the following information:

1. Statement of objectives
2. Description of activities
3. Statement of costs
4. Provision for students who cannot afford trip
5. Provision for supervision including number of students, number of staff, number of parents, and names of chaperones

The criteria utilized by the Board of Education in determining whether to approve a field trip includes, but it is not limited to the following:

1. Degree of educational value
2. Cost to the District or to each student
3. Location of the trip
4. Amount of time missed from regular classes
5. Number of chaperones
6. Number of previous field trips undertaken by particular group
7. Age appropriateness of students for the trip

Approval by the Board of Education is also contingent upon all building requirements having been met.

If any trip is not approved by the Principal, Superintendent, or Board of Education, the Board of Education and Regional District 13 bears no responsibility or liability if such trip occurs without appropriate authorization.

Policy Revised: September 14, 1983

Policy Revised: January 8, 1992

Policy Revised: February 8, 1995

Policy Revised: May 10, 1995

Policy Revised: April 25, 2001

## PERSONNEL

### SEXUAL HARRASSMENT 4118.11

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board to harass a student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational program or function; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions affecting such an individual's education; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract or volunteer is encouraged to promptly report such complaint to the Superintendent of Schools, building principal, guidance counselor or other individual designated to receive such complaints. All complaints will be investigated in accordance with the procedure for the investigation of complaints of unlawful discrimination.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member of the Board shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

Legal References: 42 U.S.C. 2000(e) et.seq  
2 C.F.R. Sec. 1604.11  
20 U.S.C. 1681-1688 (Title IX)  
*Connecticut General Statutes 46a-60(a)(8)*

Policy Revised: February 11, 1998

### NONDISCRIMINATION 4118.11 (A) 4218.11

It is the policy of the Board of Education to extend the advantages of public education and employment so as to ensure equal opportunity to all personnel. Consequently, conditions of employment, employment opportunities, and educational programs in the school district shall be established and provided, as required by law, without regard to race, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, present or past history of mental disorder, mental retardation, learning disability or physical disability.

Cross Reference: 4111, 4135

Legal Reference:

Connecticut General Statutes  
46a-60 Discriminatory Employment  
Practices Prohibited  
46a-81c  
47 U.S.C. Section 20000e (Title VII of the  
Civil Rights Act of 1964)  
Section 504 of the Rehabilitation Act of  
1973  
Americans with Disabilities Act

Policy Adopted: January 8, 1992

Policy Revised: February 11, 1998

### COMPLAINT PROCEDURE FOR PROCESSING DISCRIMINATION COMPLAINTS 4118.11 (A) 4218.11

The Regional District 13 Board of Education prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, disability, marital status, or age, and, in the case of employment, sexual orientation, in admission to, access to, treatment in, or employment in its programs and activities.

Any student or employee of the Board of Education may file a complaint of unlawful discrimination. All formal complaints shall be addressed in writing to the designated compliance officer. The complaint shall state the name of the complainant, the nature of the alleged discrimination and, where appropriate,

the date of the conduct complained of, and the names(s) of the individual(s) responsible for the alleged violation. A complainant requiring assistance in preparing a written complaint may request assistance from the compliance officer.

The Regional District 13 Board of Education designates the Superintendent of Schools as compliance officer with regard to the processing of complaints alleging unlawful discrimination. The compliance officer, or his/her designee, will, at least annually, notify all students, parents, and employees of the name, address, and phone number of the compliance officer and the procedure for processing complaints.

### Step 1- Informal Level

The complainant may request a meeting to discuss the complaint with the building principal of his/her school in an effort to resolve the matter informally. The principal shall schedule a meeting promptly with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from receipt of the meeting request.

### Step II – Formal Level – Compliance Officer

If the complainant is not satisfied with the disposition of his or her complaint at the informal level he/she may file a formal complaint with the compliance officer. All formal complaints must be filed within sixty (60) days from the alleged violation. The compliance officer or his/her designee shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in no event later than fourteen (14) days after meeting the complainant, the compliance officer shall render a written decision to the complainant as to the disposition of the complaint.

Regulation Adopted: February 11, 1998

2. equal opportunity for all students to participate in the total program of the schools
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences
4. training opportunities for improving staff ability and responsiveness to educational and social needs
5. opportunities in educational programs which are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, pregnancy, ancestry, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, age, marital status, sex, pregnancy, religion or national origin, ancestry, sexual orientation, past/present history of mental disorder, learning disability and/ or physical disability.

## INSTRUCTION 6121

### Nondiscrimination: Instructional Program

*The school system pledges to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:*

1. equal rights and opportunities for students and employees in the school community

#### Legal Reference

Connecticut General Statutes 10-15 Town to maintain schools

10-15c Discrimination in public schools prohibited

10-226a Pupils of racial minorities

10-18a Contents of textbooks and other general instructional materials

10-145a(b) Certificates of qualification for teachers

Title IX of the Educational Amendments of 1972

Section 504, U.S. Rehabilitation Act 1973

Policy Adopted: March 29, 1990

Policy Revised: March 2000

**LEVEL ONE LETTER**

Date

Dear Parent / Guardian of \_\_\_\_\_ :

This letter is written out of concern for you child's educational progress at Strong. Regional School District #13 not only measures educational progress through academic assessments but also by regular attendance at school. For example, Coginchaug Regional High School's attendance policy states the following:

“Any student with ten (10) or more absences, either excused or unexcused, in a full year course, five (5) excused or unexcused in a semester course...will receive notification of an attendance review from the administration.”

“...Frequent absences may require specific documentation to remain listed as excused...”

“...Credit will be withheld from those students who accumulate ten (10) unexcused absences in a full credit course...”

At Strong, we strive to prepare students for their transition to the high school. We also value the short amount of instructional time we have with students during their 7<sup>th</sup> and 8<sup>th</sup> grade academic years. It is for these reasons as stated that I write you this letter.

To date, your child, BLANK, has accumulated BLANK absences from school and also, BLANK tardies. Should this pattern of absenteeism and tardiness continue, further review and subsequent action by the administration will occur. Should you wish to discuss this matter I encourage you to contact me at (860) 349-7222.

Sincerely,

Dr. Scott V. Nicol  
Principal

C: Team Leader  
Guidance Counselor  
Student File

***LEVEL TWO LETTER***

Date

Dear Parent / Guardian of \_\_\_\_\_ :

In a letter dated BLANK, I wrote to you regarding your child's attendance at school. The letter stated:

*“Should this pattern of absenteeism and tardiness continue, further review and subsequent action by the administration will occur.”*

Unfortunately, this pattern has continued. To date, your child, BLANK, has accumulated BLANK absences from school and also, BLANK tardies. At this point, I ask you to please contact me at Strong Middle School at (860) 349-7222 to discuss these absences.

The next step, should this pattern continue, will be for the administration to require a note from a doctor in order for any absence to be considered excused. You should be aware that according to law, should your child accumulate four unexcused absences in a month or ten unexcused absences during the year he/she would be considered truant and a referral from the school would be filed with the proper authorities.

At Strong, we strive to prepare students for their transition to the high school. We also value the short amount of instructional time we have with students during their 7<sup>th</sup> and 8<sup>th</sup> grade academic years. It is for these reasons as stated that I write you this letter.

I look forward to speaking with you. Hopefully, we can resolve this matter resulting in your child's regular attendance at school.

Sincerely,

Dr. Scott V. Nicol  
Principal

C: Team Leader  
Guidance Counselor  
Student File

***LEVEL THREE LETTER***

Date

Dear Parent / Guardian of \_\_\_\_\_ :

In letters dated BLANK and BLANK, I wrote to you regarding your child's attendance at school. These letters communicated the following:

*“Should this pattern of absenteeism and tardiness continue, further review and subsequent action by the administration will occur.”*

*“The next step, should this pattern continue, will be for the administration to require a note from a doctor in order for any absence to be considered excused.”*

Unfortunately, this pattern has continued. To date, your child has accumulated BLANK absences and BLANK tardies.

At this time, future absences of your child from school will require a doctor's note to be considered excused. According to law, should your child accumulate four unexcused absences in a month or ten unexcused absences during the year he/she would be considered truant and a referral from the school would be filed with the proper authorities.

I ask you to please contact me at Strong Middle School at (860) 349-7222 to discuss this matter. It is our hope that these school interventions will result in your child's regular attendance at school.

Sincerely,

Dr. Scott V. Nicol  
Principal

C: Team Leader  
School Nurse  
Guidance Counselor  
Student File