

# McAlister Intermediate School 2018-2019 Family Handbook



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## **MISSION STATEMENT OF SUFFIELD PUBLIC SCHOOLS**

The Mission of the Suffield Public Schools is to prepare all students with the knowledge, skills and attributes required for success in a rapidly changing world.

In pursuit of this Mission, we believe that:

- when we address students' diverse academic, social, emotional and physical needs, all will learn;
- all students need equitable access to appropriate resources and opportunities to excel;
- multiple measures of student learning are required to drive continuous improvement;
- students and adults thrive in a safe and secure learning environment characterized by responsibility, fairness;
- respect, and civility;
- highly effective teachers and instructional leaders who engage students in rigorous and challenging
- experiences are the keys to student success;
- an excellent District staff supports success in every classroom, facility and setting;
- partnerships, collaboration and communication with families and the community are vital to our mission.

## **PREFACE**

This *McAlister Intermediate School Student Handbook* provides information that we hope you will find informative and helpful. It is designed to be in harmony with Board policy and also indicates procedures and practices specific to our school. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages ([www.suffield.org](http://www.suffield.org)), and other communications. Parents and students are encouraged to review this handbook to better understand the operation of District schools and expectations for its students. For your convenience, additional school/District information and forms can be found on the District website. Parents and students are encouraged to regularly consult the District website for the latest information and updates. For more information on the Board policies outlined or referenced in this handbook please visit <https://www.suffield.org/page.cfm?p=8388>.

Our school will function more smoothly if students, staff and parents follow the guidelines contained in this handbook. Our school personnel are dedicated to providing the best possible educational programs for your children. This can only be accomplished by fostering a positive home-school relationship. We stand ready to answer any questions you may have relative to the policies and procedures contained in this handbook, and we welcome your constructive comments as we look forward to working with you and your child during the 2018-2019 School Year.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

Each student is encouraged to develop and achieve individual educational goals. The District will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment

assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Additionally, the District promotes non-discrimination and an environment free of harassment based upon an individual's race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, present or past history of mental disability, intellectual disability, learning disability or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws in all of its employment practices, educational programs, and educational activities. The District provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups.

The following person is the District's designated compliance officer, who will handle inquiries and coordinate compliance with the District's nondiscrimination policies, including the nondiscrimination requirements of Title IX of the Education Amendments of 1972:

**Michelle Zawawi, Assistant Superintendent**

Suffield Public Schools  
350 Mountain Road  
Suffield, CT 06078  
860-668-3800

The following person is the District's designated compliance officer, who will handle inquiries and coordinate compliance with Section 504 of the Rehabilitation Act of 1973:

**Director of Special Services**

Suffield Public Schools  
350 Mountain Road  
Suffield, CT 06078  
860-668-3800.

**STAFF**

The staff directory can be found on the District website under the Parents & Students tab <http://www.suffield.org/page.cfm?p=535>

**2018 – 2019 SUFFIELD ELEMENTARY PTO**

<b>Board Members</b>		
<b>Title</b>	<b>Name</b>	<b>E-mail Address</b>
Co-President	Courtney Vincent	<a href="mailto:Court3278@gmail.com">Court3278@gmail.com</a>
Co-President	Melissa DeGray	<a href="mailto:fmfg.degray@gmail.com">fmfg.degray@gmail.com</a>
Co-Vice President	Renee Ludwig	<a href="mailto:reneeludwig@hotmail.com">reneeludwig@hotmail.com</a>
Co-Vice President	Kara Kettles	<a href="mailto:karakettles@gmail.com">karakettles@gmail.com</a>
Secretary	Jessica Walsh	<a href="mailto:Jessicawalsh.ct@gmail.com">Jessicawalsh.ct@gmail.com</a>
Treasurer	Elizabeth Diana	<a href="mailto:Elizabethdiana73@yahoo.com">Elizabethdiana73@yahoo.com</a>
Accounts Receivable	Christine Beluzo	<a href="mailto:Cbeluzo82@gmail.com">Cbeluzo82@gmail.com</a>
Accounts Payable	Stephanie Lepage	<a href="mailto:Littlepa_c@hotmail.com">Littlepa_c@hotmail.com</a>
<b>Enrichment Chairs</b>		
<b>Title</b>	<b>Name</b>	<b>E-mail Address</b>
Co-Chair, Enrichment	Amanda Cuevas	<a href="mailto:cuevas.amanda@gmail.com">cuevas.amanda@gmail.com</a>
Co-Chair, Enrichment	Helene Boldt	<a href="mailto:hsboldt2013@gmail.com">hsboldt2013@gmail.com</a>
<b>Year Long Chair Positions</b>		
<b>Title</b>	<b>Name</b>	<b>E-mail Address</b>
Box Tops Chair	Christine Morrisette	<a href="mailto:lenonluvr8@aol.com">lenonluvr8@aol.com</a>
Earning for Learning Chair	Christine Morrisette	<a href="mailto:lenonluvr8@aol.com">lenonluvr8@aol.com</a>
Grants Chair	Julianne Williams	<a href="mailto:Williams.juli@gmail.com">Williams.juli@gmail.com</a>
Traditions Chair	TBD **if interested please let Courtney Vincent or Melissa DeGray know	

**Visit us on Facebook at Suffield Elementary PTO**

**SCHOOL CALENDAR**



**SUFFIELD PUBLIC SCHOOLS**

350 Mountain Road | Suffield, CT 06078 | 860-668-3800 | http://www.suffield.org

**2018-2019 District Calendar**

**August 2018 (3)**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018 (19)**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October 2018 (22)**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**First Day of School:** ○  
**August 29, 2018**

**Last Day of School:**  
**June 7, 2019 (tentative)**

**November 2018 (19)**

S	M	T	W	Th	F	S
				1#	2#	3
4	5	6	7	8	9	10
11	12	13	14#	15#	16#	17
18	19	20	[21]	22	23	24
25	26	27	28	29	30	

**December 2018 (15)**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January 2019 (21)**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15*	16*	17*	18*	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Holidays & Vacations:**

Labor Day	Sept. 3
Columbus Day	Oct. 8
Thanksgiving	Nov. 22 & 23
Winter Break	Dec. 24-Jan. 1
MLK Jr. Day	Jan. 21
February Break	Feb. 18-19
Spring Break	Apr. 15-18
Good Friday	Apr. 19
Memorial Day	May 27

**February 2019 (18)**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March 2019 (21)**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2019 (17)**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11#	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Professional Development & Teacher Work Days:**

New Teacher Orientation	Aug. 22
First Day for Teachers	Aug. 23
PD Day	Aug. 24 & 27
Teacher Work Day	Aug. 28
No School Students/PD Day	Nov. 6
Teacher Work Day	Jun. 10

**May 2019 (22)**

	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2019 (5)**

S	M	T	W	Th	F	S
						1
2	3	4*	5*	6*	[7]♦*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- ♦ = Early Dismissal Days for Teacher Collaboration Time – All Schools
- ◆ = Early Dismissal Days for Conference – Spaulding & McAlister
- # = Early Dismissal Days for Conferences – SMS
- = Early Dismissal Days for Conferences – SHS
- [ ] = Early Dismissal Days – All Schools
- \* = SHS Mid-Term/Final Exams

188 Teacher Days/182 Student Days  
School closing days added up to June 21 before consideration to reduce April vacation

☐ = Offices Closed



# SUFFIELD PUBLIC SCHOOLS

350 Mountain Road | Suffield, CT 06078 | 860-668-3800 | <http://www.suffield.org>

## 2018-2019 District Calendar

SCHOOL HOURS		
School	Start	End
<b>Suffield High School:</b>		
Regular Day	7:25 am	2:05 pm
2-Hour Delay	9:25 am	2:05 pm
Early Dismissal/Teacher Collaboration Time	7:25 am	12:00 pm
Exam Days	7:25 am	12:00 pm
<b>Suffield Middle School:</b>		
Regular Days	7:40 am	2:20 pm
2-Hour Delay	9:40 am	2:20 pm
Early Dismissal/Teacher Collaboration Time	7:40 am	12:15 pm
<b>McAlister Intermediate School:</b>		
Regular Days	8:35 am	3:15 pm
2-Hour Delay	10:35 am	3:15 pm
Early Dismissal/Teacher Collaboration Time	8:35 am	1:10 pm
<b>A. Ward Spaulding Elementary School:</b>		
Regular Days	8:35 am	3:15 pm
2-Hour Delay	10:35 am	3:15 pm
Early Dismissal/Teacher Collaboration Time	8:35 am	1:10 pm

MARKING PERIODS/REPORT CARDS		
School	Last Day of Marking Period	Report Card Distribution
<b>Suffield High (9-12)</b>		
1 <sup>st</sup> Quarter	November 2	November 9
2 <sup>nd</sup> Quarter	January 14	January 25
3 <sup>rd</sup> Quarter	March 29	April 5
4 <sup>th</sup> Quarter	June 3	June 14
<b>Exam Dates: Mid-terms – Jan. 15-18; Finals – Jun. 4-7 (dates subject to change)</b>		
<b>Suffield Middle School (6-8)</b>		
1 <sup>st</sup> Trimester	November 27	December 3
2 <sup>nd</sup> Trimester	March 6	March 12
3 <sup>rd</sup> Trimester	June 7	mailed 1 <sup>st</sup> week of summer
<b>McAlister Intermediate School (3-5)</b>		
1 <sup>st</sup> Trimester	November 16	December 4
2 <sup>nd</sup> Trimester	February 28	March 12
3 <sup>rd</sup> Trimester	May 31*	last day of school
* subject to change due to snow days		
<b>A. Ward Spaulding Elementary School (PreK-2)</b>		
1 <sup>st</sup> Trimester	November 16	December 4
2 <sup>nd</sup> Trimester	February 28	March 12
3 <sup>rd</sup> Trimester	May 31*	last day of school
* subject to change due to snow days		

**SUFFIELD HIGH SCHOOL**  
1060 Sheldon Street  
West Suffield, CT 06093  
860-668-3810

**SUFFIELD MIDDLE SCHOOL**  
350 Mountain Road  
Suffield, CT 06078  
860-668-3820

**MCALISTER INTERMEDIATE**  
260 Mountain Road  
Suffield, CT 06078  
860-668-3830

**A. WARD SPAULDING**  
945 Mountain Road  
West Suffield, CT 06093  
860-668-3826

**SHS Open House:**  
Sept. 6, 2018

**SMS Open House:**  
Sept. 13, 2018

**MIS Open House:**  
Parents Only – Sept. 12, 2018  
Show & Tell – TBD

**AWS Open House:**  
Parents Only – Sept. 20, 2018  
Show & Tell – TBD

**McALISTER INTERMEDIATE SCHOOL  
260 MOUNTAIN ROAD  
SUFFIELD, CT 06078**

## **SCHOOL HOURS**

### **Office Hours**

7:40 AM – 4:10 PM

School Telephone Number: (860) 668-3830

School Fax Number: (860) 668-3809

School Website: [mis.suffield.org](http://mis.suffield.org)

### **School Hours:**

8:35 AM – 3:15 PM (Students may be dropped off beginning at 8:20 a.m., when school personnel are scheduled to begin supervising children.)

**Half Days/Early Dismissal: 8:35 AM – 1:10 PM**

**Delayed Openings: 10:35 AM – 3:20 PM** (Students may be dropped off beginning at 10:20 a.m., when school personnel are scheduled to begin supervising children.)

### **Late Openings, School Cancellations or Early Closings**

Late openings, cancellations or early closings of school due to inclement weather are communicated in real time through our automated messaging system. Up-to-the-minute emails, text messages and phone calls are sent to all parents as soon as a decision has been made by our superintendent of schools.

If it becomes necessary to close school early, an automated message will be sent as soon as this decision is made. We suggest you check your email or text messages when a dramatic weather change occurs during the school day. We request that parents do not try to contact the main office or central administration unless this is absolutely necessary, as we must keep our telephone lines free so we have the ability to communicate as needed. If it becomes necessary to close school early, all after-school activities, including the Spaulding After-School Program, are canceled. Please discuss with your child a plan of what to do in the event of an unscheduled early release day.

## **ARRIVALS AND DISMISSALS**

With student safety always first and foremost in our minds, we call your attention to our morning drop-off procedures.

### **Bus Drop Off**

Our school buses enter school grounds using the east driveway that runs between McAlister and the Bright Horizons building and turn left into the front driveway of our school. Students riding the bus to school are dropped off right in front of school and directed by supervising staff members. Buses exit school grounds using the west McAlister driveway out to Mountain Road.

### **Parent Drop Off**

Parents dropping their children off in the morning must use the Suffield Middle School driveway and turn right to enter the side parking lot between McAlister and Suffield Middle School. Please do not attempt to enter McAlister Intermediate School grounds using either of our driveways between 8:00 a.m. – 9:00 a.m., or between 3:00 – 4:00 p.m., as these are reserved for buses only during these times.

When entering the side parking lot from the Middle School driveway, please proceed to the far right-hand lane of the parking lot and, staying to the right, drive along the perimeter of our parking lot to the back (northwest) corner of the tennis courts. A designated drop-off area will be established along the west side of the school building and extending around the corner and parallel and adjacent to the tennis courts. Students should exit their cars from the right-hand (passenger) side only, where they will be greeted by a McAlister staff member. Students should never exit their car until the car is stopped in the designated drop-off area. Students will walk in the crosswalk adjacent to the tennis courts and along the side of the school. Once children are dropped off, all vehicles should continue in a line and, staying to the right, exit back out the Middle School driveway from which they came. Your cooperation in following these procedures and driving with caution in our parking lot is appreciated.

### **Dismissal**

Children will be dismissed from their classrooms directly onto the buses. Children being picked up by parents, within minutes of the official dismissal time, create a burden in our office and hallways as we orchestrate our school-wide dismissal by calling vans and buses. Therefore, if you are picking up your child at dismissal, we ask that you follow these procedures.

- All children with notes being dismissed to a parent or another adult are called promptly at 3:15 p.m. to the gym.
- Parents picking up their children at dismissal time should use the back gym entrance in back of the school.
- To assist with the organization of our dismissal process, and to help us maintain a secure school environment, we request all parents picking up their children to wait in the gym foyer.
- Once students have assembled in the gym for pick up, **all parents and other designated adults must present picture identification and sign their children out with a McAlister Intermediate School staff member in the gym before children are released. We will not dismiss a child to an older sibling or other unaccompanied minor.**
- Please exit the building using the back gym door, just as you came in.

All dismissals during the school day will be from the office. For reasons of security, parents must report to the office to sign their children out of school. **Adults must wait in the school office for their child. No child or adult will be permitted to wait in any other area of the school (e.g., the hallway outside the office).** We request that parents write a note to the teacher anytime a student is to be dismissed any way or anywhere other than home or the usual day care. Please be sure the note includes the teacher's name, your child's first and last name, and the name of the person picking up your child. In the case of an emergency or unexpected happening, we will accept changes in dismissal plans from parents by telephone. However, such telephone requests are discouraged as a matter of course. No child will be dismissed to any person other than the parents unless parents provide permission. Once children arrive at school, they will not be

allowed to leave school grounds unless the person with whom they are leaving school has signed the student out from the main office.

### **School Ground Safety**

We provide some reminders and clarification relative to safety on our school grounds at school entry and dismissal times. First of all, we are concerned about student safety while buses are dropping off, or picking up children. On many occasions, we find cars entering the school driveway interfering with school vehicles and jeopardizing student safety. On many more occasions, we find cars passing buses on our school grounds despite flashing lights and stop signs. Please note that passing a school bus while lights are flashing and a stop sign is displayed is in violation of state law.

Each day, during the hours of 8:00 to 9:00 a.m. and 3:00 to 4:00 p.m., no vehicles will be allowed to enter or exit our school grounds via the short driveways located immediately at each end of the school. Instead, we ask parents dropping off or picking up students to use the Suffield Middle School entrance that connects to the McAlister Intermediate School parking lot. Your cooperation in this respect will help reduce traffic congestion and unsafe conditions on our school grounds.

Children being dropped off or getting out of cars should do so from the designated drop-off area parallel and adjacent to the tennis courts and along the west side of our school building. When walking to or from school, please use the white crosswalk that runs straight to the side doors and along the west side of the building. Do not walk through the parking lot.

Orange cones are also in place to help one distinguish between the parking lot and the playground area during school hours. Driving cars onto the playground area is prohibited during these times.

If you are coming to pick up your child at dismissal time, you, or your adult designee, must sign your child out with a McAlister staff member. Please refer to the dismissal procedures in the “Arrivals and Dismissals” section of this handbook. We will not dismiss a child to a parent or another adult waiting in the parking lot.

Finally, we suggest that you review these procedures with your child along with other members of your family or other persons who may, on occasion, be responsible for picking up your child at school. We realize that these procedures may create inconvenience on the part of all persons concerned. However, as we feel strongly about these safety issues, we look forward to your cooperation and support.

### **ADMISSION/PLACEMENT**

A student seeking enrollment in McAlister Intermediate School for the first time or following attendance in another Connecticut public school District, out-of-state attendance or private school attendance should contact administration. A student who is transferring from non-public schools or schools outside the District will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Children residing in Suffield who meet all applicable enrollment/admission requirements as set out in Board policy

and state law, shall be provided free public school accommodations. With the Superintendent's approval, nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school Districts within the state, (Districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the District on a space available basis, without payment of tuition, as part of the inter-District public school attendance program called Open Choice. The Regional Educational Service Centers (RESC) will determine which school Districts are close enough to make transportation feasible. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

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

### **ASBESTOS**

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

### **ATTENDANCE**

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

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

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

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

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to

contact the school between 7:40 A.M. and 8:35 A.M. on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

### **Excused Absence**

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
  2. Student's observance of a religious holiday.
  3. Death in the student's family or other emergency beyond the control of the student's family.
  4. Court appearances which are mandated. (Documentation required)
  5. The lack of transportation that is normally provided by the District other than the one the student attends.
  6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
  7. Additional 10 days for children of service members.

The responsibility for makeup of work lies with the student, not the teacher. The typical time limit for make-up work is one (1) school day for each day of absence.

### **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.

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

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

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"> <li>• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>)</li> <li>• Student's observance of a religious holiday.</li> <li>• Death in the student's family or other emergency beyond the control of the student's family.</li> <li>• Mandated court appearances (additional documentation required).</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).</li> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

\* Note: The total number of days absent includes both excused and unexcused absences.

### Truancy

As defined by Connecticut State law: "**Sec. 10-198a. Policies and procedures concerning truants.** (a) For purposes of this section, "truant" means a child age five to eighteen, inclusive, who is enrolled in a public or private school has *four unexcused absences from school in any one month or ten unexcused absences from school in any school year.* When students accumulate more than nine absences, we will increase our efforts to partner with our families to ensure regular and punctual student attendance. Parents have the responsibility to assist school officials in remedying and preventing truancy. If the parent fails to cooperate with the school in trying to solve the student's truancy problem the school will help coordinate help from outside agencies. Information about truancy will also be posted in the annual strategic school profile reports. Reference:

[https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines\\_excused\\_and\\_unexcused\\_absences.pdf](https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines_excused_and_unexcused_absences.pdf)

### Chronic Absenteeism

Under Connecticut State Statute, articulated in Suffield Board of Education Policy 5113.2, a student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during a given school year is deemed "chronically absent." This 10% absence rate includes both *excused* and *unexcused* absences. As a school, we are obligated by both state statute and Suffield Board of Education policy to communicate with families about attendance criteria each month,

as well as to reach out to families with support and referrals to community resources. The District is obligated to create student attendance teams at each school or for the District if the rate of student chronic absenteeism exceeds chronic absenteeism rates set out in state statute.

### **Leaving School Grounds/Release of Students from School**

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

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

### **Tardiness**

Students who are not in their classroom by 8:35 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant.

### **BOARD OF EDUCATION**

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

Chairperson: Kendra Wiesel  
Vice-Chairperson: Michael Sepko  
Secretary: Debra Dudack  
Members: George Beiter, Jamie Drzyzga, Susan Mercik Davis, John Richter,  
Maureen Sattan, Matt Service

In order to perform its duties in an open and public manner and in accordance with state law, the Suffield Board of Education holds regular business meetings which will be posted on the District's website, [www.suffield.org](http://www.suffield.org). Parents, students and other community members are encouraged to attend.

### **BULLYING/MAINTAINING A SAFE ENVIRONMENT**

The McAlister Intermediate School Community, in conjunction with the entire Suffield Public Schools, believes that a school environment in which all students feel safe, supported, engaged, and helpfully challenged, is optimal for learning and healthy development. All McAlister staff members, including teachers, non-certified staff and administrators, work together to create a climate in which students and adults feel socially, emotionally, intellectually and physically safe in an environment that is free of harassment, intimidation and mean-spirited behavior.

Children are explicitly taught they need to feel safe at school. We emphasize there is no such thing as "play fighting" or "joking threats" at school. Mean behavior, bullying, or unkind words

are not tolerated. If a child is made to feel unsafe or uncomfortable, we want them to immediately tell their teacher or another adult.

Parents can be assured that such reports are taken seriously when reported at school or by a parent when the issue is raised at home. We aim to be proactive, and not reactive. Whenever necessary we will take the appropriate action that will make all areas of our school a place where everyone is treated with respect.

### **Bullying**

The Suffield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Suffield Public Schools, in accordance with the Suffield Safe School Climate Plan which is supported by state law.

The Suffield Public Schools also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. The District's commitment to addressing bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

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

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

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

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to their parents/guardians online at <http://www.suffield.org/page.cfm?p=6454> or in writing upon request

Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the District's Confidentiality and Access to Student Information policy and regulations.

For more information about bullying, including electronic access to the school District's Bullying Prevention and Intervention Policy, Safe School Climate Plan, Bullying Reporting Form, and District Safe School Climate Improvement Plan, please visit <http://www.suffield.org/page.cfm?p=6454>.

The Safe School Climate Coordinator for this District is:

**Director of Special Services**

Suffield Public Schools  
350 Mountain Road  
Suffield, CT 06078  
(860) 668-3800

The Safe School Climate Specialist for McAlister Intermediate School is:

Karen Carpenter-Snow, Principal  
McAlister Intermediate School  
260 Mountain Road  
Suffield, CT 06078  
(860) 668-3830

**Hazing Activities**

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

### **BICYCLE RULES**

Students who ride their bicycles to school must have written permission from a parent or guardian. Bicycles must be walked at all times when on school grounds. Respect the bicycles and property of others. Use of bicycles during the school day is not allowed. Bicycles are never allowed on the playscape.

### **BUS TRANSPORTATION RULES AND DISCIPLINE**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Bus drivers enforce state law and rules adopted by the Suffield Board of Education for the safe transportation of all children. They notify the school principal or assistant principal when a student violates a bus rule that jeopardizes his/her safety and/or that of others. A conference is held between the principal or assistant principal and the student as a result of all referrals made by a bus driver. Subsequently, the bus referral is forwarded to the parent from the school principal or assistant principal with a copy of this referral. The parent should sign and return the bus referral to school. In the case of repeated offenses, the parent is informed by telephone of the possibility and/or ultimate decision to temporarily deny bus privileges. Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

Parents and guardians are reminded that prior to pick up and upon drop off, it is the parent's responsibility to ensure the child's safety. We urge parents to please review the following bus guidelines rules with your children:

#### **WAITING FOR THE BUS**

- Be at the bus stop on time.
- Wait on the sidewalk, in a driveway, or any safe area off the road.
- Be considerate of others at the bus stop.

#### **BOARDING THE BUS**

- Wait until the bus comes to a full stop before walking toward the bus to board.
- Board the bus in an orderly manner; single line one behind the other; safe hands and feet.
- Go directly to a seat and sit down.

#### **WHILE ON THE BUS**

- Listen to and follow the driver's instructions at all times.
- Talk quietly and use kind language with other students.
- Remain in the same seat and face forward until you reach the school or your home stop.
- In case of an emergency, remain seated and follow the bus driver's directions.
- Keep objects in your possession; do not throw objects in or out of the bus.
- Keep the backpacks, instrument cases, feet and other objects out of the aisle of the bus.
- Do not eat on the bus

#### **LEAVING THE BUS AT SCHOOL**

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner, row by row, front to back.

**LEAVING THE BUS WHEN RETURNING HOME**

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner.
- Move away from the bus as quickly as possible.
- If you cross the street, do so in front of the bus. Look both ways before crossing.
- Do not leave the bus at any place except your regular stop unless you have a signed note from your parent that has been approved by the school office.

**CAFETERIA – SCHOOL BREAKFAST AND LUNCH**

Both breakfast and lunch are served at McAlister Intermediate School. Any child may purchase breakfast upon their arrival at school. The cost of breakfast is \$2.00, and the menu consists of bagels, yogurt, cereal, pancakes, and many other popular choices.

For the 2018-19 School Year, we have the following recess and lunch waves.

<b>GRADE</b>	<b>RECESS</b>	<b>LUNCH</b>
<b>3</b>	<b>12:15-12:35</b>	<b>12:35 – 1:00</b>
<b>4</b>	<b>11:10-11:30</b>	<b>11:30-11:55</b>
<b>5</b>	<b>11:45-12:05</b>	<b>12:05-12:30</b>

Children have the option of bringing a bag lunch or purchasing a school lunch, which includes a choice of milk, two side items, and the featured entrée of the day. The cost of school lunch is \$2.75. Children who bring lunch from home may purchase milk and snacks with money from a child's account or by cash/check. Milk is 50 cents. The choice of snacks varies from day to day, and children are limited to purchasing one snack per day. If you do not wish to have your child purchase snacks with money from his/her account, please contact our food services director, Mr. Ben Gashi, [bgashi@suffield.org](mailto:bgashi@suffield.org).

Balanced breakfast and lunch menus are planned in accordance with specifications established by the federal and state governments. Monthly breakfast and lunch menus can be found on the District website [www.suffield.org](http://www.suffield.org); under the parent/student tab and the drop down of Food Service Program.

**Student Accounts:**

All students in the Suffield Public Schools have a Food Service Account. This account must stay current with a zero or positive balance. Student fingerprints are scanned at the cash register to access their lunch accounts.

Parents are strongly encouraged to setup a FREE account with [www.myschoolbucks.com](http://www.myschoolbucks.com) even if you do not use it to pay for meals so that you can track your child's account purchases and balance.

This account helps you keep track of your children's lunch account, offering several wonderful features, including the ability to:

- Check account balances
- Monitor daily purchases
- Receive email notification of low account balances

To set up an account through the Myschoolbucks.com website, simply log on to the Suffield Public Schools website ([www.suffield.org](http://www.suffield.org)), click on “Food Services,” then click on “Myschoolbucks.com.” All you need is your child’s name, student ID number and school zip code. If you don’t know your child’s 5-digit ID number please contact our main office. There is **no fee** to set up an account.

### **Payment:**

#### Prepay to the student’s account

Prepayment is easy and convenient. It eliminates having to make sure your child has lunch money every day. There are two ways to prepay:

1. Send a check/cash - Families may prepay using a check made out to “Suffield Food Service” (please be sure to write your child’s full name and school on the check). If you send in a check and have multiple students, you may use the same check as long as the students are in the same school. If your students are in different schools, please send in separate checks. If you choose to send cash please, send in it in an envelope with the student’s full name, student ID number, and room number.
2. Families may also prepay using a credit card at [www.myschoolbucks.com](http://www.myschoolbucks.com). (Please note: a convenience fee of \$1.95 is added each time a deposit is made to the account. This is a bank fee and does not profit Suffield Public Schools or Aramark.) You can distribute the payment among more than one child if you have multiple children in the District without paying an additional fee.

#### Sending payments daily

Checks/Cash are also accepted daily. If a child forgets or loses his/her lunch money, he/she may charge lunch for that day. Payment is expected on the following day. Students may charge lunch, milk and one snack item per day.

#### Charging lunch

When students do not have sufficient money in their account, they will be able to charge their lunch. However, they will only be able to charge their lunch three times. After that, if a child continues to have insufficient funds, they will be served a cheese sandwich on whole wheat bread with milk and two sides (which will still be \$2.75). Our food service director will send home insufficient funds notices on a weekly basis and families will be contacted again when children have a negative balance of \$8.00.

#### Free and Reduced-Priced Meals

Applications for free and reduced-priced meals are available at each school or online at [www.suffield.org](http://www.suffield.org) under the parent/student tab and the drop down of Food Service Program. Parents must return the completed form to their child’s respective school office. Only one form is required per household. Families who qualify for free or reduced-priced lunches also qualify for the same category of breakfast. If the income in your household changes during the school year, please feel free to fill out another application

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### **Parent Visits at Lunch**

Parents are welcomed to share lunch with their child(ren). To help make your visit a positive one, we ask that you please follow these simple guidelines:

- 
- Please be sure to sign in with an office staff member and wear a “Visitor” badge
  - Allow students to be seated first.
  - If purchasing ice cream or a snack, please purchase for your child only.
  - If bringing lunch, please bring for your child only. This helps us ensure the safety of students with allergies.
  - Please help us promote students’ positive lunchroom behavior by modeling “The McAlister Way!” Questions or suggestions regarding our school lunch program should be directed to our Food Service Director, Mr. Ben Gashi, [bgashi@suffield.org](mailto:bgashi@suffield.org)
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### **CHANNELS OF COMMUNICATIONS**

If there is a question about a student’s classes or work in school, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) administration, (3) superintendent, (4) board of education.

### **CHEATING/PLAGIARISM (Academic Dishonesty)**

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

### **CHILD ABUSE AND NEGLECT**

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, licensed nurses, and licensed behavior analysts are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as

malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

### **CLASS PLACEMENT**

At the close of each school year, our school staff formulates class groups for the coming school year. The placement process begins with a student's present teacher, who reflects on each student's learning needs, school performance and educational progress. Concurrently, the principal receives the input of other faculty members, such as art, music, physical education, world language, special education, and reading and math intervention specialists, as well as our school psychologists, speech/language pathologist and students' past teachers, relative to the learning needs of individuals and groups of students.

To further enhance the process outlined above, we welcome parent input with regard to what you feel are your child's learning needs, your child's learning style, and the type of learning environment within which you believe he/she can be successful. If you feel that your input is necessary or appropriate, we ask that you share this with us at a time that we will relay in writing to you annually each spring. Any information you provided for your child's previous class placement will not automatically be considered in developing the next year's placement.

In offering your input, we ask that you refrain from requesting specific teachers, and that you rely on the professional expertise and judgment of our school staff to place your child in an educational setting that they feel will most appropriately provide for optimal learning and growth based upon all information to be considered. We are sorry that specific requests for individual teachers cannot be honored, and we thank you for your understanding of this. As we obtain your cooperation and support, we appreciate both your input and your understanding that final decisions must reflect class placements that are beneficial to all students.

Through further consultation between each teacher, the principal and the assistant principal, class groups are finalized so that they are as balanced as possible based upon the following: heterogeneity, social interaction, academic performance, special education needs, gender, and class size. As you can imagine, the entire process is a very complex, thoughtful and deliberate one.

### **CODE OF CONDUCT**

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

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

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.

7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules in accordance with RUP.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

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

Students may be 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 illegal use of drugs.

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 included but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft, attempted theft or the willful receipt and/or possession of stolen property.
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 or discrimination based on an individual's sex, sexual orientation, gender identity or expression, race, color, religion, disability, national origin or ancestry or membership in another legally protected class.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
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, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
11. Possession of any ammunition for any weapon listed above in Section III, #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, or consumption, of tobacco, electronic nicotine delivery system (e.g. e-cigarettes) 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 or aiding in the procurement of any such substances. For the purposes of this Paragraph 14, the term “electronic nicotine delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic hookah and any related device and any cartridge or other component of such device. 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. Students who possess a medical marijuana certificate and who use, possess, distribute, offer or dispense medical marijuana on school grounds, school transportation or at a school sponsored activity will be subject to disciplinary action in accordance with this policy.
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. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Section III, #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," vaping devices, 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, or any other form of academic dishonesty, cheating or plagiarism.
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. 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.
28. Hazing.
29. Bullying including cyberbullying
30. 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.
31. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
32. Any action prohibited by any Federal or State law.
33. 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.

### **Dress Code**

Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the education process, or pose a health or safety threat to anyone.

1. The wearing of hats or bandanas inside the school building is not allowed except in the case of special events or activities.
2. Students should not wear t-shirts to school that advertise tobacco or alcohol. T-shirts with otherwise inappropriate messages or content are also not allowed to be worn at school.

3. Sneaker skates (“heelies”) are not allowed to be worn in school.
4. Slippers, cleats, and tap shoes may only be worn for special events (e.g., “Pajama Day”). In the interest of students’ safety, such footwear is not permitted on the bus and should not be worn to school. On special event days, children should carry their slippers, etc. to school and change in the classroom.
5. Clothing should be free of slogans, names, titles or the like, which are defamatory toward person(s), group(s), the school or other organizations or which are likely to incite or inflame.
6. Students participate in physical education regularly and are expected to wear sneakers. Students also play outdoors at recess in all seasons of the year and are expected to have appropriate footwear for seasonal conditions.

### **Discipline**

We understand children sometimes make mistakes, and these mistakes are an important part of the learning process. When students demonstrate unexpected, problem behaviors, a range of consequences is considered and rendered reflecting the seriousness and/or frequency of the misbehavior. All consequences are intended to be opportunities for students to learn and to address any harm caused by their misbehavior. One or more of the following actions may be taken by school personnel: verbal/nonverbal reminder or redirection, reteaching of the behavior expectation, student/teacher conference, written communication home, parent/teacher/student conference, reflection time and/or time out, written apology, loss of privilege, modification in schedule, written behavior plan, referral to the principal or assistant principal. When a student chooses to participate in repeated or extreme misbehavior, he or she will be referred to the principal or assistant principal. These consequences may occur: parent/administrator/student conference, written problem solving exercise or written apology, detention, before school, during lunch or after school, loss of privilege, in-school suspension, out-of-school suspension.

Suspension procedures, both in-school and out-of-school, will follow Suffield Board of Education Policy on Student Discipline (5144).

[https://www.suffield.org/uploaded/BOE/Policy/Series\\_5000\\_Students/5144.pdf](https://www.suffield.org/uploaded/BOE/Policy/Series_5000_Students/5144.pdf).

It is important to note that the goal of any consequence is to help the student understand why the behavior was a poor choice, and we will work with the child to develop strategies so that s/he is prepared to make better choices in the future.

### 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 by way of example includes, but is not limited to a "vehicle" or a dog that has been commanded to attack, any knife with a metal blade or a razor, utility knife, or box cutter.
- 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.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily.

- 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 is 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. The term firearm does not include an antique firearm. 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. Such suspensions shall be served in the school attended by the student or may be served in any school building under the jurisdiction of the Board of Education.
- I. **Martial arts weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "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 devise 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 as defined above or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.
- K. **Removal** is the exclusion of a student for a class period of ninety (90) minutes or less.
- L. **School Days** shall mean days when school is in session for students.
- M. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

- N. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school. In making such a determination, the administration may consider, but shall not be limited to consideration of: whether the incident occurred within close proximity of a school; whether other students from the school were involved; or whether there was any gang involvement; whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G. S. 29-38; and whether any injuries occurred; and whether the conduct involved the use of alcohol or drugs. This definition of "seriously disruptive of the educational process" shall apply to all portions of this Policy.
- O. **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. Suspensions shall be in-school suspensions, unless the administration determines that the pupil being suspended (1) poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (2) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (B) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.
- 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.
- Q. **Expulsion** is the exclusion from school privileges for more than ten (10) consecutive school days, and is deemed to include, but not be limited to, exclusion from the school to which the student was assigned at the time the disciplinary action was taken, provided the exclusion, does not extend beyond a period of one calendar year.
- R. **Bullying** is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school District, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same District that:
- Causes physical or emotional harm to such student or damage to such student's property;
  - Places such student in reasonable fear of harm to himself or herself or of damage to his or her property;
  - Creates a hostile environment at school for such student;
  - Infringes on the rights of such student at school; or substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical,

developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying may take many forms, such as but not limited to:

1. physical violence and attacks;
2. taunts, name-calling or discriminatory slurs, including but not limited to insulting, disparaging or derogatory comments regarding a person's race, religion, sex, sexual orientation, gender identity or expression, religion, national or ethnic background, disability, physical appearance, socioeconomic status, or a student's association with a person or group who has or is perceived to have one or more such characteristics;
3. threats and intimidation;
4. extortion or stealing of money and possessions; and
5. cyberbullying
6. **Cyberbullying** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. Bullying is prohibited on school grounds, at any school-sponsored or school-related activity, function or program, whether on or off school grounds, at a school bus stop, on a school bus or other vehicle-owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device-owned, leased or used by at the local or regional board of education.

#### 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.
  2. 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 illegal use of drugs.

#### Discretionary and Mandatory Expulsions and Suspensions

- A. A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct on school property or at a school-sponsored activity endangers persons or

property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process.

B. A principal must recommend expulsion proceedings and the Board of Education must expel a student in in grades kindergarten to twelve, inclusive, for one (1) calendar year if the Board finds that the student:

1. was in possession (on school grounds or at a school-sponsored activity) of a firearm as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument, martial arts weapon, or, as defined in C.G.S. 53-3.
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.
4. The following definitions shall be used in this section:
  - 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.
  - c. "Electronic defense weapon" means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily.
  - d. A "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.

- e. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- f. "Seriously disruptive of the educational process" means a marked interruption or severe impediment of the day-to-day operation of the school. In making such a determination, the administrator may consider, but shall not be limited to: whether the incident occurred within close proximity of a school; whether other students from the school were involved, or whether there was any gang involvement; whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. §29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol or drugs.
- g. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "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 devise 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 as defined above or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

Student Discipline may include but is not limited to the following consequences:

### **Detention**

A student may be assigned a detention outside of school hours for not more than 1.5 hours on one or more days for violation of the code of conduct. The detention will occur once a parent has been notified and only on days where a late bus is available for transportation (unless otherwise arranged with the parent).

### **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.

## **Suspension**

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 for not more than ten (10) consecutive school days. In such cases, 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 suspended, all suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of the student and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies. A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student 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.

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 or by student request once attaining the age of 21. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.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.

In cases where the student has previously been suspended, and/or where such suspension will result in the student's being suspended more than ten (10) times or for fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to 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.

## **Expulsion**

### **Permissive Expulsion**

A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process.

### **Mandatory Expulsion**

A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, 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. 4.

### Expulsion Hearing Procedures

#### 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.

#### A. 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.

#### B. 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) at least five business days before such 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. A statement concerning the parent's or guardian's and the pupil's legal rights and concerning legal services provided free of charge or at a reeducated rate that are available locally or how to access such services.
- e. 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.
- f. The student may cross-examine witnesses called by the Administration.
- g. The student may be represented by any third party of his/her choice, including an advocate or an attorney, at his/her expense or at the expense of his/her parents. A statement that the parent or guardian of the pupil or a student of majority shall have the right to have the expulsion hearing postponed up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.
- h. 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.
- i. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

#### C. 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 and/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 ask the Superintendent for a recommendation as to the discipline to be imposed.
  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.
  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.
  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 personally identifiable information.
  14. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, 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.
  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.
- D. Expulsion Notice: The parents or guardian of 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.
- 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 have 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.

#### 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 of a student in grades nine through twelve, inclusive, 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.

#### Change of Residence During Expulsion Proceedings

##### *A. Student moving into the school District:*

1. If a student enrolls in school in another school District, such student shall not be excluded from school in the other District pending completion of the expulsion hearing pursuant to *Connecticut Education Law, Sec. 10-233d (Expulsion of Pupils)* unless an emergency exists, provided nothing in *Sec. 10-233d* shall limit the authority of the local or regional board of education for such District to suspend the student or to conduct its own expulsion hearing in accordance with *Sec. 10-233d*.

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.

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. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
- 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.

Please visit [https://www.suffield.org/uploaded/BOE/Policy/Series\\_5000\\_Students/5144.pdf](https://www.suffield.org/uploaded/BOE/Policy/Series_5000_Students/5144.pdf) for more information about code of conduct and student discipline.

### **Firearms, Deadly Weapons and Dangerous Instruments**

No guns, knives martial arts weapons, deadly weapons or facsimiles of weapons or knives or any other objects capable of threatening or causing injury or death may be brought onto school

grounds. Any object used to cause injury will be considered a weapon under Board policy. Violators may be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a firearm, deadly weapon, dangerous instrument, martial arts weapon or other weapon on school grounds or during a school-activity will be recommended for expulsion from school.

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

### **Playscape Rules and Procedures**

Third grade students will receive instruction from our physical education teachers regarding the rules and use of the playscape at the start of the school year. Third grade students may not use the playscape until all classes have received this instruction. Students in grades four and five will review playscape rules and procedures with their classroom teachers. They may use the playscape beginning the first day of school.

The following general rules apply to the use of our playscape:

**Play safe! Be courteous!**

**Walk. Don't run.**

**Slides are for riding down, not climbing up.**

**Descend all slides and poles one person at a time.**

**Climbing is only allowed on the Space Net, ladders and stairs.**

**Leave wood chips on the ground. They make the ground safe.**

Rules specific to the safe and appropriate use of components of the playscape are listed below. Children should be made aware that failure to abide by these rules would result in "time out" from playing on our playscape. Appropriate footwear should be worn when playing on the playscape. Only properly secured, rubber-sole shoes are allowed in the playscape. Open-toe shoes, clogs, sandals and flip flops should not be worn, as these present a potential risk to students' safety.

#### **Space Net: (Blue pole with red cables anchored to the ground)**

- 16 students maximum on the Space Net at one time.
- Only three students may climb above the second brown collar.
- Students waiting to climb to the top must count to 40 before asking for a turn.
- Bouncing, jumping or hanging upside down on the cables are not allowed.

#### **Single Track Rider: (Green track with black sliding handle; rides parallel to building)**

- Students should go left to right and return to starting point.

#### **Double Track Rider: (Two red pipes with one white hand grip on each pipe; runs perpendicular to the building)**

- Students should begin near school and ride to the rear of playscape; one direction only.

#### **Mountain: (Tan, plastic mountain shape with steps)**

- Climb up only; students should not jump off.

**Slides:**

- Before riding down the slides, make sure that no one is at the bottom. Your feet go first, and you ride down only. Quickly clear away from the landing zone.

**Swings:**

- Swings should be used in a sit-down position only.
- Swing facing the fields.
- Students should face forward when swinging.
- Students should wait on the grass and count to 40 before taking their turn.

**Smoking**

McAlister Intermediate School is a smoke-free environment. Smoking or use tobacco products or e-cigarettes or vapor product devices on is prohibited school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

**Substance Abuse**

Suffield Public Schools prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities.

**The McAlister Way, Student Behavior And Discipline**

We are ever mindful of the critical role a healthy and positive school climate plays in promoting student learning. We have a caring and dedicated faculty deeply committed to providing a school environment in which all students feel safe, supported, engaged, and helpfully challenged.

“The McAlister Way” is our schoolwide framework for teaching expected student behaviors and character development that is kind, respectful, responsible and safe. We teach, guide and support students in showing “The McAlister Way” through clear and explicit expectations, positive reinforcement, and logical consequences.

<b>THE McALISTER WAY BEHAVIOR EXPECTATIONS</b>				
	<b><u>Kind</u></b>	<b><u>Respectful</u></b>	<b><u>Responsible</u></b>	<b><u>Safe</u></b>
<b><u>Hallway</u></b> 	Smile and greet people by name.  Help others in need	Keep hands by your side.  Walk quietly to your destination	Arrive to your destination on time.  Hold the door for the person behind you	Use “walking feet”  Stay to the right
<b><u>Bus</u></b> 	Share your seat.  Use appropriate language.	Listen to the bus driver.  Help younger students and be a role model.	Use a quiet voice.  Take care of your belongings.	Always remain seated.  Keep hands and feet to yourself.

<p style="text-align: center;"><b><u>Special Events, Trips, and Programs</u></b></p> 	<p>Say “thank you” and show appreciation.</p> <p>Use supportive and encouraging words.</p>	<p>Clap appropriately.</p> <p>Remain quiet and use listening ears.</p>	<p>Be a role model.</p> <p>Sit appropriately.</p>	<p>Maintain your personal space.</p> <p>Keep hands and feet to yourself.</p>
<p style="text-align: center;"><b><u>Cafeteria</u></b></p> 	<p>Welcome others to your table.</p> <p>Use appropriate language.</p>	<p>Follow directions.</p> <p>Speak quietly.</p> <p>Use good table manners.</p>	<p>Clean up after yourself.</p> <p>Eat your own lunch.</p>	<p>Keep hands and feet to yourself.</p> <p>Keep your body in control.</p>
<p style="text-align: center;"><b><u>Recess</u></b></p> 	<p>Include others and invite them to play.</p>	<p>Play fairly.</p> <p>Follow directions.</p>	<p>Use equipment properly.</p> <p>When the bell rings, line up quickly and quietly.</p>	<p>Follow playground rules.</p> <p>Keep your body in control.</p>
<p style="text-align: center;"><b><u>Bathroom</u></b></p> 	<p>Wait your turn.</p> <p>Use appropriate language.</p>	<p>Conserve soap, water, and paper towels.</p> <p>Maintain everyone’s privacy.</p>	<p>Use bathroom in a timely manner.</p> <p>Flush toilet and wash hands.</p>	<p>Keep bathroom tidy.</p> <p>Keep your body in control.</p>

### Additional School Rules

In addition to McAlister Way Behavior Expectations, Board of Education policy on bullying, threatening behavior and harassment, and rules and procedures for safe bus behavior, students should act according to the following:

- The chewing of gum is not allowed.
- Students are not allowed to sell or buy any item on school property unless approved by the school administration under the supervision of a teacher.
- Fidget spinners, toys, games, trading cards, etc. are not allowed, as these present a distraction to the educational process and we cannot take responsibility for missing items.
- Students are not allowed to use their devices to take pictures of others, make phone calls, send text messages, instagram, tweet, etc. during the school day. Students must demonstrate **safe** and **responsible** use to maintain these privileges.

- Carrying or selling prescription or over-the-counter drugs at school is prohibited. Our school nurse or a certified teacher administers only drugs received through the parent and with the written permission of a physician to students

### **DEFIBRILLATORS IN SCHOOLS (AED'S)**

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

### **DISTRIBUTION OF MATERIALS AND POSTING ON WEBSITE**

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

Administration or his/her designee may approve such distribution providing:

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

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

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

### **Website**

Any information posted on the website will follow the same guidelines as stated in "Distribution of Materials". In addition we limit our posts to information relevant to the school and our students that is either sponsored by Suffield Public Schools, Parks and Recreation or another non-profit organization. Even with these parameters, the decision to post information on the website is up to the discretion of administration.

### **Posters**

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

**Distribution of Literature**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Administration.

**EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather phone, text, and email communications will be made using Suffield's automated calling system. Emergency closings will also be posted on the Districts website, [www.suffield.org](http://www.suffield.org).

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Any students with limited English proficiency will be identified, assessed and provided appropriate services facilitated by the school's reading specialist.

**EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school. Please note these are the only areas of instruction in which a student may be exempt.

**EXTRACURRICULAR ACTIVITIES**

The strength of human resources we possess as a school community is exemplified in the number of diverse, extracurricular activities we offer at McAlister Intermediate School. Designed to enrich the academic curriculum, these activities promote student choice in learning. Recent extracurricular activities facilitated by school staff members, parents or community resources include *Math Olympiads*, which promotes our students' efficient problem solving and critical thinking skills as they engage in complex problem solving activities, and *Funky Foot*, which promotes students' healthy lifestyles and social skills as they start their mornings exercising with peers, parents and staff members who walk around the perimeter of our back field. We also offer our *Expanding Horizons* after-school enrichment program twice yearly. This program offers weekly classes for a six- to eight-week period. Recent classes included Computer Building, Legomania, Yoga, Words with Friends, and Acting. There's bound to be an extracurricular activity offered during the school year that catches your child's fancy.

Activities are scheduled on different days of the week, before, during and after school to encourage students' participation in one or more offering. Some extracurricular activities may only last a few weeks in duration, while others may run for an entire school year. When an extracurricular activity is scheduled, information is sent home to all students in the grade level(s) to which the activity is being offered. Through an assortment of offerings, yearly additions and varied schedules, all children are encouraged to pursue their interests and extend their academic learning.

## **FACILITIES**

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

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

**All school facilities, including athletic fields, are scheduled with priority given to McAlister Intermediate School and Suffield Public Schools above all other groups.** All groups (both school-related and non-school –related) wishing to reserve part of the facility (e.g. cafeteria, gym, etc.) MUST submit an electronic request to reserve the desired area from the community use calendar which can be accessed on the school website.

## **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. A list of school supplies is provided with our annual summer newsletter. Student may be asked to pay certain other fees, including:

1. The materials for a class project that the student will keep.
2. Voluntary purchases of t-shirts, pictures, etc.
3. Insurance on school-owned instruments or instrument rental
4. Fees for damaged library books and school-owned equipment.
5. Course fees for Expanding Horizons offerings or other extracurricular activities.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. While on a trip, all students are considered to be “in” school and must demonstrate expected “McAlister Way” behavior. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

## **FINANCIAL ASSISTANCE**

Financial assistance is available for materials, transportation, admission prices or field trips for families who are a part of our free and reduced lunch program, or who may otherwise demonstrate financial hardship. It is important to note this must be verified by the school, therefore families must give us permission to have that information.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills and lockdown drills are held at regular intervals as required by state law. Students must follow the exit directions or appropriate procedures posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drills will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

### **FIRST AMENDMENT RIGHTS**

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

### **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management.

The focus of a District-wide Food Allergy Management Plan shall be prevention, education, awareness, communication, and emergency response. The management plan shall strike a balance between the health, social normalcy and safety needs of the individual student with life threatening food allergies and the education, health and safety needs of all students. The District Food Allergy Management Plan shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the District.

The goals for the District-wide plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12).

It is the policy of the Board of Education to follow the guidelines developed and promulgated by the Connecticut Department of Public Health and Department of Education for students within the District with life-threatening food allergies. Such guidelines include (1) education and training for school personnel on the management of students with life-threatening food allergies, including training related to the administration of medication with a cartridge injector, (2) procedures for responding to life threatening allergic reactions to food, (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy, and (4) protocols to prevent exposure to food allergens.

It is the Board's expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the Board's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the Board that guidelines shift as children advance through the primary grades and through secondary school.

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

### **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.

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

### **GREEN CLEANING PROGRAMS**

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

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

### **HARASSMENT STATEMENT**

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

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

A student who believes he/she has been harassed is encouraged to report the incident to a teacher or administration. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary. Retaliation is prohibited against anyone who cooperates with a harassment investigation.

## **HEALTH SERVICES**

The school nurse's primary objectives are to service the ill or disabled student and to encourage good health practices. It should be emphasized that an ill child does not do his/her best in school, and should be kept home. Upon return, a note of explanation for the absence is requested.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Throughout the school year, students are screened for vision, hearing and in grade five, scoliosis. Should any deviations from the accepted norms be discovered, parents will be informed. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician.

In the interest of your child's health and the health of all children, please observe the following guidelines:

- If your child has been running a fever or has been sick during the night or before school, it is advisable to keep him/her home, since they usually do not do well in school and risk infecting other children. If your child has a fever of 100 or above, please keep him/her home for 24 hours after fever has subsided. Although good attendance is desirable, a sick child should never be sent to school.
- If your child has a contagious disease or is likely to be absent for three or more days, please notify the school nurse. The school nurse is required to report all contagious diseases.
- The student absent four consecutive days or more may be requested to see the school nurse upon returning to school.
- A written excuse should be sent to school for any absence. A note from your physician is required for prolonged or frequent absence.
- Any child well enough to come to school is expected to participate in all activities, including recess and physical education, unless a signed physician's note indicates otherwise. A parent may send a note to extend the excuse up to two days after the doctor's excuse ends.

Necessary health practices such as proper rest, diet, personal hygiene and hand washing must be constantly encouraged at home as well as at school. Since we encourage children to be outdoors when it is not actually snowing or raining, it is important for them to be dressed warmly with boots, hats, coats and gloves. Other appropriate clothing, such as sweaters, may be needed on chilly days. Shoes can get wet in early morning physical education classes. Extra footwear might be needed.

Our grade four students participate in human growth and development (puberty) sessions, which include a video and a discussion period. Parents receive information about this program and have an opportunity to preview the video prior to the student program.

As part of our state-mandated health curriculum, children in grade five are taught about AIDS and the HIV virus. This program is age-appropriate in both topical content and instructional approach, and as a result, has proven very effective in helping to relieve fears associated with this sensitive topic. The main goal of AIDS instruction at the elementary level is to teach

children skills to protect themselves against this life-threatening disease. Parents of students in grade five are provided an advance copy of the syllabus used for instruction and the topics to be covered each year. It is helpful if parents have a discussion about this issue with their children prior to, and after, the class presentations. Through such discussion, parents will be able to check for their children's understanding, open lines of communication, and relay their ongoing support.

Any parent or guardian may request their child's release from the human growth and development program or the AIDS education program by writing to the school administration. Additional information is available upon request in the main office.

### **Administration of Medication**

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

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

A student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer his or her medication including, but not limited to, medication administered with a cartridge injector, to protect such student against serious harm or death. A written authorization for self-administration of medication signed by the student's parent or guardian and a written order of a qualified medical professional is required.

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

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-

testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

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

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

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

### **Disabilities**

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

### **Emergency Medical Treatment**

Each year you are asked to supply or update the main office with your work and home phone numbers, doctor's name and hospital, and an emergency contact person if you are not at home should your child have a medical emergency. Please be sure to submit this information by going to the District website, [www.suffield.org](http://www.suffield.org), and clicking on "Parent Portal" under the "Parents and Students" tab. For the safety and comfort of your child, be sure to update this information as needed during the course of the school year.

Please keep in mind when you are choosing your emergency contact person that this person must be available to come to school when you cannot.

### **Head Lice (Pediculosis)**

The District is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment. The District recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents/guardians and school staff. The goals of providing a healthy and safe environment of students with head lice are to (1) maximize academic performance; and (2) minimize absences due to unnecessary exclusion from school of students with head lice. The school nurse can be contacted for treatment guidelines.

**Health Records**

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

**Homebound Instruction**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of ten (10) school days or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

**Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is our District’s Social Worker.

**Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

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

For further information regarding immunizations contact the school nurse.

**Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the District. (C.G.S. 10-204a). Health assessments shall also be required in grade 6 (or prior to entering grade 7). All students in grade 6 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grade 8. Postural screening will be conducted for all female students in grade 7 and male students in grade 8. If a homeless

student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the District's homeless liaison.

### **HOMEWORK**

Education is a life-long process, which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of promoting self-directed, independent learning.

Homework assignments:

- Strengthen basic skills
- Apply classroom learning
- Stimulate the student's interest through further exploration
- Reinforce dependent study skills
- Develop qualities of initiative, responsibility and self-direction
- Stimulate worthwhile use of leisure time

The manner in which and the degree to which homework is used vary from grade to grade. This is consistent with developmentally appropriate practice. Homework practices at McAlister Intermediate School reflect a natural progression in grades three through five. At the third grade level, content-related, project-oriented, homework activities are used to assist in facilitating students' successful transitions to grades four and five. Homework assigned in grades four and five further emphasizes the mastery of content-related information. In these grades, students are expected to complete a greater amount of independent work. The development of good study habits increases in importance in grades three through five.

Typically, homework should not exceed the following total amounts per day for an average student working at an average speed:

- Grade 3: 10-30 minutes daily
- Grades 4/5: 20-60 minutes daily

There may be situations when classroom instruction may not warrant homework assignments. The above time allotment is to be considered as a guideline only. Children should be encouraged to read for the suggested time when no specific homework is assigned. This encourages good study habits.

Specific expectations related to homework, and parents' involvement toward the completion of homework, are communicated by teachers to parents during the Annual Open House for parents, and as part of individual assignments as appropriate. The degree to which parental assistance with homework is desirable varies from grade to grade and from assignment to assignment. Parents are encouraged to contact their children's teachers if clarification with regard to homework is needed. In general, however, parents promote positive attitudes toward homework through regular exchanges with children and teachers, and by providing the time and a place for their children to complete homework.

### **INSURANCE**

School insurance is made available to families through a specific program. Brochures are available in the office at the beginning of each academic year, if you are interested. The program is not mandatory, but is an opportunity to provide additional protection for your children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Suffield Public Schools assume no liability from disputes arising from such contract.

### **LOST AND FOUND**

The first floor hallway across the gym and just outside the main office maintains a collection of lost and found articles to be claimed by students. Students should feel free to check the lost and found in the hallway or inquire in the office about lost items as necessary. Whenever practical, any items brought to school should have a child's name placed on them to ensure return to the rightful owner. Unclaimed items will be displayed during parent-teacher conferences in December and March. Lost and found items that remain after each conference period and at the end of the school year are given to *Goodwill*, as we do not have the space to maintain these over time. Parents are notified in advance of this, and their prompt response is appreciated.

### **MAKE-UP WORK**

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. The typical extension for completing missed work is one day per day out. Teachers may assign a late penalty to any work or project if the student does not complete their work within the determined extension. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

### **MANDATED REPORTERS/MANDATED REPORTING**

The District complies with all laws and regulations regarding the reporting of actual or suspected child abuse and neglect. For additional information, refer to page 16 of this Handbook under the heading "Child Abuse and Neglect" and to Board Policy and Regulation 5141.4.

### **MIGRANT STUDENTS**

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

### **OUT OF SCHOOL MISCONDUCT**

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

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;

5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

### **PARENT INVOLVEMENT/COMMUNICATIONS**

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

#### **Parent Requested Observations**

The Suffield Public Schools has as its highest priority, the safety and the welfare of its students and staff. The Suffield Board of Education welcomes purposeful observations of classes by parents and other interested members of the community. The Board recognizes its responsibility to insure that students may learn in an educational environment free of unnecessary disruption and distractions and to provide a school environment that is safe for staff and students alike. In the interest of protecting the welfare of students and staff, preserving the privacy rights of students, minimizing disruptions to the learning process and maintaining order and security on its premises, the following guidelines have been established for observations:

1. All observers will be governed by visitation expectations of Policy #1250.
2. Anyone wishing to observe a class must contact the administration of the school prior to the observation and provide the name of the observer and purpose of the observation. Outside evaluators are required to provide their phone number, address and professional credentials. Whenever possible, a minimum of twenty-four (24) hours' notice should be provided.
3. In addressing requests for classroom observation, the administration will consider its responsibility to avoid disruption to the learning environment and learning benefit of students and minimizing distractions and disruptions to the learning process.
4. Requests to observe a class shall not be unreasonably withheld; however administration may deny or place limitations on observations to ensure the integrity and benefit of the educational process for teachers and students. If an observation is denied, alternate avenues to achieve the purpose, if available, should be suggested and/or arranged.

### **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the Director of Facilities.

**PETS AND ANIMALS IN SCHOOL**

Children should not bring pets and animals to school unless their parent or guardian has spoken with their teacher, and the teacher has secured permission from the school principal or assistant principal. This policy is implemented in light of precautions received by us relative to communicable animal diseases.

**PROMOTION/ACCELERATION/RETENTION**

Students shall be placed by the certified staff at the grade level best suited to them academically, socially and emotionally. The Superintendent or his/her designee will develop regulations for promotion, acceleration and retention in the best interest of the long-term development of the child.

Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents or guardian, but the final decision will rest with the school administration.

**PROPERTY, LOCKERS, AND EQUIPMENT**

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

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

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

Each student is assigned a locker. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused. Students are expected to keep their lockers closed at all times. The school is not responsible for any valuables or other various items taken from a locker.

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

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

**PSYCHOTROPIC DRUG USE**

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

**REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Report cards are issued three times each year in grades three through five (December, March, and June). Formal parent-teacher conferences coincide with the distribution of report cards in December and March. Students' final report cards are sent home at the end of the school year in June.

We strongly believe in the power of forging productive, working relationships between home and school. We welcome parents' interest and desire in discussing their children's educational growth and development and stand ready to respond to questions whenever they may arise. For these reasons, both parents and teachers may request a conference, by phone or in person, at any time during the school year.

**SAFETY/ACCIDENT PREVENTION**

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

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

**SCHOOL CEREMONIES AND OBSERVANCES**

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

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

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

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a

parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Administration should be contacted.

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

### **SCHOOL DISTRICT RECORDS**

Interested persons may inspect “public district records” which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained. Please note that there may be a fee charged for the cost of the copying materials.

### **SCHOOL SECURITY AND SAFETY**

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

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

### **SEARCH AND SEIZURE**

When a reasonable suspicion arises that use or possession of a student’s property is illegal, illicit, disruptive, or a danger to the general welfare of students and staff, a search may be made of the student’s person or personal property.

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student’s personal privacy and protection from coercion. An authorized school administrator may search a student’s locker or desk under three (3) conditions:

1. There is reason to believe that the student’s desk or locker contains the probable presence of contraband material.

2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of the students and the school are contained therein.

Use of drug-detection dogs and metal detectors or similar detective devices may be used only on the express authorization of the Board of Education.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the District upon the request of the law enforcement official. Such requests, ordinarily, shall be based on warrant. The school principal or designee will attempt to notify the student's parents in advance and will be present for all such searches.

### **SECLUSION AND RESTRAINT, USE OF**

Teachers and staff of the Suffield Public Schools comply with all State laws and Board of Education policies with respect to the use of seclusion and restraint of students in their care during the school day and during extra-curricular activities. Use of Physical Restraint/Seclusion is governed by Board policy 5144.1 and the administrative regulations associated with the policy, both of which are available on the District's website. Life-threatening physical restraint will never be used on a student at school or under the care of staff at a school-sponsored activity. In the unlikely event that seclusion or restraint is required, it will be performed only by trained staff, under constant supervision, and used only in case of emergency. If a seclusion or restraint occurs, every attempt will be made to notify the parent or guardian immediately, and no later than 24 hours following the event. The District is required to keep detailed written records of all incidents of seclusion and restraint, and such records are available for inspection by the student's parent or guardian. A written report will be sent home promptly following any such incident. Reports concerning all incidents of seclusion and restraint are made to the State Department of Education, and de-identified data concerning the District's statistics are available to anyone upon request. State law also permits a teacher or other staff to use "reasonable physical force" if necessary to protect someone from immediate physical injury, to obtain possession of a dangerous instrument or controlled substance, to protect property from physical damage, or to restrain a child or remove the child to another area to maintain order. Briefly making physical contact with a student to comfort a child, to keep the child from being injured, to break up a fight, or escort the child to a safe area is considered neither "seclusion" nor "restraint". Such actions are rare and used only in case of exigent circumstances as defined by law. Any questions

concerning the District's policies on seclusion and restraint should be directed to the Director of Special Services at 860-668-3803.

### **SNACKS**

Students may bring a daily snack from home that they will be allowed to eat at the teacher's discretion. We do recommend that snacks be nutritious, i.e., fruit, cheese, popcorn, etc. Furthermore, we kindly request your cooperation in providing simple snacks requiring minimal preparation that students may eat independently and clean up easily. Special snacks for the whole class may be brought to school to celebrate a birthday, holiday, or special occasion. Please consider healthy and nutritious snacks for such occasions as we work to promote students living and maintaining healthy lifestyles. Please notify the teacher in advance if you wish to do this, as there may be special dietary restrictions within the classroom.

### **STUDENT SUPPORT SERVICES**

Our response to our students' diverse needs reflects both our ongoing belief that all children can learn and our commitment to the growth and development of the whole child. Students' academic, behavioral, social, and emotional needs are identified through the knowledgeable and collaborative efforts of a caring school staff and an involved parent community. Driven by individual student needs and situations, a continuum of services, educational programs, resources, and interventions are creatively designed and flexibly provided.

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

Three tiers of support (or intervention) are developed to support student learning. The progress that students make at each stage of intervention is monitored closely. Results of this monitoring are used to make decisions about further need for research-based instruction.

**Tier 1:** All children receive high-quality curriculum and best practice instruction in the general education classroom or program. Eighty percent of students are expected to achieve within the range of grade-level expectations without additional tiers of support.

**Tier 2:** Students may need extra help in addition to the high-quality instruction they receive in Tier I. Students may receive additional teaching strategies or methods that are proven to be effective in helping children learn. These teaching methods can occur in large or small groups, as well as in or outside the classroom. Ten to fifteen percent of students in a school may need this level of support.

**Tier 3:** When a high level of support is needed, children are given individualized or small group instruction with more frequency. Up to five percent of students in a school may need this level of support.

Sometimes a student does not make enough progress through the intervention used in SRBI. The teacher knows this from monitoring the student's progress. Revised intervention plans may be developed that will be instructed by other building specialists or support staff.

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

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

### **Paraprofessional Support**

We are fortunate to have a number of talented and dedicated paraprofessionals within our school who are assigned to specific students identified in need, and who assist with the supervision of students during lunch and recess periods. Non-special education students in need of "extra help" with a particular skill or concept on a given day, as determined by the classroom teacher, sometimes receive such assistance from a paraprofessional.

Paraprofessionals provide invaluable assistance in supervising children in our school cafeteria and on the school playground. It is important that children give the same respect and consideration to paraprofessionals as they would to a certified teacher, the assistant principal or principal. We appreciate parental support in reinforcing this with children.

### **American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973**

#### Notice of Parent/Student Rights

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning

decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Suffield School District's education programs without discrimination based on his/her disability;
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations, modifications, and related services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school District's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school District. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this District is:

**Director of Special Services**

Suffield Public Schools

350 Mountain Road Telephone: 860-668-3800

Suffield, CT 06078

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office

Office for Civil Rights

U.S. Department of Education  
8th Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921  
Telephone: (617) 289-0111

U.S. Department of Education  
Office for Civil Rights  
550 12th Street, SW  
Washington, DC 20202-1100 Telephone: 1-800-421-3481

Connecticut State Department of Education  
Bureau of Special Education  
and Pupil Service  
P.O. Box 2219

### Compliance with 504 Regulations

It is the policy of the Suffield Public Schools to comply with all aspects of the Section 504 regulation of the Rehabilitation Act of 1973. Section 504 prevents discrimination on the basis of handicap in programs and activities operated by the school system.

### Suffield Board of Education Section 504 Complaint/Grievance Procedures

Under Section 504, a person with a disability is anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

### *I. Procedures for Complaints/Grievances Alleging Discrimination on the Basis of Disability*

The policy of the Board of Education is to provide for the prompt and equitable resolution of complaints and/or grievances alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints and/or grievances, any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability should contact the District's designated Section 504 Coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. If the Section 504 Coordinator is the subject of the complaint and/or grievance, the complaint and/or grievance should be submitted to the Superintendent, who shall investigate or appoint a designee to do so. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible. Complaints and/or grievances regarding a student's rights with respect to his/her identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below in Section II.

## II. *Procedures for Complaints/Grievances Regarding a Student's Identification, Evaluation, and/or Educational Placement*

Complaints and/or grievances regarding a student's identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below:

### A. Informal Level (Optional)

1. In order to facilitate the prompt investigation of complaints, any complaint and/or grievance regarding a student's identification, evaluation or educational placement should be forwarded to the District's Section 504 Coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. Timely reporting of complaints facilitates the resolution of potential educational disputes as it assists the District in gathering current, accurate information and enables the District to take corrective actions when necessary to ensure that a student is provided with an appropriate educational program.
2. The Coordinator shall maintain a written record containing the following:
  - a. Full name and address of complainant;
  - b. Specific areas of disagreement relating to the child's identification, evaluation, and/or educational placement; and
  - c. Remedy requested.
3. At the time the complaint is filed, the Coordinator should direct the complainant to the appropriate administrator who will investigate the complaint and send a written report to the Coordinator. The Coordinator shall then meet informally with the complainant and other relevant individual(s), shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the Section 504 complaint at this level when possible.
4. This process shall take no longer than ten (10) working days from the time the complaint was received.
5. The informal process offered in this section is optional. Complainants may elect to file a formal complaint and/or grievance by contacting the District's Section 504 Coordinator.

### B. Formal Level/Impartial Hearing

1. If the complainant is not satisfied with the resolution offered in the initial informal procedures, he/she may initiate more formal procedures to further explore and resolve a Section 504 complaint/grievance regarding a student's identification, evaluation, or educational placement.
2. The complainant shall present the written complaint to the Superintendent within fifteen (15) days after the conclusion of the informal resolution process. The Superintendent may resolve the complaint alone or with the appropriate administrator.
3. If the complaint is not resolved, the Superintendent shall hear and fully review the case within thirty (30) days of the receipt of the complaint/grievance regarding a student's identification, evaluation, or educational placement.
  - a. The Coordinator shall inform all parties of the date, time and place of the grievance hearing and of their right to present witnesses or representatives, if desired. The Coordinator shall provide assistance to the complainant in understanding the grievance procedure process.

- b. A written record of the time, place, date and participants in the hearing shall be kept.
      - c. A written decision shall be sent to the complainant within ten (10) working days after the conclusion of the hearing.
  4. If the complainant is not satisfied with the Superintendent's decision, he/she may, within fifteen (15) days of the Superintendent's decision, request that the Superintendent submit the matter to an impartial hearing officer or to a mediator. Mediation shall only occur by mutual agreement of the parties.
    - a. Mediation procedures:
      - i. The mediator must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
      - ii. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.
      - iii. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
      - iv. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.
    - b. Impartial hearing procedures:
      - i. The impartial hearing officer must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
      - ii. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to have legal counsel or other representation at the complainant's own expense, if desired.
      - iii. The impartial hearing officer shall hear all aspects of the complainant's appeal and shall reach a decision within forty-five (45) days of receipt of the written appeal. The decision shall be presented in writing to the complainant.
      - iv. A Section 504 impartial hearing officer does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual's disability unless such a claim is directly related to a claim regarding the identification, evaluation, or educational placement of a student under Section 504.
5. The time limits noted throughout Section II may be extended if more time is needed to permit thorough review and opportunity for resolution.

### **STUDENT RECORDS**

The Suffield Board of Education will comply with applicable regulations regarding confidentiality and access to all student records. The Board shall implement procedures that ensure strict confidentiality of student records while providing proper parental and/or student

access to records. The Assistant Superintendent is considered as the custodian of records and will insure that student's records are kept confidential. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

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

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

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

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

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

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

believe the District is not in compliance with the law regarding student records. The District's policy regarding student records is available from administration's or superintendent's office.

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

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

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

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

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

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The District's FERPA Privacy Officer is: Natalie Donais, Director of Special Services for Suffield Public Schools.

## **Definitions**

- A. Access is defined as the right to inspect or review a student's education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized Representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs- - any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric Record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics and handwriting.
- D. De-identified Education Records means education records or information from education records from which all personally identifiable information has been removed, and for which the District has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- F. Disciplinary Action or Proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
  - 1. Education Records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
  - 2. Education Records do not include:

- a. private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
  - b. records maintained by a law enforcement unit of the school District that were created by that unit for the purpose of law enforcement;
  - c. employment records used only in relation to the student's employment by the school District that are 1) made and maintained in the normal course of business, 2) relate exclusively the student's capacity as an employee, and 3) are not made available for any other purpose;
  - d. records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school District); however, the school District must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
  - e. records created or received by the school District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
  - f. grades on peer-graded papers before they are collected and recorded by a teacher.
- I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
  - J. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.
  - K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
  - L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's education records without the eligible student's consent.
  - M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant

circumstances, to identify the student with reasonable certainty; or information requested by a person who the school District reasonably believes knows the identity of the student to whom the education record relates.

- N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

#### A. Category "A" Records:

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the school District or graduates.
3. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.
4. \*In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time
5. The student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.
6. Category A records shall include, at a minimum, the following:

<u>RECORD</u>	<u>LOCATION</u>
a. Basic biographical information	Cumulative/Health File
b. Academic achievement (grades/transcripts)	Cumulative File
c. Date of high school graduation or equivalent	Cumulative File
d. Records of immunizations	Cumulative/Health/Pupil Personnel File
e. Attendance records (days absent/present/tardy)	Cumulative File
f. *Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. 10-233c(e) , 10-233d(f) )	Cumulative File

#### B. Category "B" Records

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.

2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student's education record.
3. Category B records must be maintained for at least six (6) years after the student leaves the school District or graduates from high school.
4. Notice of a student's suspension or expulsion shall be expunged from the student's cumulative education record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.
5. \*In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board's disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student's cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student's cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student's first suspension or expulsion.
6. Records containing information pertaining to child abuse/neglect referrals or reports; or containing confidential HIV- related information should be kept separate from the student's cumulative folder, in confidential files.
7. Confidential HIV- related information contained in the confidential file should only be disclosed pursuant to District policy.
8. Information contained in documents related to any Department of Children and Families ("DCF") child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential, in a central location. Such records shall only be disclosed in accordance with the Board's policy regarding Confidentiality and Access to Education Records.
9. Category B records shall include the following (if applicable):

<u>RECORD</u>	<u>LOCATION</u>
a. Child-Study Team Records / Student Assistance Team Records	Cumulative/Pupil Personnel File
b. Standardized group test scores (CAPT, CMT etc.)and/or personality testing program results	Cumulative/Pupil Personnel File
c. Diagnostic reading/math test results (not special education)	Cumulative File
d. Educational and/or vocational interest	Cumulative File
e. Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f. Comprehensive health records	Cumulative/Health/Pupil Personnel File
g. Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
h. Suspensions/expulsions	Cumulative File*
i. Parent/legible student's signed release forms	Cumulative/Health/Pupil Personnel File
j. Truancy Records (including record of parent conferences and referrals )	Cumulative File
k. Child Abuse/Neglect Forms	CONFIDENTIAL FILE IN CENTRAL LOCATION
l. Reports Containing Confidential	CONFIDENTIAL FILE

HIV-Related Information	
m. Awards	Cumulative File
n. Diagnostic test results (non special education)	Cumulative File/Pupil Personnel
o. Extracurricular Activities	Cumulative File
p. Letters of Recommendation	Cumulative File
q. Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative File/Health/Pupil Personnel File
r. Diploma (if not picked up by student)	Cumulative File
s. Accident Reports	Cumulative File
t. Basic school entrance health histories	Cumulative/Health File
u. Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with District/original follows student)
v. Individualized Health Care Plans / Emergency Care Plans	Cumulative/Health/Pupil Personnel File
w. Health Assessment Records (HAR-3)	Health File
x. Incident Reports	Cumulative File
y. Medication administration records(*6 yrs OR until superseded by yearly summary on CHR-1)	Health File
z. Parent authorization for medications/treatments	Health File
aa. Physician's orders for medications treatments	Health File
bb. Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc. Sports histories and physical-examination reports	Health File
dd. Nursing Records (Health assessment data; Nursing process notes; 3rd party health records)	Health File

### C. Category "C" Records – Special Education

1. Category C includes verified information necessary for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the school District or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.
5. Category C shall include (where applicable):

<u>RECORD</u>	<u>LOCATIONS</u>
a. PPT referral forms	Pupil Personnel File
b. School counselor case records	Cumulative/ Pupil Personnel File
c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File
e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program ("IEP") Records	Pupil Personnel File
k. Planning and Placement Team ("PPT") records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans ("IFSPs")	Pupil Personnel File

### D. Category "D" Records

1. Category D records must be maintained for minimum retention period specified below.
2. Category "D" shall include (where applicable):

<u>RECORD</u>	<u>MINIMUM RETENTION REQUIRED</u>	<u>LOCATION</u>
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips/waivers	3 years	Cumulative File
c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult Education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
h. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
i. Tardy slips from parents/guardians	End of school year	Cumulative File
j. Physician's Standing orders	Permanent; revise as required. Keep old copy separately.	Health File
k. Student's emergency information card	Until superseded or student leaves school District	Cumulative/Health File
l. Test Protocols	Discretion of District	Cumulative/Pupil Personnel File
m. Surveillance videotapes made on school bus (*if maintained by District)	2 weeks	N/A
n. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel

#### **E. Duration of Education Records**

1. Records shall be destroyed in accordance with District policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the school District shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

#### **F. Responsibility for Maintenance of Education Records**

1. The **Assistant Superintendent** is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
  - a. Categories A, B & D: Principal at each school.
  - b. Category C: Case Manager at each school.
  - c. With respect to confidential HIV-related information, if the Principal is a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records.
  - d. With respect to child abuse and neglect investigation material, the superintendent of schools or designee shall be the guardian of the records.
3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the Suffield Public Schools.

5. The custodians of records are responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

### **STUDENT/TEACHER CONTACT DURING THE SCHOOL DAY**

We work diligently to limit class interruptions to achieve the most effective and efficient instructional time for all students. Your cooperation in refraining from interruptions during class time is greatly appreciated. If you find it necessary to bring something to your child during the school day because he/she forgot an item needed for school, we request that you first sign in at the main office, or simply drop the item off at the main office.

Children are not permitted to make or receive calls except in an emergency as determined by the main office. We understand that parents may want their children to carry a cellphone to and from school to improve communication and student safety, and we support this practice. However, current Board of Education policy advises us that during the school day, student cellphones should be stowed and turned off, as these devices can serve as a distraction and can lead to both unwelcomed and unsafe activities. We will appreciate parents' support in reinforcing this policy with their children.

Also, if you find the need to make contact with a teacher during the school day, we request that you do so by telephone, email or in writing. Because classrooms cannot be unsupervised, and therefore, teachers may not be called to the office to respond to a telephone call when class is in session, the school office will gladly take a message or forward you directly to the teacher's voice mail. When the teacher is available, your call will be returned.

### **SUICIDE PREVENTION**

The district maintains procedural guidelines for suicide prevention and intervention in response to at risk behaviors by students, (i.e. Suicidal ideation, commentary or self-injurious behavior). The school faculty receives information and in-service on suicide prevention annually. Please refer to Board policy and regulation 5141.5 for additional information.

### **SURVEYS/STUDENT PRIVACY/NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - i. Political affiliations or beliefs of the student or student's parent;
  - ii. Mental or psychological problems of the student or student's family;
  - iii. Sex behavior or attitudes;
  - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - v. Critical appraisals of others with whom respondents have close family relationships;
  - vi. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

- vii. Religious practices, affiliations, or beliefs of the student or student's parent; or
- viii. Income, other than as required by law to determine program eligibility.

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

- i. Any other protected information survey, regardless of funding;
- ii. 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
- iii. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

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

- i. Protected information surveys of students and surveys created by a third party;
- ii. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- iii. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

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

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

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

### **TECHNOLOGY**

#### **Computer Resources**

Each classroom at McAlister Intermediate School is equipped with a class set of Chromebooks, thus providing a 1:1 digital environment in which every student has access to a school-issued Chromebook or a District-approved device. District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

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

Federal law requires the District to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Students using their own personal devices or school-issued technology resources must follow The McAlister Way, demonstrating digital citizenship that is kind, respectful, responsible and safe, as well as all applicable Board policies, particularly the District's Responsible Use policy.

### **Electronic Devices and Games**

The use of electronic devices, such as but not limited to, iPods and cell phones, are prohibited during the regular school day. Students are allowed to bring technology devices to school and use them only at the discretion of their teacher as tools for learning. These items will be collected by teachers at the start of the day and stored in the classroom.

Students are not allowed to use their devices to take pictures of others, make phone calls, send text messages, instagram, tweet, etc. during the school day. Headphones (i.e. or ear-buds, etc.) shall not be used at all. This is to encourage appropriate social interactions between students and avoid the safety hazard caused by students unable to hear instructions, announcements, etc.

Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting and subject to serious disciplinary action.

### **Responsible Use Policy**

The computer technology is present to support the educational mission of the District to promote educational excellence in District by facilitating resource sharing, innovation, and communication. Use of this equipment provides great opportunity, but places a responsibility on all students. All students have the responsibility to use the equipment in a considerate, ethical and lawful manner. The right to use this equipment may be revoked at any time by the administration if deemed necessary.

Students must accept the Responsible Use Procedure (RUP) form before the student is allowed to use the school computers. The use of the Internet must be in support of education, research, and school sanctioned projects. We expect students to afford each other the same respect on the Internet that they do while interacting in person and to respect Suffield Public Schools and its property. The school reserves the right to examine any files on the school computers. **Students should not trade or try to thwart passwords or represent themselves as anyone else in any form of electronic communication.** Students may not participate in chat sessions of any kind. Students are provided with Suffield Public Schools accounts.

NO PERSONAL ACCOUNTS (including but not limited to AOL, Hot Mail, MSN, Yahoo, Gmail, etc.) are to be accessed on school computers. Students and parents should be aware that e-mail communications, using District computers, are not private and may be monitored by staff. Federal law requires the District to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The failure of any student to follow the terms of the authorization form, or our RUP, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

We expect students to respect copyright laws and academic honesty. The RUP will further clarify these guidelines. **It should be noted that technology is continually changing and the policy in this handbook reflects Board of Education Policy at the time of printing. Please refer to the District website for the most current information.**

### **TESTING**

All students in grades 3 through 5 inclusive shall annually take a mastery examination in reading, language arts and mathematics (SBAC). Students in grades five, eight and ten, shall take a state-wide mastery examination in science (NGSS). Students with special needs or a 504 accommodation plan may take an alternative or modified test if it is decided upon in their Planning and Placement Team (PPT) meeting or Section 504 accommodation team meeting and noted on their Individualized Education Plan (IEP) or 504 accommodation plan.

We often receive inquiries about whether students and parents can “opt out” of mandatory State testing such as the SBAC, NGSS, or Connecticut Academic Performance Test (CAPT). As these are mandatory tests, there is no “opt out” provision under State law. Each student must be tested in accordance with State mandates. Each student appearing at school on the test day will be required to report to the testing room to which they have been assigned and will be presented with the test to be completed. In the event that a student is absent on test day, make-up sessions are available on separate designated make-up dates. Students with special needs may be accommodated through their Planning and Placement Team (PPT) or Section 504 Accommodation Team, and in rare cases, alternative assessments are available for the students with the most significant disabilities. The information gathered from the tests is used for a variety of purposes, most significantly, assessing and adjusting instruction needed for students to be successful in school.

### **TEXTBOOK/DEVICE CARE AND OBLIGATIONS**

Students are responsible for the care of books, supplies and technological devices entrusted to their use. Textbooks, technological devices and other materials will be assessed for damages upon their return at the conclusion of the school year. In accordance with state law, the school reserves the right to withhold report cards, determine a loss of privileges, or refrain from reissuing school materials or devices until the student pays for or returns the textbooks, library book, device or other educational materials.

### **TITLE I COMPARABILITY OF SERVICES**

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

**TITLE I PARENTAL INVOLVEMENT**

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

**TITLE IX SEXUAL HARASSMENT****Sexual Harassment**

It is the policy of the Suffield Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, District employees, board members, parents, vendors, contracted individuals, volunteers, or the public. The aforementioned parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Those who engage in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent or his/her designee shall develop Administrative Regulations implementing this Policy.

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. insulting or degrading sexual remarks or conduct;
2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment — such as the display in the educational setting of sexually suggestive objects or pictures.
4. Sexual assault or rape.

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the Title IX Coordinator.

The Title IX Coordinator for this District is:

**Michelle Zawawi, Assistant Superintendent**

Suffield Public Schools  
350 Mountain Road  
Suffield, CT 06078  
(860) 668-3800

The Title IX Officer for McAlister Intermediate School is:

Karen Carpenter-Snow, Principal  
McAlister Intermediate School  
260 Mountain Road  
Suffield, CT 06078  
(860) 668-3830

The District will investigate such complaints promptly and will take corrective action where appropriate. The District will maintain confidentiality to the extent appropriate. The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school District shall provide staff development for District administrators and annually distribute this policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual harassment and sex discrimination.

### **TRANSFERS AND WITHDRAWALS**

Parents or guardians withdrawing their child from school must notify the school office one week in advance of their last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

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

### **TUTORING**

A list of District approved tutors is available upon request. Please contact our school office and we will be happy to provide you with this list.

### **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

The District has installed video recording equipment on both school buses and in common areas of the school building to monitor safety. Tapes will be viewed by the administration when necessary. Students violating bus or school conduct rules will be notified and disciplinary action will be taken in accordance with the school's discipline policy. Videotapes may be treated as protected student records under the Family Educational Rights and Privacy Act.

### **VISITORS**

Parents and other visitors are welcome to visit Suffield schools. All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Upon arrival visitors are expected to check in at the main office. If they choose to enter the building beyond that they must provide their license to obtain a visitor pass. While we recognize this may cause inconvenience, we appreciate the support of all visitors as we work to ensure the safety of all during the school day.

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

All visitors who intend to observe a child's instructional day must schedule this through the teacher with administration's approval. A notification must be given 5 days in advance and cannot exceed one hour a month. Visitors will be expected to sign a confidentiality agreement and must be accompanied by a staff member for the duration of the observation.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

### **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess. Please see the District's Wellness Policy at [https://www.suffield.org/uploaded/BOE/Policy/Series\\_6000\\_Instruction/6142.101.pdf](https://www.suffield.org/uploaded/BOE/Policy/Series_6000_Instruction/6142.101.pdf)