

About This Handbook

The Elementary School Handbook provides parents/guardians and students with important and useful information about school policies and procedures. It is shared with families in an effort to offer a greater understanding of the daily routines, policies, and procedures within the elementary school setting. Parents and guardians are encouraged to read this handbook and discuss the policies and procedures, which are in effect at the elementary level, with their children. Any questions regarding the contents of this handbook should be directed to elementary school administration.

Disclaimer

The Elementary Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated annually while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of the Handbook will be made available to students and parent newsletters, web pages, and other communication. The complete text of Board policies, for which some are only excerpted in this handbook, is available on the Simsbury Public Schools website at www.simsbury.k12.ct.us. Click on Board of Education/Policies.



VISION OF A GRADUATE



CRITICAL THINKER

- Engage in problem solving, inquiry, and reflective thinking
- Develop compelling questions
- Analyze information to consider varied perspectives
- Evaluate information to reason and solve problems

COMMUNICATOR

- Listen actively
- Lift conversations by asking and responding to questions
- Deliver clear, concise, accurate ideas through spoken and written language
- Demonstrate an awareness of audience by adjusting purposefully

COLLABORATOR

- Perform a variety of roles and responsibilities
- Function interdependently and flexibly with others
- Seek and contribute feedback
- Embrace contradictions and divergent ideas to accomplish a common goal

SELF-DIRECTED LEARNER

- Take initiative and responsibility for learning and productivity
- Use "experts" and other resources to pursue goals
- Demonstrate resilience, optimism, and perseverance
- Accomplish tasks through self-advocacy, self-confidence, and a growth mindset

INNOVATOR

- Empower creativity and develop skills
- Use a variety of techniques as part of a process to enhance outcomes
- View failure as an opportunity to learn, persevere, and show flexibility
- Challenge the status quo, push boundaries, and achieve growth

GLOBAL CITIZEN

- Exemplify empathy, compassion, and respect in interactions with others
- Consider diverse perspectives and cultures
- Act responsibly and ethically
- Recognize impact of actions and civic decisions

INTRODUCTION

Directory	4
Daily Schedules.....	6
Alternate Closing Times	6
Auxiliary Services	5
Statement of Purpose	6
Expectations	7

SCHOOL POLICIES & PROCEDURES

Acceptable Use of the District's Computer Systems	7
Animals in School	9
Art, Music, and Physical Education.....	8
Asbestos.....	9
Attendance	9
Basic Skills/English Language Learners (E.L.L.) Tutoring	10
Bicycle and Walking Regulations.....	10
Bus Regulations/Conduct on the Bus	10
Car and Parking Regulations.....	10
Care of Property.....	11
Curriculum and Professional Development.....	11
Department of Special Services	11
Driving Directions.....inside back cover	
Exemption from Instruction.....	12
Fundraising.....	11
Homebound Instruction	12
Homeless Students.....	12
Homework.....	12
Insurance	13
Interventions (Reading and Math)	13
Library/Media Center	13
Limited English-Proficient Students	13
Media Access to Students	13
Migrant Students.....	14
Miscellaneous and General Information.....	14
Non-Discrimination in Education	14
Notice of Intent to Release Directory Information	15
Opening Exercises, Observation, Ceremonies,	

Special Programs.....	15
Participation in School Activities by Non-Enrolled Students	15
Parties in Classrooms.....	15
Pest Management.....	40
Phone Calls to School	15
Psychotropic Drug Use.....	15
Pupil Progress	15
Registration	16
School Lunch Program	6, 16
School Materials.....	16
School Safety Plan.....inside front cover	
Separation of Church and State	17
Sexual Harassment.....	17
Smoke Free Zones.....	19
Student Dress	18
Student Records.....	19
Suspected Child Abuse.....	25
Teacher and Paraprofessional Qualifications.....	25
Testing	25
Title 1 – Comparability of Services	25
Unilateral Placement in Private Schools	25
Visitor Regulations.....	25
Volunteer Policy	25
Wellness.....	26

STUDENT REGULATIONS

After School Detentions	27
Hazing.....	27
Bullying Prevention and Intervention	28
Student Conduct	29
Search and Seizure.....	29
Arrest By Police.....	29
Drug and Alcohol Use by Students.....	29
Student Discipline.....	31
Firearms/Dangerous Weapons.....	31
Safe School Climate Plan.....	30

HEALTH

Health Information Guidelines	35
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OFFICES:

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SPECIAL SERVICES OFFICE:

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Board of Education

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Nancy Forsberg

Nutrition Services

DIRECTOR OF NUTRITION SERVICES
Elizabeth LaPane

Transportation

TRANSPORTATION
COORDINATOR
Laura Shellman



SIMSBURY PUBLIC SCHOOLS CONTACT INFORMATION

WEBSITE: Information about Simsbury Public Schools including early closings and early dismissals due to weather conditions or other emergencies may be accessed on our website at www.simsbury.k12.ct.us.

EMAIL: To contact a teacher or staff person at school by e-mail, use the staff person's first initial followed directly by the staff person's last name @simsburyschools.net. (Ex.: jdoe@simsburyschools.net)

SIMSBURY PUBLIC SCHOOLS DIRECTORY

Simsbury High School (Grades 9-12)

34 Farms Village Road, Simsbury 06070
Tel. (860) 658-0451/Fax (860) 658-2439

PRINCIPAL

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Henry James Memorial School (Grades 7-8)

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PRINCIPAL

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ASSISTANT PRINCIPAL

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PRINCIPAL

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Tootin' Hills School

25 Nimrod Road, West Simsbury 06092
Tel. (860) 658-7629/Fax (860) 658-3624

PRINCIPAL

Anjanette Belmonte (abelmonte@simsburyschools.net)

AUXILIARY SERVICES

▪ Simsbury Technology Center

Simsbury High School
Tel. (860) 658-3898
DIRECTOR OF INSTRUCTIONAL TECHNOLOGY *Maggie Seidel*

▪ Business Office

Central Office: Tel. (860) 651-3361, ext. 101
DIRECTOR OF INFRASTRUCTURE & TECHNOLOGY
Jason Casey

▪ Elementary Curriculum & Student Assessment

Tootin' Hills School
Tel. (860) 658-3897
DIRECTOR OF ELEMENTARY CURRICULUM &
STUDENT ASSESSMENT *Betsy Gunsalus*

▪ Dept. of Continuing Education

Henry James Memorial School
Tel. (860) 658-3870/Fax (860) 651-2903
DEPT. OF CONTINUING EDUCATION DIRECTOR *David E. Krum*

▪ Library Media

Central School: Tel. (860) 658-4732 COORDINATOR
OF LIBRARY SERVICES
Jamie Sepa

▪ SEED Program (Before & After School Care)

Squadron Line School: Tel. (860) 408-6144
DIRECTOR *Nikki Mahan*

▪ Children's Academy Preschool

Squadron Line School
Tel. (860) 658-3870
DIRECTOR *Nikki Mahan*

▪ PE/Health

SHS: Tel. (860) 658-0451/Fax (860) 658-2439
SUPERVISOR OF PHYSICAL EDUCATION & HEALTH
Amy Muska

▪ Music & Performing Arts

SHS: Tel. (860) 658-0451/Fax (860) 658-2439
DIRECTOR OF MUSIC & PERFORMING ARTS *Angela Griffin*

▪ Visual Arts

SHS: Tel. (860) 658-0451/Fax (860) 658-2439
SUPERVISOR OF ART *Shannon Gagne*

▪ Equity & Access

SHS: Tel. (860) 658-0451/Fax (860) 658-2439
DIRECTOR *Dr. Tayarisha Batchelor*

▪ Health Services

SHS: Tel. (860) 658-0451/Fax (860) 658-1582
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Central School	Tel. (860) 658-4732
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<i>Lynn Lewis HA</i>	
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<i>Susan Shapiro RN</i>	
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Simsbury High School	Tel. (860) 658-0451
<i>Debra Schmetterling RN</i>	
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<i>Kathryn Rothstein RN</i>	
Tootin' Hills School	Tel. (860) 658-7629
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ELEMENTARY PARENT TEACHER ORGANIZATION (PTO) PRESIDENTS

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TOOTIN' HILLS SCHOOL

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DAILY SCHEDULES

Please refer to the current year school calendar provided within this handbook for more detailed information regarding the daily schedule.

Simsbury High School (Grades 9-12)	7:32-2:10
Henry James Memorial School (Grades 7 & 8)	7:32-2:10
Central School (Grades K-6)	8:15-2:50
Latimer Lane School (Grades K-6)	8:15-2:50
Squadron Line School (Grades K-6)	8:45-3:20
Tariffville School (Grades K-6)	8:15-2:50
Tootin' Hills School (Grades K-6)	8:15-2:50

Children who do not ride the school bus should not arrive at school more than 15 minutes before scheduled opening of classes.

Alternate Closing Times

▪ **EARLY DISMISSAL SCHOOL HOURS:** (*Professional Development, Elementary Report Card Conferences, day before Thanksgiving, and last day of school*)

Elementary Early Dismissal Times 12:00
Squadron Line 12:30

Secondary Early Dismissal Times
Simsbury High/Henry James 11:15

▪ **SCHOOL LUNCH:** Lunch *will* be served on all Elementary Early Release Days (PD, Report Card Conferences and weather-related early release).

▪ **SCHOOL CANCELLATION/DELAYED OPENING ANNOUNCEMENTS:** The local TV stations listed below broadcast "School Cancellation/Delayed Opening/Emergency Closing Announcements." Please do not call the local school authorities.

Channel 3-WFSB
Channel 8-WTNH
Channel 30-WVIT

Information may also be obtained on the school website: www.simsbury.k12.ct.us. If an elementary school is cancelled or dismissed early because of weather conditions, there will be no evening activities.

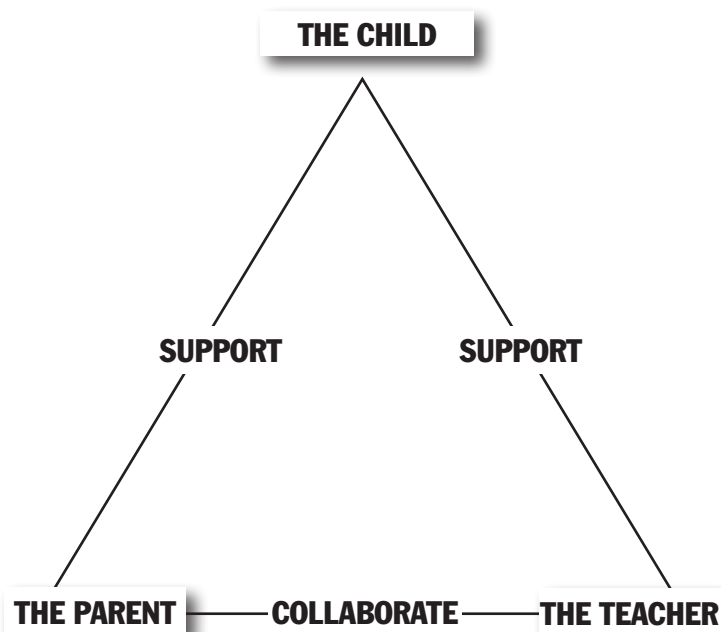
In the event of an early closing due to inclement weather or other emergency reasons, the above early release schedule will be followed.

NOTE: Should a situation arise necessitating an emergency early closing, parents should set up an emergency procedure so that a child knows where to go or what to do if s/he arrives home when a responsible adult is not there.

STATEMENT OF PURPOSE

The Simsbury Public Schools, in partnership with parents and other members of the community, promote the intellectual, social, emotional and physical development of each student. The staff, recognizing individual differences, interests and abilities, provides programs that encourage independent and creative responses to the challenges of the changing world. Students are encouraged to develop high personal and academic standards as they acquire knowledge, skills and values they will need to become responsible, contributing members of the world community. The Simsbury Public Schools seek to instill in each student the pleasure of learning, the satisfaction of setting and achieving personal goals, and the importance of self-respect and respect for others.

THE EDUCATION OF OUR CHILDREN



Expectations of the STUDENT

The student will:

- be responsible, as is age appropriate, for his/her physical and mental health,
- be responsible for his or her safety,
- be respectful of other people and property,
- be productive at home and school,
- assume responsibility for learning,
- be attentive in class,
- come to school prepared and ready to learn,
- be organized,
- use time wisely,
- cooperate with peers and teachers,
- respect school and classroom rules, and
- communicate at home and at school concerning everyday activities.

Expectations of the PARENT(S)/GUARDIAN(S)

The parent(s)/guardian(s) will:

- provide time and place for studying and reading,
- help child organize time; will check to see that homework is completed, if necessary,
- send child to school prepared and ready to learn,
- regularly communicate with child and teacher,
- impress upon the child the importance of hard work and learning;
- the child will understand that school is a priority by what the parent/guardian says and does,
- allow the child to be responsible and accountable for his or her actions, and
- encourage and support the child's progress throughout the school year.

Expectations of the TEACHER

The teacher will:

- come to school prepared,
- teach lessons in a competent, professional manner,
- attend to organizations skills,
- be aware of the whole child,
- advocate for each student,
- encourage students to uphold the rules of the school and of the class,
- be a positive role model for students, work cooperatively with members of the staff,
- regularly communicate the progress of the student to the student as well as to the parents/guardians,
- maintain accountability and standards,
- encourage and promote improvement,
- provide many, varied opportunities through which students can succeed,
- provide a positive, inclusive atmosphere where feelings of trust, respect and acceptance are conveyed, and
- discuss with parents/guardians issues that influence student's success at school.

School Policies & Procedures

ACCEPTABLE USE OF THE DISTRICT'S COMPUTER SYSTEMS *Board Policy 5134*

The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors.

The Simsbury Public Schools (SPS) reserves the right to monitor computer use and network activity in any form that is deemed necessary to maintain the integrity of the network and safety of the greater school community. Further, the Simsbury Public Schools reserves the right to access all materials created, published, or modified using SPS technology equipment and/or SPS provided online services (e.g., Google Workspace). Students are expected to use the computer system in a responsible, respectful, efficient, ethical and legal manner consistent with the policies, curriculum, and educational program of the Simsbury Public Schools.

Educational Online Services

Simsbury Public Schools utilizes many online applications, web-based tools and content to foster student learning through personalization, collaboration, and exploration. We use educational accounts for most of our online services in order to have more control of settings and ease of classroom setup. Prior to recommending a service for classroom use, we review the service's privacy and security policies and inform teachers of best practices for using them responsibly. We only approve providers who use personally identifiable information consistent with the Family Educational Rights and Privacy Act (FERPA) standards and those who meet the state and district student data privacy requirements. Please see the Student Data Privacy section under Family Resources on the district website for a complete list of apps used within the Simsbury Public Schools that require the use of student logon credentials and our contracts with them as applicable (<https://www.simsbury.k12.ct.us/family-resources>).

These services include Google Workspace for Education, which is used extensively by our students and teachers in grades 2 through 12 for classroom and homework assignments. Students in grades K-12 are given Google accounts which consist of student name and logon credentials to allow them access to our school devices and to approved applications. Our agreement with Google gives us the ability to manage users, groups, and settings. Personal student information and student education "records" stored in Google Workspace for Education include assignments, notes, and projects created by the student. For Grades K-1 this means that students will be able to use their Google logon credentials to access grade level apps as assigned by their teacher. K-1 students do not have access to Gmail or the full Google Workspace for Education applications. In Grades 2-6 students have access to the core Google Workspace for Education apps (Docs, Sheets, Slides, Drive, Classroom) with the exception of Gmail. K-6 students are able to participate in Google Meets initiated by their teacher with their logon credentials. These accounts have been set up for school related work and school activities only and are not to be used as "personal, private" accounts.

The five competencies of digital citizenship are:

1. Inclusive: I am open to hearing and respectfully recognizing multiple viewpoints, and I engage with others online with respect and empathy.
2. Informed: I evaluate the accuracy, perspective, and validity of digital media and social posts.
3. Engaged: I use technology and digital channels for civic engagement, to solve problems and be a force for good in both physical and virtual communities.
4. Balanced: I make informed decisions about how to prioritize my time and activities online and off.
5. Alert: I am aware of my online actions, and know how to be safe and create safe spaces for others online.

Student Technology Access Agreements

Users must abide by all school rules as outlined in this Student Handbook and Access Agreement. This agreement outlines the guidelines and behaviors that all users are expected

ed to follow when using technology. It is the responsibility of both Simsbury Public Schools and parents to help prepare students to be productive and responsible members of our digital society. Digital citizenship is defined as the norms of behavior with regard to technology use.

A digital citizen is one who:

1. Cultivates and manages their digital identity and reputation and is aware of the permanence of their actions in the digital world.
2. Engages in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
3. Demonstrates an understanding of and respect for the rights and obligations of using and sharing intellectual property.
4. Manages their personal data to maintain digital privacy and security and is aware of data-collection technology used to track their navigation online.

Definition above modified from ISTE Student Technology Standards 2016

RESPONSIBLE USE (Grades K-1)

Students are assigned a device for use in school and at home if instruction is being done remotely. We begin in Kindergarten with lessons to help students develop the traits of a good digital citizen and responsible user of technology. In grades K-1, students are directed to teacher-approved websites and online resources that are age-appropriate. Parents should share the following guidelines with their children so they understand what is expected of them when using school issued technology.

Examples of Responsible Use

- Students are expected to be courteous, careful and respectful when using the school's technology devices and applications.
 - Wash your hands before using your device
 - Keep food and drink away from your device
 - Carry your device securely by the handle or with two hands
 - Keep school-issued device in a safe place away from foot traffic, heat, and moisture
 - Don't place anything on top of your device as it could damage the screen
 - Be careful not to scratch the screen
 - Keep your device in the case
- If your device is not working properly let your teacher know. School devices can only be repaired by school personnel.
- Students should only open programs, apps, and folders the teacher has assigned to them. Accessing others' folders without permission can lead to disciplinary action.
- If students see any content on the technology system that makes them uncomfortable they need to let an adult know so it can be addressed.

RESPONSIBLE USE (Grades 2-6)

This agreement outlines behaviors based upon the BOE Computer Use Policy (5134) that Simsbury Public Schools expects students to follow when using school-owned or personally owned technologies on school property and when using school provided online services. NOTE: This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Personal Electronic Devices Expectations: Cellphones, smart phones, electronic readers, iPod's, iPad's/Tablets, laptops, hand-held video games, etc. are to be turned off and out of sight (in the child's backpack). Any use of a device

in the classroom setting or learning environment requires explicit permission of the teacher. The student takes full responsibility for his or her personal device in school, as well as during transit to and from school. The school is not responsible for the security of the electronic device, and is not responsible for devices that are lost, stolen or damaged.

Examples of Responsible Use

I will:

1. Use school technologies and online services for school-related activities and be respectful of bandwidth limits.
2. Be courteous, careful and respectful when using the school's technology devices and applications.
 - a. Wash my hands before using school-issued device.
 - b. Keep food and drink away from school-issued device.
 - c. Carry school-issued device securely by the handle or with two hands.
 - d. Keep school-issued device in a safe place away from foot traffic, heat, and moisture.
 - e. Don't place anything on top of my device as it could damage the screen.
 - f. Be careful not to scratch the screen.
 - g. Keep my device in the case, if one is provided.
3. Follow the same guidelines for respectful, courteous, responsible behavior online that I am expected to follow offline. (Refer to this student handbook for code of conduct.)
4. Only post information that I would want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
5. Treat school resources carefully and alert staff if there is any problem with their operation or damage.
6. Engage in positive, constructive discussion when allowed to use communicative or collaborative technologies.
7. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts).
8. Use school or personal technologies at appropriate times and in approved places, for educational pursuits.
9. Cite sources when using online sites and resources for research.
10. Be cautious to protect the safety and identity of others and myself.
11. Ask and receive permission before recording an individual or groups and disclose intended use of the recording.
12. Help to protect the security of school resources (i.e., maintain a strong and private system password).

Examples of Unacceptable Use

I will **not**:

1. Be negligent or intentionally cause damage to school-issued devices.
2. Use school technologies and online services in a way that could be personally or physically harmful.
3. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
4. Create a personal mobile "hot-spot" or utilize a "proxy site" for the purpose of circumventing network safety measures and filtering tools.
5. Create, distribute, or deploy multi-user servers or gaming software on or within the Simsbury Public Schools network.
6. Use the school's network to download/update apps, software programs, stream large video files on my personal electronic device(s).

7. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
8. Try to find ways to circumvent the school's safety measures, device management system, or filtering tools; intent to circumvent safety measures, device management system, and filtering tools is a violation of this Acceptable Use Policy.
9. Use school technologies and online services to send spam or chain mail.
10. Plagiarize content I find online.
11. Post or otherwise disclose personally identifying information, about others or myself.
12. Use language online that would be unacceptable in the classroom.
13. Use school technologies for illegal activities or to pursue information on such activities.
14. Attempt to hack or access sites, servers, or content that isn't intended for my use.
15. Record an individual or group without asking their permission or after they have denied permission.

The Simsbury Public Schools reserve the right to restrict or terminate at any time access to the computer system for any reason, including during an investigation of an allegation of inappropriate use or misuse of resources.

ANIMALS IN SCHOOL *Board Policy 6211*

Animals may be brought into school for justifiable educational purposes at the discretion of the principal. Students must have their teacher's permission before bringing an animal to school. Reasonable and prudent care in caging and handling must be exercised by students and always under the supervision of the teacher.

ART, MUSIC AND PHYSICAL EDUCATION

Art and Vocal Music instructors meet with classes on a scheduled basis. Instrumental Music teachers are in each school to meet with fourth, fifth, and sixth grade students to teach instrumental lessons. These lessons are taught according to the instrument available for the grade. Instrumental music instruction is offered at no charge to the student. All elementary music students participate in all school-approved winter and spring concerts. Planned performances in school-based musical concerts are an expectation for all students enrolled in elementary music. Students are expected to perform in ensemble and public concert settings on a consistent basis as a part of experiencing the full implementation of the elementary music curriculum for students in grades four through six. Students are expected to attend all concerts with the exception of illness or family emergencies. If a student is not able to attend a concert for any reason, he or she is expected to sing or play for the teacher individually in order for the teacher to properly assess the student's ability to perform the music in its entirety. **Physical Education** classes are conducted by the Physical Education instructor. All children must wear sneakers. All children are encouraged to wear suitable shorts or pants on Physical Education days. Girls may wear suitable shorts or pants under a dress or skirt.

ASBESTOS

The district has on file plans showing the location of asbestos in each building and the measures taken to comply with the regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

ATTENDANCE *Board Policy 5113*

Regular attendance is essential for an effective school experience. It is, therefore, the responsibility of the student and parent or guardian, to maintain regular attendance. A student arriving late to school must check in at the office in order to maintain accurate records of student attendance.

APPROVED ABSENCE

Pupils shall attend school/class regularly. The Connecticut General Assembly adopted new legislation effective July 1, 2012. An excused absence will be recorded for the first NINE missed days if the absences conform with the following state excused conditions:

- personal illness,
- death in the family,
- approved religious holidays,
- emergency beyond family control,
- extraordinary educational opportunity, if pre-approved by school administration

PROCEDURE

In the event your child is to be absent, please contact the school prior to the beginning of the school day and advise of the absence. When calling, please include the following information:

- child's name,
- grade,
- teacher, and
- reason for absence.

If your child is absent and the school is not advised, the school will attempt to reach you as soon as possible after the beginning of the school day to verify the absence.

Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

- student illness (verified by an appropriately licensed medical professional);
- religious holidays;
- mandated court appearances (documentation required);
- funeral or death in the family, or other emergency beyond the control of the student's family;
- extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
- lack of transportation that is normally provided by a district other than the one the student attends.

When a student is absent for any of the approved reasons, appropriate provisions will be made by school staff to assist the student in making up missed assignments, homework, and tests.

When a student is absent for reasons not listed above, these absences must be recorded as unexcused. As such, teachers are not required to prepare work in advance, nor to re-teach or tutor individual students for make-up work when the student has returned. Teachers will, however, provide opportunities for students to make up tests, quizzes, homework and other assignments missed during the absence. The administration also has the authority to institute disciplinary action for student absence when appropriate.

TRUANCY *Board Policy 5113.3*

Connecticut General Statute 10-198a was revised in July 2012 and now defines truancy as a child age 5 to 18 enrolled in a public or private school who has accumulated four unexcused absences from school in any one month or ten unexcused absences within a school year.

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

WRITTEN NOTES

Children should bring a written note from the parents:

- for early dismissal;
- to go home other than in the usual manner. No minor student enrolled in the Simsbury Public Schools shall be removed from school during the school day or after school except by the student's custodial parent or legal guardian. (The school administration may permit removal by another person upon receipt of written permission for such removal from the student's custodial parent or legal guardian);
- to go to Scout, Brownie, Cub Meetings, Religious Instruction (blanket permission may be sent for the year);
- for requesting special treatment;
- when someone other than the parent is temporarily responsible;
- if a change of residence necessitates leaving the school (time is needed to prepare report cards and transfer records to be issued on the last day of attendance. Parents must sign a release of information form before records are forwarded to the student's new school); and/or
- for exceptions in riding the school bus, see regulations.

NON-RESIDENT STUDENTS *Board Policy 5114*

TRANSFER PUPILS *Board Policy 5114.1*

Pupils transferring to Simsbury from other school systems shall normally be assigned to the grade placement recommended by the transferring school system. Adjustments may be made following a careful evaluation of the child's placement in relation to all factors concerned.

ENROLLMENT OF PUPILS WHOSE PARENTS MOVE *Board Policy 5114.2*

Pupils whose parents move from Simsbury during the school year may continue in the school system with the approval of the Superintendent until the end of the current semester. This accommodation is a privilege. Accordingly, parents shall be responsible for the transportation of their children during the period of non-residence. In addition, the Superintendent may terminate this privilege for any legitimate reason, including but not limited to student misconduct, unexcused absences, or failure to maintain a passing grade in all subjects.

(Revised May 25, 2010)

ENROLLMENT OF NON-RESIDENT PUPILS *Board Policy 5114.5*

The Superintendent is authorized to enroll non-resident students on a tuition basis. Tuition will be based on the local educational costs determined on an annual basis plus any additional costs required for the individual student, e.g. special education support. Enrollment of non-resident pupil is at the discretion of the Superintendent and is approved on a year by year basis. This accommodation is a privilege. Accordingly, parents shall be responsible for the transportation of their children during the period of non-residence. In addition, the Superintendent may terminate this privilege for

any legitimate reason, including but not limited to student misconduct, unexcused absences, or failure to maintain a passing grade in all subjects.

BASIC SKILLS/ENGLISH LANGUAGE LEARNERS (E.L.L.) TUTORING

The Simsbury Public Schools offer a Basic Skills Tutoring Program to students at the elementary level who require support in literacy and mathematics. In addition, the Basic Skills Tutoring Program provides support to those students whose primary language is other than English. This program supports and supplements regular classroom instruction. Tutoring takes place during the school day in the regular classroom or in the Basic Skills classroom. Activities are closely coordinated and monitored by the classroom teacher and the Language Arts consultant.

BICYCLE AND WALKING REGULATIONS

Children who walk or ride bicycles to and from school should not arrive sooner than 15 minutes before school opens. Children should walk on the left side of the road and ride on the right side unless other provisions are made. Only children in grades 4, 5, and 6 may ride bicycles to school. Cyclists must wear helmets. Bicycles may not be ridden on school property; they must be walked to and from bicycle racks. Failure to comply with these rules may result in the loss of the privilege.

BUS REGULATIONS

Children should be at the designated stop five minutes before the posted time, and they are expected to ride only on the bus to which they are regularly assigned and to get on and off at their regular bus stop. If it becomes necessary to deviate from this routing for emergency reasons, permission must be obtained from the school office. Bus transportation is not available for social plans.

In the event of a bus breakdown at pickup time in the morning resulting in extensive delay on a day of inclement weather, children should return home.

CONDUCT ON THE BUS *Board Policy 5147.2*

The drivers are in charge of the bus and have a teacher's authority and responsibility over all children riding therein while traveling to and from school. They are required to enforce all rules and regulations adopted by school authorities for the conduct of all pupils transported.

The school administrator may suspend a child from transportation services for up to 10 days with an informal hearing.

The students riding the bus:

- must remain seated upon entering the bus and remain seated at all times while the bus is in motion,
- are forbidden to use indecent, profane language or gestures, smoke, gamble, exhibit rowdy behavior, talk loudly, or engage in unnecessary conversation with the driver,
- are not to throw any object in or out of the bus,
- are not to extend their head or arms through the windows of the bus,
- are not to open the windows of the bus unless permission has been granted by the driver,
- shall enter and leave the bus by the front door except in cases of emergency,
- must be on time and shall cooperate in keeping the bus schedule, and

- must not stand on the traveled portion of the highway while waiting for the bus.

All rules of proper behavior apply at bus stops.

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

CAR AND PARKING REGULATIONS

Traffic conditions at the school are often congested. At times, on school grounds, there is a major hazard because of the unpredictability of children. Parents are, therefore, requested to use due caution and to observe the following regulations:

- children should be called for at the office and not expected to meet parents at their cars for special dismissal,
- parents should only park in the indicated area and observe traffic control signs,
- on inclement days it would be preferable for parents to pick up their children at their home bus stop, and
- parents should not park in the handicap parking, even for short periods of time,
- parents should not leave cars idling.

CARE OF BOOKS, SUPPLIES AND PUBLIC PROPERTY

Books and supplies are provided at public expense. It is expected that the children will be responsible for the reasonable use of these materials, and in the event of loss or damage, will pay for replacement. Reimbursement is also expected in the event of damage to buildings, furniture or equipment caused by misconduct, or an act which a given child would reasonably be expected to avoid.

CARE OF PERSONAL PROPERTY

All clothing and belongings should be marked with the owner's name, so they may be identified. Articles that are found may be returned to a designated area within the school. Owners may claim their lost articles by checking in the designated area for the items. Articles of value are returned to the school office.

CURRICULUM AND PROFESSIONAL DEVELOPMENT

Time for Professional Development meetings is provided through early and day-long school closings. The objectives of these meetings are:

- to stimulate critical thinking concerning classroom techniques and methods,
- to develop practical skills and techniques that can be used in the classroom or in personal life.
- to create an awareness of educational programs and/or challenges not found in Simsbury,
- to provide an opportunity for teachers to address curricular needs individually or in groups, and
- to increase staff awareness of changing trends in public education.

DEPARTMENT OF SPECIAL SERVICES

INTRODUCTION: The Simsbury Board of Education is re-

sponsible for providing a free, appropriate education for all students within its public schools. The Department of Special Services in coordination with each building principal is responsible for the overall referral, identification and programming for children and youth who require special instruction and related special services.

PHILOSOPHY: The Simsbury Public Schools are committed to the concept of Least Restrictive Environment (LRE) outlined in federal and state special education regulations. This means that, to the maximum extent appropriate, students with disabilities are educated with students who are not disabled. It also means that special classes, separate schooling, or other removal of students with disabilities occurs only when the nature and severity of the disability is such that education in regular classes, with the use of supplemental aids and services, cannot be achieved satisfactorily.

REQUESTS FOR SPECIAL EDUCATION CONSIDERATION/EVALUATION/ELIGIBILITY FOR SERVICES: Questions concerning the special education procedural process and/or referral of a student to the special education process should be addressed to the attention of the building administrator. Parents will receive a direct and timely response from a special education department member following the principal's review of the request. In most circumstances the parent/guardian will be contacted by the building's school psychologist who will be able to provide essential information about this process and answer any specific questions concerning the referral to special education.

IDENTIFICATION: A Planning and Placement Team (PPT) within each school building evaluates the special education needs students. This team consists of a group of certified and/or licensed professionals, who represent each of the teaching, administrative, and pupil personnel staffs. A PPT meeting is held with parents to discuss evaluation results and to develop, as necessary, an Individualized Education Program (IEP). This IEP outlines the special education and related services the student will receive and includes the student's present level of educational performance, annual goals, short term objectives and modifications in the regular education program.

STUDENTS WHO REQUIRE SPECIAL EDUCATION: Under federal and state statutes, children who require special education include the following disability categories: autism, deafness, deaf-blindness, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness, and developmental delay.

Under state statutes, school districts are required to identify gifted and talented students. However, programming for such students is optional and left to the discretion of each local Board of Education.

Preschool services are available for children ages 3-5 that have been identified as having moderate to severe delays in speech and language, social, emotional, cognitive, or motor development. Services include screenings held four times a year, individual diagnostic evaluation,

individual and small group instruction in a preschool program, parent consultation, and community outreach.

Parents having questions about the availability of Special Services/Programs or about the appropriateness or adequacy of services/programs provided to their child should contact the building principal of their child's school, or the Director of Pupil Services.

A booklet titled "A Parent and Student Guide to Special Education in the Simsbury Public Schools" provides information to assist parents in understanding the special educa-

tion process within the Simsbury Public Schools. A copy is available in each school, or may be obtained by contacting the Department of Special Services. This document is also available on the school district's website under the Special Services tab.

INDEPENDENT EVALUATIONS: Parents are encouraged to discuss their concerns about any evaluations conducted by members of the Planning and Placement Team. Parents have the right to an independent educational evaluation if the parent disagrees with the evaluation conducted by the PPT team. However, if the school PPT team feels that its evaluation was appropriate, the school will initiate a due process hearing as required under state and federal law. If the parent initiates an independent evaluation at private expense, the PPT team will review the evaluation results. Upon request, the parents will be given information concerning where an independent evaluation may be obtained. Parents should be aware that the Simsbury Public Schools may not be financially responsible for independent evaluations arranged for by parents.

EXEMPTION FROM INSTRUCTION *Board Policy 6114.5*

A student will be exempted from instruction in: Acquired Immune Deficiency Syndrome (AIDS), dissection of animals, family life and sex education, firearm safety programs, and from specific segments of a course or activity for religious reasons with a written request for exemption from a parent or guardian. For Physical Education, in addition to the parent's request, a physician's statement is required.

FUNDRAISING *Board Policy 5129*

Students may engage in raising funds for school-sponsored activities or programs. Parent permission must be obtained when fundraising includes door-to-door solicitation. For door-to-door solicitation by K-8, student must be accompanied by an adult and high school students must be accompanied by either an adult or another student. The Board of Education will not be responsible for any fundraising activities that are not approved.

HOMEBOUND INSTRUCTION *Board Policy 6173*

Students who are required to be homebound for medical or other special education related reasons shall be provided with homebound instruction in accordance with state law.

Homebound instruction shall be authorized for those students whose medical condition, physical impairment, disciplinary consequence or other situation as documented through a special education Planning and Placement Team process necessitates an extended school day absence of 15 or more consecutive school days. Additionally, it must be determined that the student can participate in and benefit from such homebound instruction despite the medical condition or circumstance that prevents them from attending school.

The Director of Pupil Services shall review all such requests and shall recommend approval or disapproval to the Superintendent.

Eligibility

- A. When a student's medical condition may cause him/her to be absent for three weeks (fifteen consecutive days) and nothing in his/her condition precludes instruction, homebound instruction shall begin no later than the eleventh day of consecutive absence.
- B. Provided that the pupil's condition permits, the Board

of Education is to provide home or hospital instruction whenever necessary as follows:

1. Students in Kindergarten through Grade 6—a minimum of five hours per week that addresses core academic subjects.
2. Students in Grades 7-12—a minimum of ten hours per week that addresses core academic subjects. Core academic subjects are those assessed through state assessments and/or required for graduation.

Instruction

- A. Technology/digital instructional supports will be utilized for the provision of homebound instruction. These technology supports may include, but are not limited to:
 1. Technology—assisted participation in current core academic courses existing on the student's current schedule through web-based technology systems.
 2. Participation in on-line learning courses should the student's anticipated absence from school be long term and is anticipated to extend beyond one marking period.
- B. Teachers

Due to unusual circumstances, a student may not be able to participate in or benefit from technology-supported instruction.

When determined appropriate, through a school-planning process inclusive of a Medical Conference for Academic Planning, a Planning and Placement Team meeting, or a 504 planning meeting, approval may be granted by the Director of Pupil Services for an individual homebound instructor.

- A. Teachers of homebound students are employed on a fee basis and shall be paid on an hourly rate established by the Board.
- B. Teachers of homebound students shall hold certification for the grade level or subject area they are assigned to teach, (CT 10-145d-401(b) and shall also meet the minimum requirements established by the Board for substitute teachers. Exceptions may be granted by the Superintendent or his/her designee for cause.
- C. Teachers of homebound pupils shall be approved by the Director of Pupil Services.

Legal Reference: Connecticut General Statutes 10-76d-15 Homebound and hospitalized instruction

(Revised May 27, 2014)

HOMELESS STUDENTS *Board Policy 5116.2*

In accordance with Federal and State Law, it is the policy of the Simsbury Board of Education to prohibit against discrimination, segregation or stigmatization of homeless children and youth. These students will have all program's services and transportation that other students enjoy. The school system's liaison for homeless child and youth is the Director of Personnel.

HOMEWORK *Board Policy 6117*

Homework is an important aspect of a student's educational experience. Although the amount of homework may increase as a student progresses through the grades, it is recognized that homework must accommodate the needs of students with various learning abilities.

Homework is educationally meaningful when it is assigned to meet the following objectives:

1. reinforce school learning by providing practice, drill and application activities,

2. encourage the student to think and search for new ideas,
3. assist the student to develop self-direction, self-reliance, a sense of responsibility and the ability to make decisions, and
4. broaden the student's experiences for increased participation.

Adopted June 11, 1985

GUIDELINES

Learning is a continuous process that extends beyond the school day. Homework is a necessary and integral component of the instructional program and learning process that allows students to follow through on their personal commitment to academic work. Though meaningful and purposeful assignments, students develop constructive attitudes and sharpen useful skills. A carefully planned program of homework assignments is an effective means of increasing student learning and achievement.

Homework is an essential component of the student's learning and development and may be assigned as short-term or long-term activities. However, it is recognized that time must also be allotted for physical, individual and social recreation. Teacher feedback on the quality of homework shall be provided on a regular basis as appropriate to the grade level and content area. Homework activities, differentiated as needed, are designed to accommodate each student's unique educational needs.

Homework is assigned to students as an outgrowth of classroom activities. It is the responsibility of the student and should reflect their work. In addition, it encourages and is a means of measuring self-discipline and conscientious work habits. Family supported activities may be assigned for completion at home. Homework allows students to follow through on their personal commitment to quality academic work.

Independent writing and math computation are vital components to support the Simsbury Public Schools curriculum. Therefore, it is essential that students will engage in these, or other home activities that support the curriculum, and are appropriate to grade level requirements. This may be in addition to the regularly assigned homework.

The following guidelines for assigned homework are recommended. They have been established and are subjected to individual learning styles and ability grouping. Consequently, some students may require less or more time than that which is indicated for that grade level. Families are encouraged to communicate with their child's classroom teacher regarding homework, if needed.

Grade Level Total Minutes of Homework Per Night (Monday through Thursday)

Reading is an essential component of the curriculum of the Simsbury Public Schools. Ideally, students should read independently outside of school for a minimum of 20 minutes on a daily basis, and is considered to be in addition to the homework assigned. To help establish the reading habit, families are encouraged to support this goal.

Kindergarten	Establishing the routine for the "homework habit" while developing responsibility for learning, as well as care and transportation of materials between school and home.
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Grade 1	Continuing with establishing the routine for the "homework habit" while increasing responsibility for learning, as well as care and transportation of materials between school and home. In addition, periodic assignments may include developmentally appropriate, family supported activities.
Grade 2	Homework activities are developmentally appropriate, family supported activities. Time to increase to an average of 20 minutes as the school year progresses.
Grade 3	An average of 30 minutes
Grade 4	An average of 40 minutes
Grade 5	An average of 50 minutes
Grade 6	An average of 60 minutes

STUDENT, PARENT and TEACHER RESPONSIBILITIES

Students assume responsibility for:

- maintaining assignment booklets and taking home the needed materials,
- budgeting time to complete their homework,
- showing thought, effort and neatness in their work, and
- returning assignments on the due dates.

Parents help by:

- providing the student with an appropriate place to do homework,
- scheduling student and family activities to allow for homework time,
- emphasizing the importance of responsibility and the need for systematic study in completing assignments,
- encouraging independent work while providing the student with security by assisting when necessary, and
- communication with the classroom teacher regarding individual circumstances relating to homework completion.

Teachers:

- provide developmentally appropriate homework activities that support classroom learning experiences,
- accentuate the importance of homework responsibilities,
- emphasize the importance of developing organizational skills,
- provide feedback on the quality of the homework to students and their parents, and
- support students in the learning process.

(Rev. 2003)

INSURANCE

The school district sponsors a School Accident Insurance Program that is effective during school hours, including travel time to and from school. The school district's insurance agent recommends annually to the administration the policy they deem best suited to the needs of the district and its community. The policy becomes effective upon receipt of the completed application.

INTERVENTION PROGRAMS (SRIP & MIP)

The Simsbury Reading Intervention Program (SRIP) is designed to serve both regular and special education students (K-6) who qualify for Tier II and Tier III reading interven-

tions. Reading teachers address students' specific weaknesses, as identified via school-wide screenings, in the five core areas of literacy. The intervention is provided for 30 minutes each day, to a small group of 3-6 students, in addition to the Tier I instruction that students receive in the classroom. Students who do not respond to the targeted instruction at Tier II will be referred to the building-based Student Intervention Team (SIT).

The Simsbury Math Intervention Program (MIP) is designed to provide supplemental support to students struggling to achieve grade-level mathematics standards. The primary goal of MIP is to accelerate student growth and achievement by pre-teaching and reinforcing high-leverage standards within each grade. In collaboration with the building math coach, MIP tutors work to create lessons that follow a systematic progression of skills and are tailored to students' specific instructional needs. K-6 students are identified for support based on a body of evidence and may qualify for either Tier 2 or Tier 3 math support.

LIBRARY/MEDIA CENTER

Media Centers are maintained in each school. These Centers are operated on the same basis as any public library. Students may borrow books and utilize its services, on a regular basis. Instruction in library skills takes place at all grade levels. The use of the Media Center, and its materials, are considered a privilege. Therefore, abuse of the rules and regulations, usually results in withdrawal of the privilege. In addition, damage or loss of materials is subject to repair or replacement costs on the part of the student.

LIMITED ENGLISH-PROFICIENT STUDENTS

Parents of limited English-proficient students participating in an instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the program if desired. In addition, the notification will explain how the program will help the child develop academically.

MEDIA ACCESS TO STUDENTS *Board Policy*

1110.2

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school Principal accordingly and may direct their student accordingly. District employees may release student information to

the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

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 special 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.

MISCELLANEOUS AND GENERAL INFORMATION

- Solicitations by children or others are not permitted at school.
- Hardballs are not permitted on the playground. In general, toys, comic books, etc. should not be brought to school unless required by the teacher.
- The school cannot assume responsibility for valuable articles brought in by the children or parents.
- Contests in the school are limited to those conforming to Board of Education regulations and rules of the Administrative Council.
- Items that impinge on health, safety or the flow of the school program (such as materials for skits, science/social studies projects, biographical presentations) should not be brought to school without prior approval of the principal. If approval is gained, these items must be transported by parents.
- Pesticide Management/Pesticide Application (**see page 40**) The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms, that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least

possible hazard to people, property and the environment. (See the complete Integrated Pest Management Plan as approved by the Connecticut Department of Environmental Protection and located in each school building for more detailed information.) In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

NON-DISCRIMINATION IN EDUCATION

NON-DISCRIMINATION (Students) *Board Policy 5116.1*

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age or disability, subject to the conditions and limitations established by law.

COMPLIANCES

Connecticut General Statutes 10-76 and the Individuals with Disabilities Education Act (IDEA)

Copies of Special Services Program Descriptions, Departmental policies and procedures, and the Town application for IDEA part B flow-through funds; and Federal and State Special Education Legislation are available for public inspection and review in each school office, in the central administrative offices, and in the office of the Director of Pupil Services.

U.S. Rehabilitation Act of 1973, Section 504

Non-discrimination on the basis of handicap in any federally assisted programs or activities. The Director of Personnel has been designated by the Board of Education as the person responsible for the administration of this policy within the regular administrative structure of the Simsbury School District. Parents/guardians or adult students having questions relating to discrimination on the basis of handicap in any school district program whether it be in evaluation, program accessibility, or program availability, should contact the building principal or Director of Personnel Neil Sullivan. Phone: 860-651-3361; Email: nsullivan@simsburyschools.net. Grievance and due process procedures are available for resort by persons to prompt an equitable solution of complaints alleging actions in violation of this policy.

Non-Discrimination Title IV, Title VII, Title IX, Section 504, and the Americans With Disabilities Act

In accordance with Title IV, Title VII, Title IX, Section 504, and the Americans With Disabilities Act, it is the policy of the Simsbury Board of Education that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any school program including employment, because of race, color, sex, religion, national origin, sexual orientation, marital status, disability, or any other basis prohibited by local, state, and federal law.

Grievance Procedure

The Simsbury Board of Education has designated Neil Sullivan, Director of Personnel, as the compliance officer. The office is located at 933 Hopmeadow Street, Simsbury, CT 06070, and the telephone number is 860-651-3361. Email: nsullivan@simsburyschools.net

Each school has a person or persons who shall act as compliance coordinators. Their names are posted in the building and can be acquired by contacting the school secretary. It is

the function of the coordinator to address questions/issues concerning compliance. In the event a person has raised a concern and is not satisfied with the coordinator's response, he/she has the right, within five working days of the coordinator's response, to file a written complaint with the building principal. The principal, upon reviewing the complaint, will render a written decision within ten working days. If not satisfied with the principal's decision, the complainant may, within five working days, refer the complaint in writing to the Director of Personnel, who will review the case and render a decision within ten working days. Within five working days of this decision, the complainant may appeal, in writing, to the superintendent.

U.S. Department of Education Office for Civil Rights

The contact person and address for the Office for Civil Rights is:

Boston Office
Office for Civil Rights
U. S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-0111

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

Board Policy 5127

The types of information contained in an education record of an enrolled student are hereby designated as directory information. The Simsbury Public Schools may release, without consent from a parent or guardian, a student's name, grade level, photograph or videotape of a student who is participating in an officially recognized activity. A parent or a student 18 years or older may refuse to allow school officials to release any of the information by submitting a written request to the building principal.

OPENING EXERCISES, OBSERVATION, CEREMONIES, SPECIAL PROGRAMS

Board

Policy 6143

Each homeroom and elementary class shall conduct exercises each school day including the salute to the flag, reading of announcements and notices, and a moment of silent meditation. Participation in the silent meditation and the Pledge of Allegiance is voluntary.

In observance of legal, state and national Holidays, recognition may be made as appropriate to the historical and cultural value of each Holiday. Ceremonial events shall be appropriate to the occasion and with sensitivity and respect for all cultural backgrounds. School programs are valuable components of the total education program. The program's content will be determined on the artistic merit and/or performance suitability of materials and the interest and capabilities of the teacher and students. Accommodations shall be made when reasonably possible to individuals who object on religious grounds to the program's content.

PARTICIPATION IN SCHOOL ACTIVITIES BY NON-ENROLLED STUDENTS

Board Policy 5118.1

Pursuant to State law, school-age children who are Simsbury residents can be excused from the statutory requirement to attend school if the child's parent or guardian notifies the school district that the child is receiving home instruction. Upon receipt of such notification, the Superintendent of Schools will send an acknowledgement to the parent

confirming that the Simsbury Public Schools will not be responsible for the student's school instruction. Participation in Simsbury Public School activities and programs including, but not limited to, athletic teams, extra-curricular clubs and programs, and school courses, is allowed only for students enrolled in the Simsbury Public Schools.

Exception: Following guidelines from the Connecticut Interscholastic Athletic Conference (CIAC), Simsbury Public Schools will allow student athletes attending a Charter, Magnet, Regional Cooperative or an Inter-district Satellite school when that school does not offer any interscholastic athletic program to participate in interscholastic athletics if he/she is eligible to matriculate at Simsbury High School.

Adopted April 26, 2016

PARTIES IN CLASSROOMS

Parties are held in each school on a limited basis as approved by the school administration. Parents are strongly encouraged to consider non-food alternatives if they are sending something into the classroom to celebrate a birthday or another important event. This will eliminate health-related injuries for all students.

PHONE CALLS TO SCHOOL

Whenever possible parents/guardians should plan ahead and provide a note so that phone calls can be kept to a minimum and so as not to interrupt the school day. Telephones are primarily for business purposes and use by children is discouraged.

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.

PUPIL PROGRESS *Board Policies 5122, 5123*

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the statewide testing program and on other district assessments, meeting the statewide reading standards in the primary grades, academic potential and student aptitude. A student shall not be retained based upon age or any other social reason not related to academic performance. The district shall provide alternatives to retention such as, but not limited to supplemental instructional services that may require students whose academic performance jeopardizes their promotion or graduation to attend programs during school, afterschool, or in the summer to remediate an academic deficiency.

(Revised May 25, 2010)

ACCELERATION AND RETENTION

Children are expected to progress through the elementary schools at the rate of one grade per year. Exceptions occur when evaluation and analysis by the district suggests that it

would be in the best interest of the child to either spend a second year in the same grade (retention) or to be advanced one grade (acceleration). Non-promotion or acceleration of more than one year is to be considered as an alternative in only the most unusual of circumstances.

GRADE PLACEMENT AUTHORITY

The final decision of grade placement rests with the school administration with the exception of children requiring Special Education as outlined in the Connecticut General Statutes. In all instances of retention or acceleration, parent conferences shall be scheduled by the school administration with the best interest of the student serving as the primary criterion in the decision-making process.

REPORTS TO PARENTS

It is the philosophy of the Simsbury School System that the parents should be aware of their child's progress. To that end, periodic reports shall be made via report cards, conferences, informal notes.

REGISTRATION

Kindergarten registration takes place in early spring. Forms are distributed at Kindergarten Orientation meetings held in all the elementary school in February. Children who will become five years of age by December 31st are eligible to attend Kindergarten beginning in the fall term of that same year. A Kindergarten "Meet & Greet" at each elementary school is held in late August for all incoming Kindergarten children and their parents.

All families registering students in the Simsbury Public Schools must provide proof of residency upon request. All children enrolling in the Simsbury Public School system must present a birth certificate and immunization certificate for diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction or an exemption certificate for health or religious reasons. Any student entering school before the age of five must show adequate immunization against hemophilus influenza (HIB).

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 the age of 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 16 or 17.

SCHOOL LUNCH PROGRAM

All Simsbury Schools have a hot lunch program set up under the National School Lunch Program and administered through the Connecticut State Department of Education. Students pay on a daily basis or can prepay for several lunches in advance. Checks should be made out to "**Simsbury Public Schools Cafeterias.**" Notices will be sent home with each child in the fall.

Applications for free or reduced priced lunches are sent home with every student the first week of school. If a family wishes to participate and feels their income is within the eligibility guidelines, they should send the completed application to the Director of Food Services, Board of Education Office. Parents will be notified of the children's eligibility within 10 days.

Children who carry their own lunch must be sure their lunch box or bag has their name on it.

Breakfast is also available at each school.

Lunch **will** be served on all Elementary Early Release Days (PD, Report Card Conferences and weather-related early release).

SCHOOL MATERIALS

1. The Simsbury Board of Education provides the basic instructional materials needed for students to achieve stated classroom educational objectives. Students who wish to use materials or construct projects that are unique or beyond what is required to meet the basic course objectives may be charged for materials or may provide the materials themselves. The school system offers various extracurricular activities such as dances, clubs, sports events, and school-related items such as yearbooks and class pictures to students on a volunteer basis. These activities and/or items are not necessary for a student to achieve the educational objectives of the Simsbury School System and as such are not provided by the Board of Education.
2. The Board of Education through its professional staff has identified appropriate materials to achieve its educational objectives at each grade level. Parents and student have the right to object to an particular piece of assigned instructional material that they may consider to be offensive on the ground of individual conscience. The Board of Education has a policy to deal with this type of situation.

SEPARATION OF CHURCH AND STATE *Board*

Policy 6143.1

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

As required by the No Child Left Behind Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

SEXUAL HARASSMENT *Board Policy 5145.51*

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions:

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

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

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

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Complaint Procedure:

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination.

- tion,
- D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination,
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination, and
 - H. Remedy requested.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
 5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on Reports of Suspected Child Abuse or Neglect of Children.
 6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
 7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
 8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
 9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
 - c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
 - d) investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - e) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
 - f) communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 - g) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;
 10. If the student complainant or the alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.
- If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.
- Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.
- At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).
- Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the Simsbury Board of Education is the Director of Personnel, whose office is located at 933 Hopmeadow Street, Simsbury, CT and whose telephone number is (860) 651-3361.

(Revised April 26, 2016)

SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM *Board Policy 5145.511*

All school personnel are obligated by law to report suspected abuse or neglect of a child under the age of 18. If there is any doubt about reporting suspected abuse or neglect, a report will be made.

Reporting Child Sexual and Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #4900, "Reporting of Child Abuse and Neglect," and its accompanying regulations.

SMOKE FREE ZONES

Smoking or other use of tobacco products by students, staff or visitors is prohibited at all times on any school property. Student possession of smoking-related products, for example: lighters, matches, papers, etc., is strictly and specifically prohibited.

STUDENT DRESS *Board Policy 5135*

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day: Attire that is disruptive to the educational environment, overly offensive, unsafe, or that encourages the use of drugs, alcohol or tobacco products. Students who fail to comply with Board Policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

STUDENT RECORDS

STUDENT RECORD POLICY *Board Policy 5127*

5127.1 Confidentiality and Access to Student Records

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. Definitions

- A. **Access** is defined as the right to inspect or review a student's educational records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. **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 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, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

- C. **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.
- D. **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.
- E. **Legitimate Educational Interest** means the need for a school official to review an educational record in order to fulfill his or her professional responsibilities.
- F. **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 the student's records without the eligible student's consent.
- G. **Personally Identifiable Information** includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- H. **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, educational service provider, medical consultant, psychologist, evaluator or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - 1. **Signed and Dated Written Consent** to disclose personally identifiable student information from a student's 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 consent.
- I. **Student Records**
 - 1. "Student records" shall include any information directly related to a student that is recorded in any manner (e.g., in writing, on film, or on tape

or disk) and that is maintained by the school system or persons acting for the school system.

2. "Student records" shall **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) employment records used only in relation to the student's employment by the school district;
- c) alumni records that contain information about the student after he/she is no longer in attendance at the school;
- d) records on an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment; and
- e) records maintained by a law enforcement unit of an educational agency or institution that were created by that unit for the purpose of law enforcement.

III. Procedures

The following procedures shall apply regarding student records:

- A. Parents and/or eligible students have the right to inspect and review all education records of their child (or, in the case of an eligible student, all education records pertaining to himself/herself). A request to inspect and review records shall be **in writing**. The Board shall respond to all such requests in a prompt manner.
- B. For the records of regular education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- C. For the records of special education students, the following time frames apply: As required by Section 10-76d-18(b)(1) of the Regulations of Connecticut State Agencies, written requests by parents of students requiring special education and related services to inspect and review records will be accommodated within ten (10) school days of the receipt of such requests, within three (3) school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding.

One free copy of a student's records will be provided to parents of students requiring special education and related services upon written request within five (5) school days of the request.

- D. The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the

school district.

- E. On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

IV. Confidentiality of Education Records

- A. All school staff must understand that personally identifiable information in student records is confidential. Each person who has access to student records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages.
- B. Student records are not public records and any disclosure other than to persons authorized to receive the records without prior parent consent violates the law and Board policy, except as provided in federal and state statutes.

V. Accessibility to Student Records

- A. A parent or eligible student has the right to inspect and review specific confidential information about the student unless such rights have been waived under Section IX, below.
 - B. Aside from a parent or eligible student, only staff members who have been determined by the school system to have a legitimate educational need, and the other exemptions as set forth in Section VI, may have access to a student's records. Pursuant to the procedures set forth in Section V(E), below, the district maintains a record of parties that have requested access to education records, including information found in computer memory banks.
 - C. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning himself/herself. All requests for access to student records must be in writing. A parent does not lose his or her right to access to records upon divorce. Non-custodial parents retain their rights to review their child's education records unless otherwise ordered by a court.
1. When requesting inspection or review, a parent or eligible student must submit a written request that identifies the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed. Requests will be accommodated within a reasonable period of time, but in no case more than forty-five (45) calendar days after the receipt of such requests.
 2. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of student records to a designated representative must be signed and dated by the parent or eligible student.

3. A school professional shall be present at all such inspections and reviews and shall explain and interpret data in the records whenever access is granted.
- D. A fee cannot be charged by the system to search for or to retrieve the educational records of a student. If a student has been identified as requiring special education and related services, the parents' right to inspect and review the child's records shall include the right to receive one free copy of those records. An eligible student who is identified as requiring special education and related services is entitled to one free copy of his/her records. A request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.
- E. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks.
 1. The record (log) shall indicate the name of any individual, agency, or organization that requested or obtained access to the student's records, the date of the request for access, whether access was given, and the purpose for which the party was granted access to the records, including the names of additional parties to whom the receiving party may disclose the information on behalf of the school district, and the legitimate educational interest in obtaining the information.
 2. The record (log) requirement does not apply to requests from, or disclosure to:
 - a) a parent or eligible student;
 - b) a party seeking directory information;
 - c) a party who has signed and dated written consent from the parent and/or eligible student;
 - d) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record;
 - e) persons seeking or receiving the information as directed by a Federal grand jury or other law enforcement subpoena (provided that the information requested is not to be re-disclosed).
 3. The record (log) is a permanent part of the student's records and must be available to the parent or eligible student upon request.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, note the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. If circumstances effectively prevent the parent or eligible student from exercising their right to inspect and review educational records, the board of education shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the inspection and/or review of the requested information.
- D. In accordance with Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232 g: Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191; and other relevant state statutes, personally identifiable information released to any party is NOT to contain a student's social security number.
- E. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure is:
 1. To other school officials who have been determined by such agency or institution to have legitimate educational interests in the records.
 2. To officials of another public school, including a public charter school, in which the student seeks or intends to enroll. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section VIII.
 3. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
 4. In connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
 5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released. If reporting or disclosure is permitted pursuant to a state statute concerning the juvenile justice system adopted after November 19, 1974, such disclosure may be made without consent only if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without

VI. The Release of Records or Personal Data

- A. The school system or its designated agent(s) may not permit release of personally identifiable records or files of any student to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VI.D below. Personally identifiable information contained in the student record, other than directory information, will not be furnished in any form (i.e., written, digital format, taped, person-to-person, statement over the telephone, e-mailed, etc.) to any person other than those listed below, unless written consent has been obtained.

the prior, written consent of the parent of the student, except as provided under State law.

6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as the study does not permit personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed after it is no longer needed for the purposes for which the study was conducted.
 7. To accrediting organizations in order to carry out their accrediting functions.
 8. To parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
 9. To comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
 10. In connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 11. Between two or more public schools in which the student is enrolled or receiving services.
 12. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
 13. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
 14. To the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. When producing information or permitting access to student records pursuant to this subsection, the school district is not required to record its disclosure in the record (log) referred to in Section V(E).
- F. Directory Information
1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice

will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one year.

2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one year.
 3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
- G. Nothing in this policy shall prevent the school district from:
1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
 2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
 3. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
- H. The District will also facilitate the transfer of a student's disciplinary records to officials of any private school in which the student seeks or intends to enroll.

VII. Amendment of Student Records

- A. If a parent or an eligible student believes that information in the student's records is inaccurate or misleading or in violation of the student's right to privacy, he/she is entitled to:
 1. Request in writing that the school district amend the records;
 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eli-

gible student and advise him/her of the right to a hearing.

VIII. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's records a statement setting forth the reasons for disagreement with the decision.
 - a. Any explanation placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the records of the student or the contested portion are disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

IX. Waiver of Rights

- A. A student who is an applicant for admission to an institution of postsecondary education or is in attendance at an institution of postsecondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.
- D. If a parent of a student executes a waiver, that waiver may be revoked by the student at any time after he/she reaches the age of 18.

X. Special Confidentiality Procedures for HIV-Related Information

- A. The following definitions shall apply to Section X of this policy:
 1. **Confidential HIV-Related Information:** "Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.
 2. **Health Care Provider:** "Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.
 3. **Protected Individual:** "Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.
 4. **Release of confidential HIV-related information:** "Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the

release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. **School Medical Personnel:** "School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - b. any person who secures a release of confidential HIV-related information;
 - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e. a medical examiner to assist in determining cause of death; or
 - f. any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a

student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XI. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy [Board Policy 4900].

XII. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education

SUSPECTED CHILD ABUSE *Board Policy 4900*

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth below.

Scope of Policy

This policy applies not only to employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents/guardians 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/guardians will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

TESTING *Board Policy 6115*

Group testing programs administered in the Simsbury Public Schools are designed to provide information concerning the proficiency of children in the district on criterion referenced tests and standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress in comparison with national and local norms. They are also an aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses. During the coming year the following tests may be administered to your child as part of this program.

Developmental Reading Assessment (DRA2)	K-2
Benchmark Assessment System (BAS)	Grade 3
Next Generation Science Standards (NGSS)	Grade 5
STAR Reading & Math	Grades 2-6
Smarter Balanced (SBAC)	Grades 3-6

In addition, criterion referenced assessment tests in reading, mathematics, language and writing are administered to students in grades 1-6. These tests are developed principally for the purpose of curriculum monitoring and group assessment and are not intended to yield standardized achievement measures. Results are not sent home, however, they are available through a parent/teacher conference. Your child's scores on tests cited above will be checked carefully and maintained in the school record as long as your child attends school in this system.

NATIONAL ASSESSMENT OF EDUCATION PROGRESS (NAEP)

The federal **No Child Left Behind Act** requires schools selected to participate in this national testing program to no-

tify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

TITLE 1 – COMPARABILITY OF SERVICES

The Simsbury School System is committed to provide services, curriculum materials, instructional supplies in a manner to insure equivalency among the district's schools.

UNILATERAL PLACEMENT IN PRIVATE SCHOOLS

Parents have the right and privilege to place their child in a private day or residential school/program at their own expense. The Simsbury Board of Education will assume responsibility for private school placements when such placement is deemed to be appropriate and when recommended by a Planning Placement Team.

VISITOR REGULATIONS

To ensure the safety of all students, all persons entering the school must report to the Office to pick up volunteer badges/visitor passes before proceeding to classrooms or other areas within the building. All persons entering school buildings are subject to security screening measures, therefore please do not bypass the system by holding the door open for individuals who attempt to enter behind you. Visitors observing programs and/or students who have the permission of school administration, must be accompanied at all times during the visit by an administrator or such designee.

VOLUNTEER POLICY *Board Policy 1212*

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board encourages a volunteer program in the District and in its schools with suitable regulations and safeguards.

Volunteers must work under the supervision of Simsbury Public Schools staff. Volunteers may assist with tasks, including: chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies. This includes, but is not limited to: use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is a "sex offender" as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in the Simsbury Public Schools.

Given the legal requirements, no employee of the Simsbury Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her delegate based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal Reference:

WELLNESS *Board Policy 6114.2*

Student wellness, including good nutrition and physical activity, is promoted through the District's education 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. Free drinking water is available throughout the school day.

Student Regulations

AFTER-SCHOOL DETENTIONS

If the behavior of a pupil warrants after school detention, or if a pupil is to remain after school for instructional support and assistance, the following procedure shall be in effect:

- The parents shall be notified, in writing, that the pupil is to be detained after school. Parents will be requested to sign a form acknowledging the scheduled detention. Included in the form will be a section that indicates that the parent will assume responsibility for the transportation; or, if the parent is unable to provide the needed transportation, the building administrator shall arrange for the pupil's transportation on an individual basis.

HAZING *Board Policy 5131.91*

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district, disruptive of the educational process, and prohibited at all times.

II. Definition

"Hazing" means any action or activity that endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization or activity, including membership of any athletic team. The term shall include, but not be limited to:

1. Any type of physical abuse such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk or harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the ingestion or consumption of any alcoholic beverage drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any morally degrading or humiliating game, prank, stunt, practical joke or other activity that (a) intimidates or threatens the student with ostracism; (b) subjects the student to stress, embarrassment, or shame; and/or (c) adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

III. Applicability of Policy

- A. No student, teacher, administrator, coach, volunteer, contractor, or other person affiliated with the school district by employment or otherwise shall plan, direct, encourage, aid, engage, condone, or permit hazing. Apparent permission or consent by a person who is the victim of hazing will not avoid the prohibitions contained in this

policy.

- B. The Superintendent or designee will act to investigate all complaints of hazing and will discipline or take appropriate action against any person who is found to have violated this policy.
- C. For the purposes of student discipline, the Board of Education considers hazing to be seriously disruptive of the educational process whether or not it occurs on school property or at a school sponsored activity and whether or not it occurs during the school day.

IV. Reporting/Investigative Procedures

- A. Individuals who believe that they have been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to the appropriate school official so that the incident can be properly investigated and appropriate action can be taken, including immediate notification of the Superintendent of Schools.
- B. At the building level, the principal is the person responsible for receiving reports of hazing. In the case of athletic teams the report may be made to the coach of the team, the Director of Athletics, the school nurse, or the school administration. Any person may report hazing directly to the Superintendent.
- C. Teachers, administrators, volunteers, coaches, and other persons employed or affiliated with the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing, shall immediately inform the appropriate school official, as outlined in section B (above).
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or participation in school activities.

V. School District Action

- A. Upon receipt of a complaint or report of hazing, the Superintendent shall undertake or authorize an investigation by the school district.
- B. Pending completion of a hazing investigation, the school administration may, at its discretion, take immediate steps to protect the complainant, reporter, students, or other persons involved.
- C. Upon completion of the investigation, the school administration may take appropriate action if necessary. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, or termination of employment in the case of staff.

VI. Reprisal

The Superintendent will take appropriate action, including disciplinary action, in the event of retaliation against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Dissemination

This policy shall appear in all parent-student handbooks and staff handbooks.

BULLYING PREVENTION AND INTERVENTION *Board Policy 5131.911*

The Simsbury 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. In accordance with state law and the Board's Safe School Climate Plan, 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 Board of Education.

The Board 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.

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

- 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.

For purposes of this policy, "**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.

For purposes of this policy, "**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.

Consistent with the requirements under state law, the Simsbury Board of Education authorizes the Superintendent or

his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of the school year of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

(14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

(15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;

(16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (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;

(17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and

(18) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. 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.

By September 1, 2014, the Simsbury Board of Education shall submit its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

STUDENT CONDUCT *Board Policy 5132-5133*

Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for understanding and complying with school and school district standards of behavior. Any student who fails to comply with these rules and regulations concerning student behavior is liable to detention, suspension, exclusion, or expulsion.

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

SEARCH AND SEIZURE *Board Policy 5145.12*

A student and his/her effects, including locker, desk, other storage areas, and motor vehicle located on school property 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 wither the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and

not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

The decision to search shall be made by the Principal or the Principal's designate. The search shall be made in the presence of at least one witness.

ARREST BY POLICE *Board Policy 5145.121*

Pupils shall be released to law enforcement officials only if the arresting officer exercises the power of arrest.

Questioning by Police

Police officers shall be allowed to question pupils only when it is deemed advisable by school authorities. School pupils shall be questioned in such a manner as to avoid undue publicity. Parents shall be notified, if possible. A pupil shall be questioned with others present, such as a principal, teacher, his/her parents.

DRUG AND ALCOHOL USE BY STUDENTS *Board Policy 5146.4*

Policy Statement:

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs:** means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances:** means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication:** any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee:** means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia:** means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating,

cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, 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 all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine 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. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies: If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse immediately.

(2) Prescribed Medications: The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral): The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee

deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems: When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy. Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Simsbury Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's Student Discipline Policy 5133.

- (b) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Adopted January 10, 2006

STUDENT DISCIPLINE *Board Policy 5133*

I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (i.e., spring v. CO₂ cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. 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 (including a starter gun) 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. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- P. Notwithstanding the foregoing definitions, the re-

assignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

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

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

B. Conduct off School Grounds:

Students may be disciplined 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.

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

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate 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, including but not limited to hate speech, based on an individual's sex, sexual orientation, race, color, religion, disability, national origin ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
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, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
11. Possession of any ammunition for any weapon described above in paragraph 10.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
14. Unlawful possession, sale, distribution, use, or consumption, of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, 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. For the purposes of Paragraph 14, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For the purposes of this Paragraph 14, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

16. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (14) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
26. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
30. Hazing, defined as any action or activity that endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization or activity, including membership of any athletic team.
31. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - a. causes physical or emotional harm to such student or damage to such student's property;
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c. creates a hostile environment at school for such student;
 - d. infringes on the rights of such student at school; or
 - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, 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.
32. Cyberbullying, defined as 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.
33. 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.
34. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means or recording by electronic means acts of violence for purposes of later publication.
35. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means or recording by electronic means sexual acts for purposes of later publication.
36. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
37. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
38. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that oc-

curs between two students who are currently in or who have recently been in a dating relationship.

39. Any action prohibited by any Federal or State law.
40. 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.

Revised June 11, 2019

Health Information Guidelines

Welcome to Simsbury Public School Health Services.

Each school in Simsbury has a registered nurse who has expertise in school health and pediatric care. State of Connecticut mandated screenings, immunization compliance and mandated physical examinations are managed and documented by your school nurse.

We ask parents/guardians to **notify their school nurse if their child has any medical concerns**, e.g. allergies, experiencing a stressful situation, chronic illness, vision or hearing difficulties, recent surgery etc. The school nurse will work with the child's physician, parent/guardian and other school personnel to meet special health needs in school so that the child may benefit from his/her educational program.

1. IMMUNIZATIONS

It is the policy of the Simsbury Board of Education to require each child enrolled in its public schools to be adequately immunized in accordance with state law. In furtherance of this policy, the Board authorizes the Administration to establish regulations outlining the immunization requirements applicable to district students. These regulations shall include the permissible exemptions from the various immunization requirements to the extent allowed under state law, and may include any other necessary procedures and requirements relevant to the conduct and recording of required immunizations.

Administrative Regulations Regarding Immunizations: In accordance with state law, the Simsbury Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenza type B, hepatitis B, hepatitis A, varicella and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction.

In accordance with state law, the Simsbury Board of Education shall not be liable for civil damages resulting from an adverse reaction to a non defective vaccine required to be administered by state law.

The Board of Education designates the Director of Health Services as the representative for receipt of reports from health care providers concerning student immunizations.

2. COMMUNICABLE/INFECTIOUS DISEASES

Parents should report all cases of communicable diseases to the school nurse. Students with any medical condition which within the school setting may expose others to infectious disease may be excluded from school and referred for medical treatment. The student may return to school upon treatment and having been seen by the school nurse.

When to Keep Your Child Home from School:

While it is important for your child to be in school in order to learn, it is equally important that when your child is ill, she/he should stay home. Please review the following guidelines for when to keep your child home. If you have any questions, please feel free to call your school nurse for advice or guidance.

Exclusion decisions will be made by the school nurse in collaboration with the nursing supervisor and medical director.

The following are guidelines for keeping your child home when ill. The information has been taken from the *American*

Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools, published 2017.

The American Academy of Pediatrics and the CDC have determined 3 key criteria for keeping your child home from school. Most illnesses do NOT require your child to stay home from school.

The 3 key criteria to keep your child home:

1. Your child cannot participate comfortably in activities as determined by school nurse or designated staff member
2. Your child's illness results in care that is greater than staff members can provide without compromising the health and safety of other children.
3. Your child's risk of spread of harmful disease to others on the list of specific exclusion conditions below. A health professional may determine the child's condition does not require your child to remain home.

You should plan to keep your child home if your child:

1. Looks severely ill. This would include a lack of responsiveness, lethargy, irritable, persistent crying, difficulty breathing, or has a quickly spreading rash.
2. Has a fever (temperature of 100.4 degrees for children older than 2 months of age that is accompanied by behavior change or other signs and symptoms (that may include a sore throat, rash, vomiting, diarrhea).
3. Has diarrhea. Defined by stool that is occurring more frequently or is less formed in consistency than usual. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents." Do not send your child to school whose stool frequency exceeds 2 stools above normal per 24 hours.
4. Is vomiting, 2 or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable or noninfectious condition and the child is not in danger of dehydration.
5. Has abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs and symptoms.
6. Has mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states the child is noninfectious.
7. Has a rash with fever or behavioral changes, until a primary care provider has determined the illness is not a communicable disease.
8. Has skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.
9. Has other conditions with specific diagnoses as follows:
 - Strep throat: Do not send to school until an appropriate course of an antibiotic has begun. Return to school when the child has a dose on the day of the diagnosis and another dose on the morning before returning to school.
 - Head Lice: Do not send to school if child has not been treated after family has been notified at the end of the prior day. Exclusion is not necessary before the end of the school day.
 - Scabies: Do not send to school if child has not been treated after being notified at the end of the prior day. (Note: Exclusion is not necessary before the end of the school day.)
 - Ringworm: Do not send to school if child has not been treated after being notified at the end of the

prior day. (Note: Exclusion is not necessary before the end of the school day.)

- Impetigo: Do not send to school if child has not been treated after being notified at the end of the prior day. (Note: Exclusion is not necessary before the end of the school day as long as lesions are covered.)
- Chickenpox (varicella): All lesions must be dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.

Head Lice Infestation: Current public health standards and research-based recommendations indicate that routine screening and management at home are the key factors in the effective control of head lice. Therefore, our emphasis is on prevention through parental education, collaboration and communication. Mass screenings for head lice are no longer conducted routinely in our schools. Not only are they ineffective as a method of control but also they result in loss of instructional time, misdiagnosed cases, and stigma for children who are sent home in the middle of the day. Head lice do not cause disease and, when first identified on a head, have usually been resident there for a few weeks. They are very annoying and are sometimes difficult to get rid of, but they are not dangerous. Head lice are usually best controlled when managed through a combination of mechanical and chemical means, along with housekeeping techniques currently recommended by public health experts. If you have any questions about this topic, or if you need information about prevention or management, please contact your school nurse.

Communicating with the School Nurse: Please alert the school nurse:

- If your child has a health condition that may require individualized planning for emergency care, safety in school, health care services, or evacuation; and
- Of changes in your child's health status, including illness, injury, hospitalization or a change in treatment or medication.
- A student who becomes ill in school must report to the nurse. The student should report to class or study hall and obtain a pass before going to the health office. However, if the illness is sudden or severe, or if an emergency situation arises, the student should notify the nearest teacher or administer and go immediately to the nurse. Unless directed to do so by the nurse, no student may remain in the health office for more than fifteen minutes. If a student remains in the health office for more than 45 minutes, they will be required to notify a parent/guardian.

Please also note the following instances when communication with you or your child's physician is essential:

- Following a student's hospitalization, surgery, casting, stitches or serious illness, parents/guardians must provide a note from the student's physician indicating: diagnosis, relevant treatment plan, readiness to return to school, and activity restrictions or authorization to participate in all activities. Students requiring the use of crutches in school must have a physician's order for the crutches.
- Parents/guardians should consult the school nurse if they anticipate that their child may be absent for medical reasons for one or more weeks. The school nurse will obtain necessary medical information and initiate school/team decision making and planning to support the student, as indicated. Please contact the school nurse in advance of a planned long term absence or, in an emergency, quickly thereafter.

3. PHYSICAL EXAMINATIONS

School health legislation requires that each child entering kindergarten (starting date of registration) or grades 7 and 11 must present written proof of a physical examination (taken within 12 months of the last day of school) to the school nurse on or before the last day of school or the child will not be permitted to enter school. A tuberculin screening must be recorded on the student's physical.

Transfer students entering any other grade who have no previous record of a physical examination must show proof of a physical examination, including a screening for tuberculosis. This examination must be performed and signed by a licensed U.S. physician prior to registration. This information must be recorded on the State of Connecticut Department of Education Health Assessment Record ("Blue form") administered within 12 months of the date of registration. Transfer students must present complete health information to the nurse and may not register until all health data is approved.

4. SCREENINGS

The Board of Education will provide annually to each student enrolled in kindergarten, grades one, three, four and five, a vision screening using a Snellen chart or equivalent screening. The school nurse shall give written notice to the parent or guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing the defect or disease. The Board of Education will provide annually to each student enrolled in kindergarten, grades one, three, four and five, audiometric screening for hearing. The school nurse shall give written notice to the parent or guardian of each student who is found to have any impairment or defect of hearing, with a brief statement describing the impairment or defect. The Board of Education will provide annual postural screenings for female students in grades five and seven; and for male students in grades eight. The school nurse shall give written notice to the parent or guardian of each student who evidences any postural problem, with a brief statement describing such evidence. All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

5. ILLNESS AND ACCIDENTS

If a child becomes ill or seriously injured at school, parents will be notified and will be expected to provide immediate transportation. If it is impossible to contact the parents, the services of a physician may be sought by a school nurse or members of the professional staff. Parents should ensure that the school health office has current emergency data including a designated adult to take charge of the child if the parents cannot be reached. Please notify the school for any changes during the school year. First aid will be administered by the nurse or authorized person for all minor injuries received going to or from school and at school. It is not the responsibility of the school to provide for other treatment.

6. REPORTING OF ACCIDENTS AND INSURANCE

All accidents which occur at school or enroute to or from school are to be reported to the office immediately.

7. OUTSIDE RECESS

Recess is a component of the regular school program. Children are expected to come to school properly clothed for the weather conditions. Written parent requests for exclusion from recess will be honored for a reasonable length of time. Extended exclusion requires a physician's written statement.

8. SIMSBURY MEDICATION POLICY—PRESCRIPTION AND NON-PRESCRIPTION

In compliance with Connecticut State Law and Regulations

of the State Department of Education Section 10-212a-1, the Simsbury Board of Education requires an authorized prescriber (physician, dentist, optometrist, advanced practice registered nurse or physician assistant) written authorization for a nurse or other authorized staff member to administer medication in school. Medication must be in a pharmacy prepared container, or the original container and brought to school by the parent/guardian. It must be labeled with the name of the child, the name of the drug (brand name and generic name), the strength, dosage and frequency, along with the authorized prescriber's name. The form on the reverse side of the policy must be completed by an authorized prescriber ordering the medicine and by the parent/guardian. Written permission from the parent for the exchange of information between the prescriber and the school nurse is necessary to ensure the safe administration of such medication. Please ask the pharmacist for a school container as well as a container for home when a prescription is taken to the pharmacy. The pharmacist will supply a second container for administration of medicine in school. Any medication received in a non-pharmaceutical container will not be administered. No more than a 3 month supply of a medication for a student will be stored at the school. Please remember that all medication must

be brought to school by the parent/guardian and delivered only to the school nurse or in absence of the nurse, other qualified personnel (principal or certified teacher) trained in medication administration and assigned to the school. It must be picked up in the same manner; otherwise, it will be discarded. The Board of Education will permit those students deemed capable to self-administer nonprescription and/or prescribed emergency medication, including rescue asthma inhalers and automatic prefilled cartridge injectors such as epi-pens for medically-diagnosed allergies, and will permit such students to self-administer other medications, excluding controlled drugs as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies, provided: (a) an authorized prescriber provides a written medication order for self administration; (b) a parent/guardian or eligible student provides written authorization for self-administration of medications; (c) a school nurse has assessed the student's competency for self-administration in the school setting and deemed it to be safe and appropriate.

9. MEDICAL APPOINTMENTS

Pupil medical appointments should be made, whenever possible, so as to avoid taking a child out of school.

2021-2022 IMMUNIZATION REQUIREMENTS FOR ENROLLED STUDENTS IN CONNECTICUT SCHOOLS

Vaccine	Requirements
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PRESCHOOL

Hep B:	3 doses, last dose on or after 24 weeks of age
DTaP:	4 doses (by 18 months for programs with children 18 months of age)
Polio:	3 doses (by 18 months for programs with children 18 months of age)
MMR:	1 dose on or after 1st birthday
Varicella:	1 dose on or after 1st birthday or verification of disease
Hepatitis A:	2 doses given 6 calendar months apart, 1st dose on or after 1st birthday
Hib:	1 dose on or after 1st birthday
Pneumococcal:	1 dose on or after 1st birthday
Influenza:	1 dose administered each year between August 1st-December 31st (2 doses separated by at least 28 days required for those receiving flu for the first time)

KINDERGARTEN

Hep B:	3 doses, last dose on or after 24 weeks of age
DTaP:	At least 4 doses. The last dose must be given on or after 4th birthday
Polio:	At least 3 doses. The last dose must be given on or after 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Varicella:	2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.
Hepatitis A:	2 doses given 6 calendar months apart, 1st dose on or after 1st birthday
Hib:	1 dose on or after 1st birthday for children less than 5 years old
Pneumococcal:	1 dose on or after 1st birthday for children less than 5 years old

GRADES 1-6

Hep B:	3 doses, last dose on or after 24 weeks of age
DTaP/Td:	At least 4 doses. The last dose must be given on or after 4th birthday. Students who start the series at age 7 or older only need a total of 3 doses.
Polio:	At least 3 doses. The last dose must be given on or after 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Varicella:	2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.
Hepatitis A:	2 doses given 6 calendar months apart, 1st dose on or after 1st birthday

GRADE 7-9

Hep B:	3 doses, last dose on or after 24 weeks of age
Tdap/Td:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio:	At least 3 doses. The last dose must be given on or after 4th birthday.
MMR:	2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Varicella:	2 doses separated by at least 3 months, 1st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.
Hepatitis A:	2 doses given 6 calendar months apart, 1st dose on or after 1st birthday
Meningococcal:	1 dose

GRADES 10-12

Hep B:	3 doses, last dose on or after 24 weeks of age
Tdap/Td:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap.
Polio:	At least 3 doses. The last dose must be given on or after 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Varicella:	2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.
Meningococcal:	1 dose

Important Reminders:

- DTaP vaccine is not administered on or after the 7th birthday.
- Tdap can be given in lieu of Td vaccine for children 7 years and older unless contraindicated.
- Hib is required for all Pre-K and K students less than 5 years of age.
- Pneumococcal Conjugate is required for all Pre-K and K students less than 5 years of age.
- Hep A requirement for school year 2021-2022 applies to all Pre-K through 9th graders born 1/1/07 or later.
- Hep B requirement for school year 2021-2022 applies to all students in grades K-12. Spacing intervals for a valid Hep B series: at least 4 weeks between doses 1 and 2; 8 weeks between doses 2 and 3; at least 16 weeks between doses 1 and 3; dose 3 must be administered at 24 weeks of age or later.
- Second MMR for school year 2021-2022 applies to all students in grades K-12.
- Meningococcal Conjugate requirement for school year 2021-2022 applies to all students in grades 7-12.
- Tdap requirement for school year 2021-2022 applies to all students in grades 7-12.
- If two live virus vaccines (MMR, Varicella, MMRV, Intra-nasal Influenza) are not administered on the same day, they must be separated by at least 28 days (there is no 4 day grace period for live virus vaccines). If they are not separated by at least 28 days, the vaccine administered second must be repeated.
- Lab confirmation of immunity is **only** acceptable for Hep A, Hep B, Measles, Mumps, Rubella, and Varicella.
- **VERIFICATION OF VARICELLA DISEASE:** Confirmation in writing by a MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.

For the full legal requirements for school entry visit: <https://portal.ct.gov/DPH/Immunizations/Immunization--Laws-and-Regulations>. If you are unsure if a child is in compliance, please call the Immunization Program at (860) 509-7929.

New Entrant Definition:

*New entrants are any students who are new to the school district, including **all** preschoolers and all students coming in from Connecticut private, parochial and charter schools located in the same or another community. **All pre-schoolers, as well as all students entering kindergarten**, including those repeating kindergarten and those moving from any public or private pre-school program, even in the same school district, **are considered new entrants**. The one exception is students returning from private approved special education placements—they are not considered new entrants.

Commonly Administered Vaccines:

Vaccine	Brand Name	Vaccine	Brand Name
DTaP-IPV-Hib	Pentacel	MMRV	ProQuad
DTaP-HIB	TriHibit	PCV7	Pevnar
HIB-Hep B	Comvax	PCV13	Pevnar 13
DTaP-IPV-Hep B	Pediarix	DTaP-IPV	Kinrix, Quadracel
Hepatitis A	Havrix, Vaqta	Influenza	Fluzone, FluMist, Fluvirion, Fluarix, FluLaval, Flucelvax, Afluria



SIMSBURY PUBLIC SCHOOLS

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Andrew O'Brien
Director of Operations

July 1, 2021

TO: Employees of Simsbury Public Schools
Students or Parent/Guardian

FROM: Andrew O'Brien, Director of Operations

RE: Integrated Pest Management


The Simsbury Board of Education has adopted an integrated pest management (IPM) program per state law for pest control within the building(s) and on the grounds of the Simsbury Public Schools. IPM utilizes all available pest control methods such as sanitation, structural maintenance, exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides to maintain pest populations at or below an acceptable level. Pesticides may be applied if a pest population has been identified through periodic monitoring and alternative methods of control have not been effective. At all times, the least toxic pesticide will be used.

Pesticide applications will not be performed within the schools or on the grounds during regular school hours or during planned school activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all personnel will be removed from the area and not allowed to return until it is safe to do so.

Parents, guardians and staff who would like to be notified of pesticide applications may make such request by submitting a written request to Andrew O'Brien, Director of Operations, Simsbury Public Schools, 933 Hopmeadow Street, Simsbury, CT 06070.

Registrants will be notified of pesticide applications on or before the date of application in writing. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information.

In addition, registrants will be notified in writing of any emergency pesticide applications that are made to eliminate an immediate threat to human health.

 7/1/2021
Director of Operations

Committed to Excellence Every Day