



Welcome to Henry James Memorial School!

2019-2020 Student/Family Handbook

On behalf of the entire Henry James staff we would like to extend a warm welcome to you and your family. We are so excited to begin this school-year with you. We will be working hard to create a safe and memorable middle school experience, and this handbook serves as a guide for us to make that happen. As a member of the HJ community it is important for you to know what is in our handbook and I ask that you review it carefully with your family.

We have high expectations for you, your families, and our teachers at Henry James. We strive to create an academic, social, and civic program that will both **challenge** and inspire you. The **connections** you will make with us and the relationships you build with each other will be the cornerstone of your success. **The HJ Way** is one of the first items in our handbook and it is the most important. It is the guide to developing **character** at our school, and following **The HJ Way** every day will ensure your success at school, on the field, and in life.

There are a wide range of extra-curricular activities at Henry James, and there will be many opportunities to be active citizens and leaders within our school. We encourage you to get involved early and challenge yourself to explore new interests. We also need your families to be involved by developing relationships with our staff and getting involved with our Parent/Teacher Council. If you or your family has any questions about getting involved, please reach out to your Team Leader, Mrs. Belmonte, or Mr. Baker.

We look forward to a great year of making memories together!

Sincerely,

Scott Baker
Principal

Anjanette Belmonte
Assistant Principal

Henry James Memorial School

Mission Statement



“Preparing all students for success at the high school level and beyond by inspiring lifelong learning and developing citizens of strong moral character.”

Core Values and Beliefs

In philosophy and practice, Henry James Memorial School’s core values of, “**Connections, Challenge, Character,**” are a reflection of the fundamental principles of middle level education essential to the experience that we provide our students. These three concepts encompass our collective beliefs as a faculty about what our students need to be **high school ready**.

Connections

We foster an inclusive learning community that provides a welcoming and caring environment, which is physically, socially and emotionally safe for every student.

- We believe in the power of building relationships between staff and students. Interpersonal relationships and advocacy for every student are the basis for strong connections to our school community.
- We value our partnership with families and the Simsbury community, which enhances and enriches the learning experiences for all students. Working together with our families, we seek to create a positive school culture, which values mutual respect and individual responsibility for all of its members.
- We are committed to developing the team model and other organizational structures that foster purposeful learning and meaningful relationships.

Challenge

We engage all students in a diverse and rigorous educational experience that meets the needs of every learner, challenging them to realize their full potential.

- We believe in high academic and behavioral standards for all students.
- We understand that young adolescents have unique academic, behavioral and social needs, which requires an equally unique approach to promoting their intellectual, physical, social/emotional, and civic development.
- We believe that excellent educational programs are designed to meet the abilities needs of every individual learner, and encourage all students to reach their full potential in and out of the classroom.
- We share our passion for learning and intellectual curiosity with our students.
- We provide a rich and rigorous academic foundation for all students by providing curricula that are exploratory, integrative and relevant to our modern, dynamic, global society.
- We implement multiple teaching and learning approaches in the classroom to effectively engage all students at high levels. By emphasizing teaching methods designed to promote critical thinking, problem solving, collaboration, innovation, application and creativity, we promote active learning.
- We provide extracurricular experiences that present students with opportunities to challenge themselves as they explore a broad range of activities and discover individual interests and talents.

Character

Through our collaboration with families, we support the character development of our students by encouraging individual responsibility, empathy for others, and civic mindedness.

- We expect that all members of the HJMS community will actively demonstrate the tenets of the *HJ Way: Be Respectful, Be Kind, Be Responsible, Be Fair, Be Trustworthy*. Or put simply, “Do the Right Thing.” These values promote positive social development, healthy peer relations, student leadership, and guide our students to become considerate, thoughtful members of our school community.
- We provide our students with opportunities to work collaboratively with others and to develop their own personal leadership potential.
- We provide our students with frequent opportunities to share responsibility for the learning process.
- We guide students in the areas of perseverance, accountability, resilience, reflection and self-reliance. We work to cultivate these traits and recognize their increasing importance as our students mature into young adults.

The HJ Way is to "Do the Right Thing"

Be Respectful

- I will behave appropriately in school.
- I will be considerate of others feelings.
- I will be polite and use good manners.
- I will take care of school property.

Be Kind

- I will work to make Henry James a caring community.
- I will appreciate others differences.
- I will be helpful and supportive of others.

Be Responsible

- I will work hard to do my best.
- I will follow all school rules.
- I will think before I act.
- I will be accountable for my choices and actions.

Be Fair

- I will be open-minded and I will listen to others.
- I will recognize that people have different needs.
- I will be willing to compromise.

Be Trustworthy

- I will be honest.
- I will be reliable.
- I will have the courage to do the right thing.

"Creating a Caring Community"

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Directory

Simsbury Public Schools
933 Hopmeadow Street
Telephone: 860-651-3361
Fax: 860-651-4343

Web address: [Simsbury Public Schools](#)

BOARD OF EDUCATION

Tara Donahue Willerup, Chairperson
Susan Salina, Vice-Chairperson
Todd Burrick, Secretary
Lydia Tedone
Thomas Frank
Jeff Tindall
Jennifer Batchelar
Brian Watson

CENTRAL OFFICE ADMINISTRATION

Matthew T. Curtis, Superintendent
Erin Murray, Assistant Superintendent for Teaching and Learning
Susan Homrok-Lemke, Assistant Superintendent of Pupil Services
Neil Sullivan, Director of Personnel
Burke LaClair, Business Manager

HENRY JAMES MEMORIAL SCHOOL

Scott Baker, Principal
Anjanette Belmonte, Assistant Principal

155 Firetown Road
Telephone 860-651-3341
Fax 860-658-3629

CONTACTS FOR FREQUENTLY REQUESTED INFORMATION

Henry James Memorial School: 860-651-3341
Fax Number: 860-658-3629

Web Site: [Henry James Memorial School](#)

Teacher's email address –
1st initial of first name then last name: name@simsbury.k12.ct.us

Transportation
Laura Shellman – Board of Ed: 860-651-3361
Salter's Bus Company: 860-651-3311

Henry James Staff

Scott Baker, Principal

ART

Laurel Archambault
Kristie Arbesman
Stephanie Lauretano

BEHAVIORAL COACH

Jacqueline Santiago

CAFETERIA STAFF

Nancy Smith, Manager
Donna Keene
Brenda Kerr
Ashlee Kerr
Randy Stuck

COMPUTER TECHNICIAN

Wendy Letsch

COUNSELING OFFICE

Sarah Maher, Coordinator
Alexandra Bond
Christopher Hall
Vicki Thibault, Secretary

CUSTODIAL STAFF

Steven Javarauckas, Head Custodian
George Blick, Night Supv.
Stephen Kowal
Otis Francis
Roberto Santiago
Tim Schoenborn

ENGLISH

Bill Antonitis, Dept. Supv.
Sean Hogan
Dawn Medve
Dana Pescatello
Kelly Reese
Allison Young

FAMILY & CONSUMER SCIENCE

Sara Garthwait
Sharon Geoghan
Diane Rigby

HEALTH OFFICE

Patricia Warner, R.N.
Suzanne Sinacori, R.N.
Margie Esthus, Asst. to Nurse

INTERVENTION SPECIALIST

Gertrude Banks

LIBRARY MEDIA CENTER

Peggy Grocki, Media Center Specialist
Lisa Anderson, Library Asst.

MATHEMATICS

Melissa Luke, Dept. Supv.
Scott Behringer
Nicole Criss
Emily Levis
Rebecca Rosenthal
Debra Schott

MUSIC

Marilyn Cannata
Charlotte D'Aleo
Ryan Ford
Lisa Grant
Rich Griswold
Jason Stammen

OFFICE STAFF

Jane Rosenbush
Cheryl Patton
Lisa Szekretar
Donna Trainor
Ann Parise

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Names unavailable at time of printing

PSYCHOLOGIST

Amy Papale

READING

Mary Boucher

SCIENCE

Gregory Kuhr, Dept. Supv.
Doug Haddad
Jen Holzman
Petra Jaeckle-Baldwin
Elaine Kotler
Tim Walczak

SECONDARY TECH. ASST.

Donna Stumper

SOCIAL STUDIES

Allan Amundsen, Dept. Supv.
Brenna Ganis
Kelly Lester
Kim West
Lori Worthen
Noddie Zamgochian

Anjanette Belmonte, Assistant Principal

SOCIAL WORKER

Cindy Claffey

SPECIAL SERVICES

Heather Tanis, Dept. Supv.
Jessica Anastasio
Marti Brueckner
Tracey Goolsby
Tracy McConnell
Kristina Nordell
Katie Wallace

SPEECH & LANG. PATHOLOGIST-

Christy Cestone

TEAM LEADERS

Katie Wallace, Blue 7
Tracy McConnell, Red 7
Kim West, Yellow 7
Allison Young, Purple 8
Petra Jaeckle-Baldwin, Green 8
Brenna Ganis, Orange 8
Laurel Archambault, Unified Arts

TECHNOLOGY EDUCATION

Kurt Dougan
Bryan Forman
Paul Smith

TRANSITION SPECIALIST 7-12

Kevin Dakin

TUTORS

Judy Narvesen
Joelle Vargas
Erica Heuschkel

WELLNESS

Amy Muska, Dept. Supv.
Courtney Galotti
Alex Mazza
Chris Medve
Bill Sickinger
Niko Zimmitti

WORLD LANGUAGE

Amy Klebart, Dept. Supv.
Adria Benard
Marie-Line Bruhl
Christopher Chan
Lisa Martocchio
Laura Tinnirella
Amy Watts

Simsbury Public Schools
Board of Education Goals: 2019-2024

Adopted June 11, 2019

1. **Student Growth and Success:** Simsbury Public Schools will engage all students in rigorous, dynamic, and relevant learning experiences, in alignment to the Simsbury Vision of the Graduate, in order to ensure student growth and achievement.
2. **Compassionate and Connected School Culture:** Simsbury Public Schools will engage our students and adults in an inclusive, responsive, and safe environment that fosters the development of empathetic, ethical, and resilient community members.
3. **Premier Workforce:** Simsbury Public Schools will hire, invest in, and retain passionate and exceptional staff who will contribute to a challenging, innovative, and collaborative culture defined by continuous improvement.
4. **Sustainable and Strategic Investments:** Simsbury Public Schools will identify and advocate for the needs of our school communities in innovative ways to support the success and growth of all students, ensure fiscal responsibility, and the long-term stability of the district.

School Calendar 2019-20

AUGUST				
M	T	W	T	F
26	27	28*	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10**	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*First Day of School

**School will close for the year upon completion of the 180th student school day.

 School Holiday/Vacation/Full Day Professional Development

 Early Dismissal

School Holiday/Vacation/Full Day Professional Development

August 28*	Students' First Day	January 20	MLK Day
September 2	Labor Day	February 17	Presidents' Day
September 30	Rosh Hashanah	February 17-18	Winter Recess
October 9	Yom Kippur	March 20	Professional Development
October 14	Columbus Day	April 10	Good Friday
November 5	Election Day/Prof. Development	April 13-17	Spring Recess
November 28-29	Thanksgiving Recess	May 25	Memorial Day
Dec. 23 – Jan. 1	Holiday Recess	June 10**	Students' Last Day

** Subject to change if needed to make-up for inclement weather days.

BOE adopted 4/24/18

Using this manual:

Under each section heading you will see both regular and italicized text. Board of Education policies are those with the italicized format.

Disclaimer:

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

After-School Program

Due to our belief that we are responsible to develop the whole student, at Henry James we make every effort to provide activities that will interest all of our students. We encourage you students to participate in as many activities as you would like, bearing in mind that you should not overextend yourself and negatively impact your academic performance. Henry James offers a full complement of after-school activities, and students are encouraged to become involved. Most activities run from 2:20 PM to 3:30 PM. Our program includes intramural athletics, activities, and clubs based on both student and teacher interests. Start dates, location and other important information will be announced in our daily notices. There is a listing of all offered clubs and intramural activities in the main office. If you are interested in starting a new club or activity, please see Mr. Baker.

Activity Bus

In order to facilitate your participation in activities, the school does provide an activity bus. Signup begins at 4 pm the day before you intend to take the late bus. Signups close at 10:30 am the day of. You will need to fill out the Google form for each day you plan to take the late bus. The link can be found in your simsburyschools.net bookmarks tab. The bus leaves HJMS at approximately 3:50 p.m. daily. Please note – there is no late bus on early release days. **Only students staying for school activities may use the bus.** Students going shopping, to the doctor's, etc. are not permitted to use the activity bus. **In addition, students may not disembark and re-board the activity bus at SHS.** Students cannot stay after school “just to hang out” – everyone staying after school must be involved in an activity. Please note that activity bus routes are not the same as the regular routes. Therefore, students may have different drop off points. Bus routes are available to examine in the main office.

Announcements

Daily announcements will be made mid-day and will give information of club meetings, athletic/social events and special instructions for the day. If through your extra-curricular involvement an announcement needs to be made, please see Mr. Baker for approval. Check the bulletin board near the cafeteria for a printed copy of daily announcements or for other special announcements. From home, check our web page [Henry James Memorial School](https://www.simsbury.k12.ct.us/hjms) (<https://www.simsbury.k12.ct.us/hjms>).

Arrival to School

School begins promptly at 7:32 AM. On arrival to school prior to 7:17 AM, students report directly to the cafeteria (or directly outside the cafeteria) to wait to move to their first class. Students who arrive late to school must report directly to the office where they will sign in and receive a late slip that will allow them to be admitted to class. At the beginning of the period, attendance and opening exercises will be completed (refer to “Opening Exercises”).

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

Students must, under state law, attend school regularly, and excused absences are permitted only for personal illness, death in the family, religious holidays, emergency medical and dental treatment, or other parental requests as approved by the school principal. **Regular school attendance is essential for school achievement. Vacations during school sessions are strongly discouraged.**

Whenever a student will be absent from school, a parent/guardian must notify the school by telephone, identify him/herself, and state the child's name, grade, and reason for the absence. Please call the main school number when your child is out ill. Our school absence line is available 24 hours a day for your convenience. **Call 860-651-3341 press #1.** When the school is not

informed and the child is absent, the school will attempt to contact the parent(s)/guardian during the school day to verify the absence. Please refer to the homework make-up policy for specific details regarding work missed due to absence.

Please note that for the student's 10th absence and all absences thereafter, a student's absence from school is, with appropriate documentation, 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.*

Absence from school prohibits the student from participation in extracurricular activities for that day or evening. This includes dramatic, musical, social, and athletic activities.

5113 STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs (August 4, 2009)

Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

A. Definitions:

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence"- Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - A. 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.

- B. *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:*
- a. *student illness (verified by an appropriately licensed medical professional);*
 - b. *religious holidays;*
 - c. *mandated court appearances (documentation required);*
 - d. *funeral or death in the family, or other emergency beyond the control of the student's family;*
 - e. *extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;*
 - f. *lack of transportation that is normally provided by a district other than the one the student attends.*
5. *"In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.*
 6. *"Student" - a student enrolled in the Simsbury Public Schools.*
 7. *"Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.*
 8. *"Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.*

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

5113.1 Written Documentation Requirements for Absences

1. *Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.*
2. *The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.*
3. *For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:*
 - a. *student illness:*
 - (1) *signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or*
 - (2) *signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.*
 - b. *religious holidays: none.*
 - c. *mandated court appearances:*
 - (1) *a police summons;*
 - (2) *a subpoena;*
 - (3) *a notice to appear;*
 - (4) *a signed note from a court official*
 - (5) *other official, written documentation of the legal requirement to appear in court;*
 - d. *funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency;*
 - e. *extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation;*
 - f. *lack of transportation that is normally provided by a district other than the one the student attends: none.*
4. *Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.*

5. *The Simsbury Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.*
6. *Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.*

5113.11 Extraordinary Educational Opportunities

1. *To qualify as an extraordinary educational opportunity, the opportunity must:*
 - a. *be educational in nature and must have a learning objective related to the student's course work or plan of study;*
 - b. *be an opportunity not ordinarily available for this exemption;*
 - c. *be grade and developmentally appropriate; and*
 - d. *include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.*
2. *Family vacations do not qualify as extraordinary educational opportunities.*
3. *All requests for approval of extraordinary educational opportunities must:*
 - a. *be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;*
 - b. *contain the signatures of both the parent/guardian and the student;*
 - c. *include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and*
 - d. *include additional documentation, where available, about the opportunity.*
4. *The building principal shall provide a response in writing and include the following:*
 - a. *either approval or denial of the request;*
 - b. *brief reason for any denial;*
 - c. *any requirements placed upon the student as a condition of approval;*
 - d. *the specific days approved as excused absences for the opportunity;*
 - e. *the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.*
5. *All decisions of the building principal relating to extraordinary educational opportunities shall be final.*
6. *Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.*
7. *Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.*

5113. Dismissal

In case of illness or other emergency necessitating dismissal of a pupil, the principal shall notify the parent or guardian before dismissing the pupil, if it is possible to do so. A pupil may also be dismissed from school early for any of the above reasons, provided a request is made by the parent or guardian with whom the pupil resides.

5113.21 Releasing Pupils While in School

Pupils are under control of the school from time of entering school property, until leaving school property after dismissal. Pupils must have permission from school authorities to leave the school premises for any purpose whatsoever.

5113.22 Parent Authorization

Pupils shall be released from school during the school day only to their parents or to persons authorized by their parents. The school principal shall check carefully to make certain that the person claiming to represent the parent is so authorized. This check may be made by telephoning the parent for confirmation or by having the student identify the caller.

5113.23 Other Family Circumstances

In cases of other family circumstances (divorce, step-parents, grandparents, or separated parents, etc.), requests to take the pupil from school prior to scheduled dismissal shall be honored only if legal status is established.

When dismissal is at the parent's request for any reason, the school is relieved of all responsibility for the pupil's welfare.

5113.31 Truancy Exceptions:

1. *A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.*
2. *If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."*

5113.4 Student Withdrawal from School

*A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.*

5113.41 Readmission to School Following Voluntary Withdrawal

1. *Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.*
2. *If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.*

5113.5 Determinations of Whether a Student is "In Attendance":

1. *A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.*
2. *On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."*
3. *Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.*

5113.6 Procedures for Students in Grades K-8*

1. Notification

- a. *Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Simsbury Public Schools.*
- b. *Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.*

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[for his/her designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

[*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]

5113.7 Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- c. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team **[or other appropriate school based team]** to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. If a FWSN petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
 - i) For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team **[or other appropriate school based team]**. Upon completion of the evaluation of a regular education student, the Child Study Team **[or other appropriate school based team]** shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
 - ii) In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

5113.8 Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding truancy in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

5113.9 Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

Backpacks/Book Bags/Book Sacks

Backpacks/book bags/book sacks are viewed as a means of carrying books to and from school and as such are expected to be left in lockers during the school day.

Bicycles

If you ride your bike to school, you should not arrive before 7:17 AM. If you must arrive before then, you are expected to wait in the same area as the bus students. This area is the cafeteria or directly outside the cafeteria. Park your bike in the bike rack located directly at the south entrance in front of the building. You are not permitted to leave your bike in any other location.

Always lock your bike to prevent theft.

Bullying/Safe School Climate

Bullying behavior by any student in the Simsbury Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying is defined as:

- a. the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district
- b. a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district that:
 - i. causes **physical or emotional harm** to such student or damage to such student's property,
 - ii. places such student in **reasonable fear of harm** to himself or herself, or of damage to his or her property,
 - iii. creates a **hostile environment** at school for such student,
 - iv. **infringes on the rights** of such student at school, or
 - v. **substantially disrupts the education process** or the orderly operation of a school.

School-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education. The Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail.

5131.911 BULLYING PREVENTION AND INTERVENTION POLICY

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 cyber bullying, 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, "**Cyber bullying**" 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 each 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.

Legal References:

*Conn. Gen. Stat. 10-145a
 Conn. Gen. Stat. 10-145o
 Conn. Gen. Stat. 10-220a
 Conn. Gen. Stat. § 10-222d
 Conn. Gen. Stat. 10-222g
 Conn. Gen. Stat. 10-222h
 Conn. Gen. Stat. §§ 10-233a through 10-233f
 Public Act 14-172, "An Act Concerning Improving Employment Opportunities Through Education And Ensuring Safe School Climates"
 Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School Climate Plans By The Department Of Education And A Student Safety Hotline Feasibility Study"
 Public Act 14-234, "An Act Concerning Domestic Violence and Sexual Assault"*

Revised June 14, 2016

5131.912 SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyber bullying and teen dating violence and sets forth the Board's

expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying, Teen Dating Violence and Retaliation

- A. The Board expressly prohibits any form of bullying behavior and teen dating violence 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.*
- B. 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;*
- C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process.*
- D. In addition to prohibiting student acts that constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.*
- E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan 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.*

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to 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, 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.*
- B. 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.*

III. Other Definitions

- A. **"Cyber bullying"** 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.*
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;*
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;*
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;*

- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.
- J. **"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.

IV. *Leadership and Administrative Responsibilities*

- A. **Safe School Climate Coordinator**
The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:
 - 1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
 - 2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
 - 3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
 - 4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.
- B. **Safe School Climate Specialist**
The Principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. *Development and Review of Safe School Climate Plan*

- A. The Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) implement the provisions of the school security and safety plan, if applicable, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, 4) review and amend school policies relating to bullying; 5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying; 7) collaborate with the Coordinator in the

collection of data regarding bullying; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, 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.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying 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, that an investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the

measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.

- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement
If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.
- F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

VIII. Teen Dating Violence

- A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.
- B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.
- C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

IX. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

X. *Other Prevention and Intervention Strategies*

- A. *Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint of bullying. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.*
- B. *A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.*
- C. *The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying and teen dating violence:*

i. *Non-disciplinary interventions*

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. *Disciplinary interventions*

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints of bullying, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board’s Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board’s Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and teen dating violence, and/or when past interventions have not been successful in eliminating bullying behavior.

iii. *Interventions for bullied students and victims of teen dating violence*

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or victim of teen dating violence may include the following:

- a. Referral to a school counselor, psychologist or other appropriate social or mental health service;*
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;*
- c. Encouragement of student to seek help when victimized or witnessing victimization;*
- d. Peer mediation or other forms of mediation, where appropriate;*
- e. Student Safety Support plan;*
- f. Restitution and/or restorative interventions; and*
- g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.*

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;*
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence are likely to occur;*
- c. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;*
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;*
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;*
- f. Student peer training, education and support; and*
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;*
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence, including any such program identified by the Department of Education;*
- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;*
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;*
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;*
- l. Avoidance of sex-role stereotyping;*
- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;*
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;*
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;*

- p. *Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;*
 - q. *Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.*
- D. *In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”*
- E. *Funding for the school-based bullying intervention and school climate improvement strategy may originate from public, private, federal or philanthropic sources.*

XI. Improving School Climate (REVISED FROM PRIOR VISION & CORE BELIEFS)

As stated in the District Vision for the Simsbury Public Schools:

The Simsbury Public Schools cultivate the mind, body, and character of each student. We engage students with a meaningful and rigorous academic foundation so that they can contribute to a global society with integrity, compassion, and resilience.

Strategies to improve school climate:

We believe in setting challenging expectations and supporting all students to achieve high standards of performance.

We believe in developing a passion for lifelong learning.

We believe in academic and extracurricular experiences that emphasize intellectual, physical, artistic and social/emotional well-being.

We believe in the value of collaboration and communication among faculty throughout the district.

We believe in the power of building relationships between staff, students and community.

We believe in the importance of effective communication between families and school personnel to nurture the educational experience of each child.

We believe that family and community partnerships enhance and enrich the learning experiences for all students and staff.

We believe that the school community must strive for continuous improvement and excellence.

Note: Specific school based plans are annually revised as part of the District Continuous Improvement cycle.

XII. Annual Notice and Training

- A. *Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.*
- B. *The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.*
- C. *At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.*
- D. *After July 1, 2014, any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.*

XIII. School Climate Assessments

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Connecticut State Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Connecticut State Department of Education.

Legal References:

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,

Series 2008-2009 (March 16, 2009)

Public Act 14-172, "An Act Concerning Improving Employment Opportunities Through Education And Ensuring Safe School Climates"

Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School Climate Plans By The Department Of Education And A Student Safety Hotline Feasibility Study"

Public Act 14-234, "An Act Concerning Domestic Violence And Sexual Assault"

Revised June 14, 2016

Bus Transportation

Henry James' rules apply when coming to or leaving school. Those of you who ride the bus should remember that the bus driver has responsibility and authority over all students who are on the bus. Misbehavior on the bus is subject to disciplinary action and may result in suspension of bus privileges.

You are expected to ride only the bus to which you are assigned and to get off at your regular stop. Any request to ride a different bus for any reason, must be made by parents, either by phone, in person, or by a note to the Henry James office.

In order to facilitate your participation in activities, the school does provide an activity bus that leaves the school at approximately 3:50 PM. Please see "Activity Bus" for detailed information/regulations on this topic.

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/ Director of Human Resources in the central office building: 860-651-3361. A written record of all complaints will be maintained and an investigation of the situation will take place.

5147 TRANSPORTATION

5147.1 Routes and Services

Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

- 1. provide for the safety of students.*
- 2. supplement and reinforce desirable student behavior patterns.*
- 3. assist disabled students appropriately.*
- 4. enrich the instructional program through carefully planned field trips as recommended by the staff.*

Definitions

- 1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.*
- 2. "Walking distance" means the linear measure of prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Simsbury Board of Education.*
- 3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.*
- 4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.*
- 5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to and from school and/or a designated bus pick-up area.*
- 6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.*

7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the a student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	door to door
1-6	3/4 mile
7-12	1 1/2 miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Board, it is in the best interests of the district to provide transportation.

Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:

1. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
 - a) For pupils in grades K through 6:
 - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect; OR
 - (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection.
 - b) For pupils enrolled in grades 7 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school;
 - c) For all pupils:
 - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR
 - (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.
2. Any street, road, or highway that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
 - a) For pupils enrolled in grade K through 6:
 - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR
 - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
 - b) For all pupils:
 - (i) the presence of man-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
 - (ii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
 - (iii) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
3. For pupils in grades K through 4, the following conditions shall be deemed hazardous:

- a) *a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; OR*
 - b) *any area adjacent to a roadway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.*
4. *For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.*

Applicability and Exceptions

1. *This policy is applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.*
2. *Special Education pupils and pupils eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.*
3. *The Board of Education may grant an exception to any guideline set forth in this policy where a peculiar condition or combination or conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within this policy.*

Complaint Procedure

The superintendent of schools shall develop and implement a procedure for the reporting of all complaints relative to school transportation safety and shall cause to be maintained a written record of all such complaints received.

Revised January 10, 2006

Cafeteria

Henry James will be serving breakfast and lunch. There are three lunch waves. During lunch we expect you to use your very best manners and show consideration for those sharing your eating area. You have several choices for lunch. You may buy a hot lunch, which is set up under the National School Lunch Program administered through the Connecticut State Department of Education. The Board of Education provides lunches free of charge or at a reduced rate to those students who otherwise would not have an adequate lunch. The Director of Nutrition Services determines eligibility for participation in this program. Information regarding reduced lunch charges is included in packets sent home on the first day of school. For further information please call the school nurse.

Breakfast Price: \$2.00

Lunch Prices: Full Lunch \$3.50, Milk \$.50

You may also bring your lunch from home and/or choose sandwiches, milk, snacks, salads etc. from our cafeteria. Each student is responsible for bringing their own lunch money. Students may also have lunch accounts that are accessed by giving cafeteria staff a personal identification number (PIN) at check out. PINs remain the same from year to year between schools. The office staff will not disturb classes by calling students to pick up lunches brought into school after the school day begins. These lunches should be marked with the student's name and left in the office to be picked up as the student passes to lunch.

Cafeteria Do's and Don'ts

- Find a seat where you must stay for the entire lunch period. Raise your hand if you need to get up.
- Chairs or tables should not be moved around the cafeteria.
- Keep your table neat and clean; throw all your garbage in the trashcan.
- Eat all food in the cafeteria; do not take food or drinks out of the cafeteria.
- Wait your turn in the food lines. Cutting ahead is not acceptable.
- Eating at the outside tables is a privilege reserved for eighth grade students.
- Students are not permitted to leave the cafeteria unless dismissed by a supervising teacher.

Cell Phones

For information regarding cell phones, please see Personal Electronic Device Expectations.

Cheating and Plagiarism

The following is intended as a guideline for students and parents of what constitutes cheating. **It is not meant to be an all-inclusive list. Faculty/administration will make the final determination as to what behaviors constitute cheating.** It is hoped that parents will engage their children in a discussion regarding the meaning of personal honor and integrity. Henry James

School holds high standards of personal conduct for students, and parents can reinforce those standards by articulating an ethical code through discussion with their children. The following are some of the actions which constitute cheating and will result in disciplinary action:

- Copying someone else's homework, or allowing someone else to copy your homework, whether handwritten or computer-generated.
- Copying data from lab partners is acceptable; copying conclusions is not.
- Using any materials (for example, notes), other than those permitted by the teacher, while taking a test or quiz.
- Asking for or giving specific information about a test already taken by another student.
- Asking for or giving information to another student while taking a test or quiz. This includes looking at someone else's work or allowing someone else to look at the student's own paper.
- Talking during a test or quiz, even if one's paper is already handed in, before all students have finished the task.
- Copying anyone else's work (another student, a parent, or a published source) and handing it in as student's own work.
- Listing a bibliography from an encyclopedia, the card catalogue, or an electronic source as the student's own works cited list. Each item on works cited list must be read and used by the student.

PLEASE NOTE: Giving and asking for information with respect to homework or tests are considered equally wrong and copying anyone else's class work applies equally to materials from print and electronic sources (computer, radio, television, videos, etc.). Any material taken directly from a computer source, just as with any source, constitutes cheating, unless the student rewrites in his or her own words or uses quotation marks. The following definition details what constitutes plagiarism:

Plagiarism is defined as "the stealing and using of another's ideas, words, or phrases as one's own" (American Heritage Dictionary of the English Language). Henry James Memorial School wishes to make clear that **direct copying from a source, word for word** is unacceptable. Students must acknowledge any direct copying with appropriate citation.

Computer/Technology Use

Student Technology Access Agreement Grades 7-12

This agreement outlines behaviors based upon the BOE Computer Use Policy (5134) that Simsbury Public Schools expects students to follow when using:

- School-owned technologies (*See the Chromebook 1:1 Anytime, Anywhere Learning on the district website under Henry James Memorial School for additional expectations*)
- Personally-owned technologies on school property (*See the student handbook section on Personal Devices for more information*)
- School provided online educational services (*See Educational Online Services below*). We abide by the CT student data privacy law and utilize services that have agreed to the CT EdTech Student Data Privacy pledge.

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 are 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 are aware of data-collection technology used to track their navigation online.

Definition above modified from ISTE Student Technology Standards 2016

Examples of Responsible Use

I will:

1. Use school technologies and online services for school-related activities and be respectful of bandwidth limits.
2. Follow the same guidelines for respectful, courteous, responsible behavior online that I am expected to follow offline. (Refer to student handbook for code of conduct.)
3. 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).
4. Treat school resources carefully and alert staff if there is any problem with their operation.
5. Engage in positive, constructive discussion when allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, and posts).

7. Use school or personal technologies at appropriate times and in approved places, for educational pursuits.
8. Cite sources when using online sites and resources for research.
9. Be cautious to protect the safety and identity of others and myself.
10. Ask permission before recording an individual or groups and disclose intended use of the recording.
11. 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. Use school technologies and online services in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
3. Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the Simsbury Public Schools network.
5. Use the school’s network to download/ update apps, software programs, stream large video files on my personal electronic device(s).
6. Engage in cyber bullying, harassment, or disrespectful conduct toward others.
7. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
8. Use school technologies and online services to send spam or chain mail.
9. Plagiarize content I find online.
10. Post or otherwise disclose personally identifying information, about others or myself.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn’t intended for my use.
14. Record an individual or group without asking their permission or after they have denied permission.

Modified from South Vermillion Community School Corporation Student Technology Responsible Use Policy

NOTE: This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies in school.

Online Educational 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 do not approve providers who use personally identifiable information outside of Family Educational Rights and Privacy Act (FERPA) standards.

These services include Google’s G Suite for Education (GSFE), which is used extensively by our students and teachers in grades 3 through 12 for classroom and homework assignments. Our agreement with Google gives us the ability to manage users, groups, and settings. Personal student information and student education “records” stored in G Suite include assignments, notes, projects created by the student. Google accounts consist of student name and logon credentials. Students in grades 3-12 have individual logons to G Suite in order to access Chromebooks and the G Suite apps. Grades 7-12 have active school gmail accounts. For grades 7-10 these accounts are limited to our school domains: Simsbury.k12.ct.us and simsburyschools.net. Students cannot receive or send emails outside these domains except for receiving emails from other school-provided services for password resets, etc. These accounts are for schools related work and school activities only and are not to be used as “persona, private” accounts.

5134 POLICY REGARDING STUDENT USE OF THE DISTRICT’S COMPUTER SYSTEMS AND INTERNET SAFETY

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today’s educational environment. 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.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. 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.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district’s computers and computer systems.

ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where –

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct. Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized access, including "hacking" and other unlawful activities by minor online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

Adopted January 10, 2006

Continuing Education

The Department of Continuing Education (DCE), located at the south end of Henry James Memorial School, provides academic and enrichment programs for school students and adults throughout the year. During the summer the department offers students subject area courses for enrichment, reinforcement, and credit. For complete details contact Mr. Krum at 860-658-3870.

Curriculum

Henry James offers a very challenging curriculum. We believe that all students can learn at high levels of achievement. Students are placed by teacher recommendation in the curricular areas of English and mathematics. Reading interventions may also be recommended on a case by case basis. Levels include:

Mathematics:	Math 7 - Level I, II	Math 8 - Level I, II
English	English 7 - Level I, II	English 8 - Level I, II

Classroom teachers have made a special effort to recommend the appropriate level in English and math. Students and their parents are notified in mid-May of any changes in level placement. Parents in disagreement with the recommended level(s) are to make contact with the teacher and school counselor. If an agreement cannot be reached, parents may meet with the department supervisor and, if necessary, with the school principal thereafter.

Discipline

Our mission states that Henry James Memorial School welcomes the challenge to prepare students for success at the high school level and beyond. We foster the physical, social, emotional and intellectual potential of every student through a relevant curriculum and varied instruction that embodies critical thinking, problem solving, and reflection. At times it is necessary to utilize the vehicle of discipline in this process.

Our discipline policy serves three purposes: (1) to provide guidelines for student behavior, (2) to outline procedures to parents, teachers, administrators and staff and (3) to implement a developmentally appropriate consequence so as to deter poor behavior choices and increase positive behavior. Consistency is important in a well-run school. Therefore students are expected to follow all school rules including those of the classroom, cafeteria, and transportation. Rules will be taught, posted, and reviewed regularly. Student misbehavior will be handled initially by the classroom teacher. Appropriate consequences, including but not limited to parent contact, classroom detention, and after school detention, may be used. Chronic offenses and serious misbehavior will be handled by the administration. Students who are referred to the administration will have a disciplinary record established and maintained in the office, and an appropriate consequence for the misbehavior will be determined.

Henry James Expectations – Please refer to the BOE policy regarding school discipline on the following pages.

- Follow the "HJ Way" – Be Respectful, Be Kind, Be Responsible, Be Fair, Be Trustworthy.
- Cooperate by behaving in a calm and appropriate manner when addressed by an adult.
- Use the lavatory between classes or during your lunch break.
- Take pride in our school and its grounds by being responsible for your own litter. Be helpful and pick up papers accidentally dropped by others.
- Follow our efforts to keep our school clean by eating only in the cafeteria and during your lunchtime.
- Cooperate with our safety rules at all times.

- Help us make our school a place for learning by leaving inappropriate materials at home. Inappropriate items include but are not limited to: water pistols, caps, or other noise makers, firecrackers, smoke bombs, laser pointers, hair dryers, beepers, matches, knives and any other dangerous weapon or firearm. These items will be confiscated if they are found in your possession and disciplinary action will be taken.
- Remember that unless it is an approved fundraiser, buying and selling of any items, including gum or food, is against our policies.
- Abide by our regulations prohibiting gambling of any kind in school. Playing cards, rolling dice, or any other form of gambling is forbidden. Teachers will confiscate such materials and money and refer you to the administration if you violate this rule.
- Chewing gum is prohibited at all times.
- Respect yourself and others by adhering to the dress code.
- The sending, sharing, viewing or possessing of pictures, emails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited in the school setting and is subject to disciplinary action.

If you follow the rules, you can expect to spend two years at Henry James without an after school detention or any other kind of disciplinary action.

Detention

Classroom Detention: Classroom teachers may request students to remain during lunch or after school for misbehavior. Students will be given a 'Parent/Teacher Communication Form'. This should be presented to their parent, signed and returned to the teacher within 24 hours. In no case will a student be required to remain after school without a parent's consent.

General Office Detention: Each student who is detained after school for violation of rules will be given written notification at least one day preceding such detention. It will then be the responsibility of each student to give this notification to his or her parent/guardian for their signature and to return the signed detention to the office by the beginning of lunch period on the day the detention is to be served. General detention is held on Monday and Thursday afternoons until 3:35 PM.

Suspension/ Expulsion

Serious and continued infraction of school rules may result in suspension/expulsion. Suspension is defined as an exclusion from school privileges for not more than ten consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. The administration may suspend any pupil for cause. However, no student may be suspended without an informal hearing before the building principal or his/her designee at which time the pupil shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, provided nothing herein shall be construed to prevent a more formal hearing from being held if the circumstances surrounding the incident so require. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. The Board of Education may expel any pupil for cause provided that "no student will be expelled without a formal hearing" conducted in accordance with procedures governing hearing as established by statute.

5133 **STUDENT DISCIPLINE**

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 $\frac{1}{2}$ " 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 reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- II. Scope of the Student Discipline Policy
- A. **Conduct on School Grounds or at a School-Sponsored Activity:**

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

B. Conduct off School Grounds:

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 or 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 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 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 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 occurs 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

IV. Procedures Governing Removal from Class

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

V. Procedures Governing Suspension

- A. *The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.*

1. *Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.*
2. *If suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student: (a) poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (b) the administration determines that an out-of-school suspension is appropriate based on evidence of (i) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.*

3. *Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.*
4. *By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.*
5. *Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.*
6. *In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.*
7. *Notice of the original suspension shall be transmitted by the principal or designee to the superintendent of schools or designee by the close of the school day following the commencement of the suspension.*
8. *The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.*
9. *The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.*
10. *Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.*
11. *If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.*
12. *The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.*
13. *During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.*

- B. *In cases where the suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee who will request a formal Board hearing. If an emergency exists, such hearing shall be held as soon after the suspension as possible.*

VI. Procedures Governing In-School Suspension

- A. *The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.*
- B. *In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.*
- C. *No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.*
- D. *In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.*
- E. *The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.*

VII. Procedures Governing Expulsion Recommendation

- A. *A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.*
- B. *Students in grades preschool through two are exempt from expulsion unless he/she (1) possess firearms or certain other weapons or (b) sell or distribute controlled substances.*
- C. *Students in preschool may be subject to expulsion if he/she possesses a firearm on or off school grounds or at a preschool program-sponsored event.*
- B. *A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:*
 - 1. *was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or*
 - 2. *off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or*
 - 3. *was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.*
 - 4. *The following definitions shall be used in this section:*
 - a. *"Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.*
 - b. *"Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon includes a weapon from which a shot may be discharged when such weapon is designed for violence and is capable of inflicting death or serious bodily injury and may include pellet guns and/or air soft pistols.*
 - c. *"Electronic defense weapon" means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.*
 - d. *A "firearm" as defined in 18 U.S.C § 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device.*
As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than 1/2" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
 - e. *"Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.*
 - f. *When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon as defined above or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.*
- C. *Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.*

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

VIII. Procedures Governing Expulsion Hearing

A. *Emergency Exception:*

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

B. *Hearing Panel:*

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

C. *Hearing Notice:*

- 1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.*
- 2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.*
- 3. The written notice of the expulsion hearing shall inform the student of the following:*
 - a. The date, time, place and nature of the hearing.*
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.*
 - c. A short, plain description of the conduct alleged by the administration.*
 - d. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, and that the expulsion hearing will be the student's sole opportunity to present such evidence.*
 - e. The student may cross-examine witnesses called by the Administration.*
 - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.*
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is handicapped.*
 - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).*
 - i. Information about free or reduced-rate legal services and how to access such services.*

D. *Hearing Procedures:*

- 1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.*
- 2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.*
- 3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.*
- 4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.*
- 5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.*

6. *Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.*
7. *After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.*
8. *In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.*
9. *If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.*
10. *When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative file, except as so provided in Section V.A (9) (10) (11), above, and Section XI, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.*
11. *Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.*
12. *Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.*
13. *The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.*
14. *The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.*
15. *The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.*

E. Expulsion Notice:

The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

F. Presence on School Grounds and Participation in School-sponsored Activities During Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

IX. Board Policy Regarding Mandatory Expulsions

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

X. Alternative Educational Programs for Expelled Students

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

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

- B. *Students sixteen (16) to eighteen (18) years of age:*
The Board of Education will provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.
- C. *Students eighteen (18) years of age or older:*
The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.
- D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*
Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

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

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

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

XII. Change of Residence During Expulsion Proceedings

- A. *Student moving into the school district:*
 - 1. *If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.*
 - 2. *Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.*
- B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

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

- A. *Suspension of IDEA students:*

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

- 1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.*
- 2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.*

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

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

- 1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.*
- 2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.*
- 3. If the IEP team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.*
- 4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.*
- 5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.*
- 6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.*

C. Transfer of IDEA students for Certain Offenses:

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

- 1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or*
- 2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.*
- 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.*

As used in this subsection XIII.C., the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length. The term “controlled substance” means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c). The term “illegal drug” means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

“Serious bodily injury” means a bodily injury which involves: (a) a substantial risk of death; (b) extreme physical pain; (c) protracted and obvious disfigurement; or (d) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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

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

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the recommended expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion.

XV. Procedures Governing Expulsions for Students Seeking to Return to the School District After Juvenile Detention

If a student seeks to return to the school district after committing an expellable offense for which he/she served a period of one year or more in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, the district shall allow the student to return and may not expel the student for additional time for such offense.

XVI. Early Readmission to School

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

XVII. Dissemination of Policy

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

XVIII. Compliance with Reporting Requirements

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

Dismissal

Dismissal of students from classes at the end of a period shall be by teachers only. Students are to remain seated until dismissed. Teacher discretion supersedes the bell which is typically a signal to move into the next period. At the end of class, the first student out should carefully open the classroom door and all students should walk to the next class.

The procedure for dismissing students with physical limitation early from class is as follows:

The teacher with a student on crutches will choose a student in the same class to carry his/her books to the next classroom, and dismiss both students a few minutes early. It will be the classroom teacher's responsibility to choose a reliable student for carrying the books, and to allow enough time before the bell for safe arrival at the next class.

Dress Code

The intent of this dress code policy is to encourage all concerned to dress, groom, and conduct themselves appropriately. Henry James encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community. To promote a positive, safe, and non-disruptive learning environment, proper attire must be worn; extreme or distracting dress will not be permitted. Students deemed to be in violation of the dress code will be referred to the main office by a staff member. At this time, your child will meet with administration and/or administrative assistants, in a discreet manner, who will make the final decision on what is unsafe or disruptive to the learning. If a student is sent to the office during class time, the decision will be communicated back to the staff member making the referral. The following attire is prohibited in the Henry James Memorial School during the school day and at school functions:

- Any clothing deemed to be too tight or revealing.
- Shirts and/or blouses which reveal the abdomen or back. *Our guideline: length should be at least 1 inch overhanging the top of pants or skirt.*
- Shirts or blouses which reveal the chest or undergarments (including undergarment straps), such as halter tops, razor back, narrow and single strapped tops or spaghetti straps. *Our guideline: the width of each shirt strap is at least 1 inch.*
- Shirts not covering the entire upper body and see-through tops.
- Shorts, miniskirts or pants that expose the upper thigh or undergarments even when seated. *Our guideline: standing straight with the shoulders relaxed and arms hanging loosely at the sides, the shorts or skirt should be longer than the longest finger on the hand.*
- Pants that are worn low on the waist that do not allow for safe movement.
- Sleepwear: pajama tops or bottoms, including slippers.
- Spiked or studded bracelets, necklaces, belts or any other spiked/studded attire. Only small chains attaching wallets and/or keys to pants are allowed. Any other types of chains are not allowed to be carried and/or worn at any time.
- Apparel or accessories which portray or advertise disruptive, offensive, violent or sexually suggestive writing or pictures. This includes logos or emblems that promote the use of drugs, tobacco products, alcoholic beverages, or weapons.
- Apparel promoting discrimination to groups of people based on religion, race, ethnicity, gender, sexual orientation, or disability.
- Coats, jackets, gloves and/or other attire normally worn as outerwear. These should be left in lockers upon arrival at school.
- Head coverings of any kind including, but not limited to bandanas, masks, kerchiefs, athletic head bands, hats, caps or hoods. These are to be left in locker upon your arrival at school. Religious head coverings are allowed.
- Footwear that mars or damages floors, or is a safety or health hazard. Footwear must be worn at all times.
- Sunglasses and other non-prescriptive eyewear (unless required by a doctor's written order).

5135 STUDENT DRESS

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.

The administration shall include in student handbooks specific information regarding types of student dress that are in violation of Board policy.

Adopted January 10, 2006

Early Dismissal

Early dismissal will be granted for emergency or other valid reasons. Parents are encouraged to schedule appointments with doctors or dentists outside of school hours. Parents must come to the main office for early dismissal. It is required that a parent or guardian signs the early dismissal roster in the main office before the student is dismissed. If a student becomes ill at school, the school nurse will authorize dismissal. A parent or guardian will be notified and will be responsible for providing transportation home. Sign out procedures apply.

No minor student enrolled in the Simsbury Public Schools shall be removed from school during the school day or after school except by the custodial parent or legal guardian. The school administration may permit removal by another person upon receipt of written permission of such removal from the student's custodial parent or legal guardian.

Students are not allowed to leave school buildings or grounds once they arrive without permission of the administration.

Emergency Closings

In the event that the school will be closed because of bad weather or other emergencies, please access our website at [Simsbury Public Schools](https://www.simsbury.k12.ct.us/) (<https://www.simsbury.k12.ct.us/>) under "emergency closings". An announcement may be made on radio and television stations between 6:30 AM and 8:00 AM.

Evacuation/Fire and Lockdown Drills

Evacuation/Fire Drills

To comply with fire laws, the school holds **evacuation / fire drills** at regular intervals. The signal for a fire drill is made school wide followed by voice warnings to exit the building. Students are required to follow the directions posted in each classroom. Students are to file out the designated exit in single file with one hand on the shoulder of the person in front. The students will be led by the teacher. Windows and doors should be closed by a responsible person. Talking is not permitted. Students must follow all adult directions in a swift and orderly manner.

Lockdown Drills

In addition, the school system has developed responses and protocol for addressing school emergency situations. **Lockdown Drills** are practiced in each school on a regular basis. The **Lockdown Drill** is in response to a dangerous situation in the building, i.e. hostile or suspicious intruder. Under Lockdown conditions, a complete lockdown of the school occurs. The staff has been instructed on the action steps to increase the safety of students and staff. Should an actual emergency situation occur at Henry James, the school will not be accessible to anyone other than police and emergency personnel. Henry James Memorial School may be designated as a command post for receiving and transmitting information to the public. In the event that Henry James School is the Lockdown School, then Simsbury High School will be designated as the command post. All other schools will also go into a lockdown protocol and students will only be dismissed after receiving authorization from the Superintendent of Schools or the Simsbury police in the event of an emergency.

Exemption from Instruction

6114.5 EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction in Acquired Deficiency Syndrome (AIDS), dissection of animals, family life and sex education, firearms 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.

Field Trips

Educational field trips are planned to enrich and extend the Simsbury middle school curriculum. School trips for educational purposes will occasionally be sponsored by teams or academic departments. Parents are always notified about field trips in writing and must give written permission for students to attend. The student must then bring a written permission form from a parent or guardian to participate in a field trip. All school rules and regulations apply to students attending field trips.

Fundraising

5129 FUNDRAISING

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, students 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.

Grading

It is important for students and parents to be aware of academic progress throughout the school year. Again this year, HJMS will be utilizing an on-line system that allows students and parents the opportunity to view the student's individual grades in each class. Information about the system will be made available to parents at open house and through subsequent communications.

The following is an outline of the grading system used at Henry James:

Superior	A+ = 100- 97	A = 96-93	A- = 92-90
Above Average	B+ = 89-87	B = 86-83	B- = 82-80
Average	C+ = 79-77	C = 76-73	C- = 72-70
Below Average	D+ = 69-67	D = 66-63	D- = 62-60
Failure	F = below 60		
I	Incomplete		
NG	Non-Graded		

Hallway Conduct

Between classes, many people are moving through our halls. In order to ensure everyone's safety, we ask you to demonstrate appropriate hallway conduct by following the "HJ Way". In addition, please move to the right to avoid congestion, and do not block the way as you move along. Food is not to be consumed in the hallways. When returning from the cafeteria, hallway noise should be kept to a minimum.

Hazing

5131.91 HAZING

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.

Adopted 5-14-02

Health Services

A registered nurse staffs the health office during school hours each school day. If you are feeling ill during the day or you need to talk to the nurse about any health or related concerns, please stop by the health office.

Illness and Accidents

The nurse will administer first aid for all minor injuries received at school or while going to and from school. Should the injury be more serious, the nurse will notify the parent; if she cannot reach the parent, she will call the family physician and the person listed on the emergency medical data card. If no other course of action is possible, the nurse will call 911. If you become so ill that you must go home, the nurse will call your parent to pick you up or arrange for another adult to do so. Please contact the health office if your emergency contact information changes during the school year.

Screening Examinations

The school nurse conducts the following screening examination:

Posture: Female students in grade seven and male students in grade eight.

Reporting Accidents for Insurance Claims

All accidents should be reported to the school nurse ***immediately***. If a student has purchased the Student Accident Insurance offered by the school, is injured, it is the student's responsibility to inform the school nurse and to file a claim with the insurance carrier. If the injury resulted from an interscholastic sports activity (varsity, junior varsity, or freshman), the student must report to the trainer immediately so that an injury report can be completed. The student must then submit all bills to the family's private insurance company, not to the school or its insurance company. The balance of the bills not paid by the family's insurer should then be sent to the school insurance carrier. The reason for this procedure is that the interscholastic sports insurance provided by the Simsbury Board of Education is secondary coverage only.

Communicable Diseases and Immunizations

Parents should report all cases of communicable diseases to the school nurse. The school excludes students with certain conditions and directs them to see their family physician. The student may return to school upon treatment and having been seen by the school nurse. The Simsbury Board of Education, as mandated by Connecticut law, requires that all secondary students be successfully immunized against polio, rubella (measles), diphtheria, tetanus, mumps, varicella, meningitis, and Hepatitis B.

Transfer students must submit written proof of the required immunization to the nurse prior to registration. Students may not be allowed to register until they have presented complete health information to the nurse.

Physical Examination

The Simsbury Board of Education requires all students wishing to participate in high school interscholastic sports to submit, before the first practice of the sport, annual proof of a physical examination. Henry James and the high school offer a sports clinic in May for a minimal fee if the student does not wish to utilize their own family physician. Notification of the sports clinic will be given to students and published in the school's newsletter.

Homebound Tutoring for Extended Illnesses

If it appears that you will be absent for at least fifteen or more consecutive school days due to an illness or an injury, your parent should contact the school nurse about home tutoring. The nurse will provide the necessary resources.

Medications

(In accordance with CT law and Simsbury Board of Education policy)

5146.4 Administering Medications

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable.

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

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or

eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Storage and Administration of Epinephrine

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: EpiPens expire yearly. Therefore, schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two-pack EpiPens.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (EpiPens) for such emergency use.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education (Section 10-212a-2) for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an EpiPen.

Following the emergency administration of epinephrine by a qualified school employee to a student who does not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional, such administration must be reported immediately to the school nurse or medical advisor, the student's parent/guardian by the school nurse or the qualified school employee and a medication administration record shall be submitted by the qualified school employee at the earliest possible time, but not later than the next school day. Such record must be filed in or summarized on the student's cumulative health record.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

Note: The regulations indicate that boards of education determine the regular school hours for each school. Another definition could be the hours specified in the Teacher's Contract for the normal school/employment day in terms of hours.

Administration of Anti-Epileptic Medications to Students

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

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

School Bus Drivers Training

By June 30, 2019, school transportation carriers must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction. Such training can be completed online, provided the online module fulfills legislative requirements.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

Adopted June 11, 2019

Before any medication may be taken by a student, the Simsbury Schools' authorization form must be filed in the school health office and renewed each school year. This form includes authorization of the physician and/or dentist and parent/guardian for administration by the nurse or for the student to self-administer. A student may carry the medication and self-administer only if it is stated on the form. If it is a controlled drug, it must be kept in a locked cabinet in the health office and may not be self-administered. The medication must be in the pharmacy prepared container labeled with the name of the student, name of the drug name, strength, dosage, and frequency, with the physician's or dentist's name and the date of the original prescription. Any medication received in a non-pharmaceutical container will not be administered. All controlled medication must be brought to the school by the parent/guardian and delivered to the school nurse personally. No aspirin, Tylenol or any other oral over the counter drug will be administered by the nurse without a completed medication authorization form on file in the health office that has been signed by a physician.

Students must stay home from school if they have:

- Fever over 100 degrees;
- An undiagnosed rash;
- Vomited in the past 24 hours
- More than one episode of diarrhea;
- Copious yellow/green mucus discharge from nose;
- A severe earache, with or without fever;
- A severe sore throat with symptoms indication possible strep throat;
- An active infestation of head lice;
- A communicable illness;
- An undiagnosed skin wound, sore or lesion that appears infected (is red, swollen or draining fluid)

Students must remain home:

- For 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication;
- For 24 hours after the first dose of antibiotic for the treatment of strep throat;

- For 24 hours after vomiting has ended;
- Until adequately treated for head lice, scabies, or other infestation, communicable illness or skin infection, and assessed by the school nurse; or have been assessed by a physician and determined to be non-communicable. A physician's note may be required for return to school based on nursing judgment.

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 administrator 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 imitate 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.

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 call your school nurse or Sue Beardsley, Director of Health Services at 860-658-0451- ext 711.

Homework and Homework Makeup

6117 HOMEWORK

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. The Superintendent will work with the administration to establish guidelines for homework at each grade. These guidelines will be based on developmentally appropriate practice and consider the overall workload of students.

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
4. Broaden the student's experiences for increased classroom participation

Adopted June 11, 1985

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.
- Returning assignments on the due dates.

- Discussing homework related concerns with teachers.

Parents/guardians can encourage homework completion 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 with assistance when necessary.
- Communicating with teachers when there seems to be an issue with your student's homework completion.

The amount of homework each night may vary, but a good rule of thumb is at least 15-25 minutes per subject each night. Before you are satisfied that you have finished your homework, you should ask these questions: Is it complete? Is it neat and organized? Is it on time? Does it reflect good effort? Parents/guardians might want to check homework at least once per week on a random basis, as your child should be doing homework daily, asking the same questions. Each child is given an assignment pad. It should be kept current with assignments written daily. Parents/guardians should periodically check the assignment pad as well as team web pages. If it is incomplete, unreadable, or the word "none" is written often, this would indicate a problem. Parents/guardians should have a good idea how they are doing on class work, homework, quizzes and tests. Ask to see returned tests and other graded papers. A parent portal to student's assessments and performance is also available. Details will be given via written communication, as well as during open house. However, even with this resource, ask your child how things are going.

Homework Make-up

If you are absent for only a brief time (1-2 days), please obtain your assignments from the school website or from your teachers upon your return to school. It is your responsibility as a middle school student to determine what work you have missed and to make arrangements with your teachers for completing work. Students who are out ill will be given time to make up missed assignments upon their return.

Students out for THREE CONSECUTIVE DAYS may request assignments through the guidance office (860-651-3341, ext. 2). The REQUEST SHOULD BE MADE NO LATER THAN 8:00 AM on the morning of the third day of absence. Homework packets will be available from the main office for PICKUP AFTER 3:00 PM on the same day of the request. Requests that are received after 8:00 AM will not be available until the day following the request.

Makeup work should be completed as soon as possible after the student returns to school. Except in the case of prolonged illness, makeup work for excused absences must be completed within two (2) weeks. Students are encouraged to use study hall(s) to discuss missing work and expectations with their teachers.

Homeless Students

5116.1 Homeless Students

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

Honor Roll

Trimester Honor Roll

Honor roll is noted on each report card. Students must have no grade lower than a B- for honors. High honors would require no grade lower than an A-. A satisfactory grade of (S) or higher in all other subject areas must also be achieved.

Yearly Honor Roll

Yearly honor roll is determined by the average of the final grade for all academic subjects. Honor certificates are included with the final report cards to all students who have achieved a final grade average B- or better. An A- final grade average will be recognized with high honor status.

Immunizations

5146.1 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, 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. The Board also requires each child to receive a second immunization against measles before being permitted to enter seventh grade. Exemption from the pertinent requirements of these administrative regulations shall be granted to any child who:

- (1) presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health; or*
- (2) presents a certificate from a physician stating that in the opinion of a such physician, such immunization is medically contraindicated because of the physical condition of such child; or*
- (3) presents a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child. This statement must be acknowledged by a judge, family support magistrate, a clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a justice of the peace, a Connecticut attorney or a school nurse. Such statement must be provided prior to enrollment in school and before being permitted to enter seventh grade; or*
- (4) In the case of measles, mumps or rubella, presents a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or*
- (5) in the case of hemophilus influenzae type B, has passed his/her fifth birthday; or*
- (6) in the case of pertussis, has passed his/her sixth birthday.*

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.

Revised April 26, 2016

Insurance

Since the Town of Simsbury does not assume financial responsibility for accidents which occur at school, the Simsbury Schools offer to parents a voluntary accident insurance plan for their school children. The policy becomes effective upon payment of the premium and extends for one year. Insurance information may be accessed through our website.

Library / Media Center

The Henry James Library/Media Center offers curriculum related, as well as recreational, print and non-print materials. Many reference materials can be retrieved electronically. These include encyclopedia, dictionary, thesaurus, atlas, and almanac information as well as periodical, biographical, and social issues resources. Our card catalog and book circulation is also automated. Through our center, students can retrieve information from other Simsbury Public Schools.

Circulation

Book circulation is on-line. The electronic card catalog system encompasses checkouts, check-ins, overdue notices, statistics, and inventory. Students may check out an unlimited number of books for a 14-day period. Payment is expected for lost books.

Use of library / media center

The library/media center is open from 7:20-2:10 daily and three days after school (M, W, Th 2:10-3:30). Students come to the library/media center with their classes to research curriculum projects. They may also come independently with the teacher's permission or on their own for study hall periods. Seventh grade students have a formal library/media center orientation in September. Students who wish to use the library/media center after school must have a pass from a teacher indicating the kind of work that needs to be completed in the library. Students are not to stay after school in the library/media center "just to hang out" with friends. Parents are welcome to visit the center at any time.

Limited English-Proficient Students

Parents/guardians 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 the criteria used to determine eligibility, 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.

Locker Use

At the middle school you will have a locker for storing your books, your personal items, and other equipment. It is your responsibility to keep your locker neat, clean, and locked. A teacher will make periodic checks to make sure lockers are clean and in good condition. Do not place any stickers or "decorate" the inside of your locker with writing of any kind. Any offensive material will be removed and disciplinary action may be taken. You may go to your locker before and after school and between classes. However, going to your locker is not an acceptable reason for being tardy to a class. During class time, you must get a pass from your teacher to use your locker. You are not permitted to open or use another student's locker. Finally, lockers may be inspected by the administration. (*see Search and Seizure policy*)

Lost and Found

Our primary lost and found area is located in the cafeteria. Clothing, footwear, etc. may be found there. For other lost valuables, or books, please check in the main office. Periodically, unclaimed lost and found items will be donated to local charities.

Mandated Reporter – Suspected Child Abuse

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse or neglect. As mandated reporters, when any school faculty or staff member including but not limited to: nurse, teacher, principal, guidance counselor, paraprofessional, school psychologist, social worker, or coach of an interscholastic sport or intramural program, has reasonable cause to suspect child abuse or neglect, he/she must immediately make an oral report by telephone to the Department of Children and Families (DCF).

4900.1 REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

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.

1. **Scope of Policy**

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

2. **Definitions**

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school para-professional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Simsbury Public Schools, pursuant to a contract with the Board.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" is all school employees as defined above.

3. *What Must Be Reported*

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;*
- b) has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;*
- c) is placed at imminent risk of serious harm, or*
- d) is a victim of sexual assault and the perpetrator is a school employee.*

4. *Reporting Procedures for Statutory Mandated Reporters*

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.*
- (2) The employee shall also make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.*
- (3) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.*
- (4) Not later than 48 hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families the Commissioner's designee containing all of the required information.*
- (5) The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.*
- (6) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education or his/her designee.*

5. *Reporting Procedures for Employees Other Than Statutory Mandated Reporters*

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.*
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.*
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters, set forth above.*
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.*

6. *Contents of Reports*

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;*
- b) the age of the child;*
- c) the gender of the child;*
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;*
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;*
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;*
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;*
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect and*
- i) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.*

7. Investigation of the Report

- a) *The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse and neglect if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, the Department of Children and Families ("DCF") shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.*
- b) *Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.*
- c) *The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.*
- d) *Any person reporting child abuse or neglect, or having any information relevant to alleged abuse or neglect, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.*
- e) *When the school district is conducting an investigation involving suspected abuse or neglect by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse or neglect to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Simsbury Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Simsbury Public Schools, pending the outcome of the investigation.*

8. Evidence of Abuse or Neglect by a School Employee Holding a Certificate, Authorization or Permit Issued by the State
Department of Education

- a) *If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused or neglected by a school employee, as defined above, who has been entrusted with the care of a child and who holds a certificate, permit or authorization issued by the State Board of Education; or has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.*
- b) *Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization.*
- c) *The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.*
- d) *The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.*
- e) *Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee.*

9. Evidence of Abuse or Neglect by Any Other Employee or Independent Contractor of the Board of Education

- a) *If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected by any school employee, as defined above, or any other employee of the Board of Education or individual under the control of the Board, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.*
 - b) *If the individual is one who provides services to or on behalf of students enrolled in the Simsbury Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Simsbury Public Schools.*
 - c) *Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the local law enforcement agency, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by any employee of the Board of Education.*
10. *Delegation of Authority by Superintendent*
The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.
11. *Disciplinary Action for Failure to Follow Policy*
Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.
12. *Non-discrimination Policy/Prohibition Against Retaliation*
The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.
13. *Distribution of Policy*
This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.
14. *Training*
- a) *All school employees, as defined above, hired by the Board on or after July 1, 2011, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.*
 - b) *On or before July 1, 2012, all school employees, as defined above, hired by the Board before July 1, 2011, shall complete the refresher training program developed and approved by the Commissioner of Children and Families.*
 - c) *All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.*
15. *Records*
- a) *The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined above, employed by the Board, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.*
 - b) *Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.*

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act 11-93, An Act Concerning the Response of School Districts and the Departments of Children and Families to

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.

Names

Only the child's legal name, as shown on the birth or baptismal certificate, will be used on all official records. **Nicknames, abbreviations, or initials are not allowed.** All published school records will use the legal name. Records include – schedules, class lists, report cards, notifications from school, etc. Legal names will be used to refer to students. However, students may ask their teacher to call them by a different name in class. This is not usually a problem, but when substitute teachers or office personnel call a student, it will be by their legal name printed on the schedule. It may cause some confusion for the child, but it can't be helped. The two primary reasons why legal names must be used and entered into our databases are: (1) school health records must be maintained using the student's legal name, and (2) the State Department of Education testing program requires school districts to maintain information in a student database by utilizing SSID (State Student Identification) numbers. This information is used to generate official testing labels to monitor progress throughout a student's school career.

National Assessment of Educational Progress

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents/guardians also have the right to inspect all NAEP data, questions and assessment instruments. *The test will not be administered this school year.*

Non-Discrimination in Education

5116 NON-DISCRIMINATION

5116.1 Non-Discrimination (Student)

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, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, disability or pregnancy, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Legal References:

*Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.*

Non-Enrolled Students

5118 Non-Enrolled Students

5118.1 Participation in School Activities by Non-Enrolled Students

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.

Revised April 26, 2016

Opening Exercise

An opportunity will be provided at the beginning of each school day for students to observe an appropriate moment of silence and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

In observation 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.

6143.5 PLEDGE OF ALLEGIANCE

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States Flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may refuse to participate in reciting the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

Legal Reference: Connecticut General Statutes; 10-16a Silent meditation.

PA 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

No Child Left Behind

Revised June 27, 2006

Parent Involvement/Communication

Home/School collaboration is directly related to student success. Parent/Guardians are urged to encourage their children to put a high priority on education and to make the most of the educational opportunities available. Parent/Guardians should become familiar with all of the child's school activities and academic programs. Attendance at parent/teacher conferences, school parent organizations, and Board of Education meetings is strongly encouraged. Parental volunteering is welcomed. Please contact our Parent Teacher Council (PTC) for opportunities. Additionally, parent participation is welcome at Parent/Principal Forums and School Council. These opportunities are offered throughout the school year. Please call the main office for details.

Passes

Passes are required for the following:

- hallway use during non-passing time
- library use
- maker-space use

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 with the exception of approved times and spaces. The Henry James Memorial School cafeteria and blacktop have been designated as an acceptable use area for electronic devices only before school until 7:17AM. For any location in the school or on school grounds during school hours including the cafeteria, devices are to be turned off and put away. Any use of a device in the classroom setting or learning environment requires explicit permission of the teacher. In addition, the following rules are to be adhered to whenever a student uses an electronic device in school:

- 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.
- Students must follow school rules and policies when using any personal device and must not cause disruption to instruction or school activities. Personal devices will not be used for accessing unapproved websites, email, texting, gaming, or social networking sites while at school.
- The school district has the right to collect and examine a device that is suspected of causing problems or was the source of an attack or virus infection.
- The use of personal devices in the classroom is at the discretion of the teacher and the student may only access files on the device or Internet sites which are relevant to the classroom curriculum. Students must access the Internet through the school's Wi-Fi and not their mobile broadband.
- Students may not make any recordings (still, video, or audio) without the explicit permission of the teacher and the students to be recorded. These recordings are for classroom assignments only and may not be published to the Internet without explicit written permission from the teacher and those recorded.
- Students must have their mobile devices' wireless connection turned off except when accessing the Internet for classroom assignments (see above).
- No access to the school network (including student/teacher drives or printers) will be provided. Students must not attempt to connect to the network or printers.
- The school district will not provide technical support or assistance for personal devices belonging to students.
- The device must be charged prior to bringing it to school, and it must run off its own battery while at school. Charging the device at school will not be allowed.
- If a student is found using or displaying any personal device during the school day without the explicit permission of a teacher/staff member and has not followed the direction provided by the staff, the following will occur:

1st Offense: The personal device will be confiscated and kept in the main office. The student may retrieve it at the end of the day. Contact will also be made with the parent/guardian informing them of the offense.

2nd and Subsequent Offenses: The personal device will be confiscated and kept in the main office until a parent/guardian can retrieve it. Further disciplinary action is left to the discretion of the school administration.

Parents/Guardians - please do not call or text your child during the school day! Messages of urgent nature may be left for your child in the main office.

Revised 1.3.13

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 Burke LaClair, the Business Manager, 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.

Phone Calls

Students may use the phone located in the main office. This phone is available to students before school, during their lunch period and after school. In addition, if a student wishes to call a parent from his/her cell phone, they must come down to the office to do so. Calls should not be made during class time, or from a restroom, and should be brief in nature.

Physical Education

Uniforms

For physical education class, proper attire is required (sweats, shorts, t-shirt, sweatshirt) for successful participation. Proper footwear is essential for the safety of our students. Therefore, if a student fails to wear sneakers to PE class, they will not be allowed to participate.

Locks and Lockers

Each student will be assigned a physical education lock and locker for changing and storing personal possessions. Students are responsible for the lock provided to them; only school issued locks will be permitted. There will be a \$5.00 fee charged if the lock is lost or damaged. Locks are to be returned at the end of the school year.

Pick Up (Non-bus)

Before 2:30 PM, pick up is located in the front of the building. After 2:30 PM, anyone picking up a student at Henry James should do so at the rear of the school, near the gym entrance - **not at the front of the school**. Students should wait for their rides in the supervised school cafeteria, with a clear view of those vehicles entering our rear parking lot.

Pictures

Individual student pictures will be taken in the fall and will be available for those students who wish to purchase them. Unless the advisor of the yearbook is notified, the pictures will be printed in the school yearbook.

Promotion

Students should be placed in instructional programs in which they achieve academically as well as emotionally, socially, and physically. It is expected that the majority of students will progress satisfactorily through their elementary and secondary school programs. However, for some individuals, this may take the form of acceleration or retention. Educational programs should provide for the continuous progress of students from grade to grade. The decision to promote a student to the next grade level shall be based on the successful completion of the curriculum - not upon age or any social reasons not related to academic performance. Supplemental instructional services during the school day, after school, or during the summer may be required to remediate an academic deficiency if retention is being considered or promotion is in jeopardy. It is expected that each student pass all of his/her courses to be promoted to the next grade level. The minimal passing final average is a D-. Students who fail a course for the year will be required to attend summer school or face retention in their current grade. After successful completion of summer school, they will be promoted to the next grade. Summer school is at the parents' expense and no school transportation is provided. Therefore, it is important to monitor your child's progress.

Psychotropic Drug Use

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 practitioner, 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.

Recording

Classroom lecture or discussion may be recorded for educational reasons with permission of the school principal and the classroom teacher. When permission is granted, the recording device must be placed at the front of the class in full view. Everyone in the class must be aware the class is being recorded. The school has the option of also recording the class for their own record. The teacher will be in charge of the recorder and turn it off and on at their discretion. We never allow students or anyone to secretly record people or classes.

Report Cards

Report cards are made available online approximately one week after the trimester closes. The final report card will indicate a student earning Honor Roll status for the year.

	<u>Trimester 1</u>	<u>Trimester 2</u>	<u>Trimester 3</u>
Marking period closed	11/26/19	3/6/20	6/10/20

These dates are subject to change if weather related or other school cancellations extend the school year.

Teachers may also provide comments regarding student progress.

School Counseling Services

All seventh and eighth graders are assigned to one of three school counselors for their two years at Henry James. A developmental guidance curriculum is implemented by the counselors in mainstream classes as well as homeroom throughout the year. Topics such as respect, responsibility, individual differences, tolerance, and problem solving are discussed in both seventh and eighth grade.

Counselors

Do you have concerns about schoolwork? Friends? Parents? Your future? We hope you will feel you can come to any of your teachers for help and advice. We also have guidance counselors, who are trained and assigned to give you special help. As an entering seventh grade student, you are assigned to one of our counselors who will work with you and your team teachers. Your counselor will be assigned to you according to your last name. See the designations below. We want you to get to know your counselor so that you will develop mutual trust and confidence. Because of the large number of students each counselor has, the guidance department encourages you to take the initiative to arrange a meeting.

A-G (8th) Mr. Hall
A-G (7th) Mr. Hall

H-P (8th) Mrs. Bond
H-O (7th) Mrs. Bond

Q-Z (8th) Mrs. Maher
P-Z (7th) Mrs. Maher

Transfer Students

Students who plan to transfer from Henry James should consult with their school counselor. The counselor will give the student a form to assist in clearing final details with all teachers. Before any records are sent, parents must sign a release of records form.

Conferences

We want to emphasize that our school considers communication with parents vital to our total program. Our effectiveness as a school is greatly enhanced by cooperative and concerned parents. We encourage parents to arrange a conference whenever they feel there is a need. Conferences may be arranged by calling the middle school guidance office at 860-651-3341, ext. 431, and asking your child's school counselor to schedule the conference, or by calling the teacher directly at school. Conferences with teams or individual teachers are held at any time during the school year. Parents, students, teachers, counselors, or administrators may initiate a conference. Whenever there is a concern about a student's performance, behavior, or well-being, there is sufficient

cause for a conference. Such a conference may be arranged with an individual member of the school staff or a group conference with any number of school staff members who work with a child. It is possible, and desirable to arrange these conferences during the school day, normally between 7:25 AM and 2:40 PM.

Students at Risk

It is the purpose of our guidance staff to evaluate and to address the difficulties of students who are functioning below their expected level of achievement, or who have a problem in their life that is significantly impacting their ability to perform well in school. "At Risk Students" have been defined as those students who are two or more years below grade level in their academic subjects; they are the youths who are chronically truant; they are students experiencing personal or family alcohol or drug abuse problems; they are the children of families suffering trauma such as death, divorce, emotional abuse, or severe neglect; they are the youths who are leaving the protection of drug and alcohol programs and reentering the school system. Sometimes they are simply young people who feel they don't fit in and don't feel a sense of worth. Our guidance department will try to help students who are referred by school personnel, parents, as well as students who refer themselves.

Summer School

It is expected that each student pass all of his/her courses to be promoted to the next grade level. The minimal passing final average is a D-. Students who fail a course for the year will be required to attend summer school or face retention in their current grade. After successful completion of summer school, they will be promoted to the next grade. Summer school is at the parents' expense and no school transportation is provided. Therefore, it is important to monitor your child's progress.

School Property

Consistent with the "HJ Way", students at Henry James are responsible for all textbooks and school materials assigned to their care. Students who lose or abuse school property will be charged accordingly for damage or replacement. Report cards will not be issued to students who have outstanding charges, lost books or overdue library materials.

Search and Seizure

5145.12 POLICY REGARDING SEARCH AND SEIZURE

1. Search of a Student and His/Her Effects

A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

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

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

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

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

3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

ADMINISTRATIVE REGULATION REGARDING SEARCH & SEIZURE

1. Search of a Student and His/Her Effects

A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or assistant principal, in the presence of a witness.

B. A search of a student's handbag, gym bag or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.

C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonable related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Both metal detectors and breathalyzers may be used to conduct searches.

D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall be of the same sex as the student searched.

E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such as evidence shall be submitted to the police department for proper disposition. Evidence not submitted to the police department shall be disposed of as directed by the building principal.

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

A. The Board of Education provides lockers, desks, gym baskets and other storage areas in which pupils may keep and store personal belongings and materials provided by the Board of Education. Such storage areas are the property of the Board of Education.

B. No pupil shall keep or store personal belongings or materials provided by the Board of Education in any storage area other than one provided by the Board of Education and designated for his/her use by the school administration.

C. Each pupil shall be responsible for maintaining any storage area assigned to him/her for his/her use in an orderly and sanitary condition.

D. No pupil shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).

E. The use of lockers and other storage areas by pupils is a privilege. At all times such storage areas remain the property of the Board of Education. If the school administration reasonably suspects that a pupil is not maintaining a storage area assigned to him/her in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5145.12, Section 2(A).

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

Adopted January 10, 2006

Sexual Harassment

If a student believes that he/she is being harassed, that student, personally or through an intermediary, should immediately inform the harasser that his/her behavior is unwelcome and must not be repeated. As soon as a student feels that he/she has been subjected to sexual harassment, he or she should verbally report the alleged incident to the building principal, vice principal, guidance counselor, Building Title IX Coordinator, or school nurse. The student is to be made aware of his/her rights and provided with a copy of the Board of Education policy and complaint procedure.

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, and nurses. 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.

5145.51 Sex Discrimination and Sexual Harassment – Students

It is the policy of the Simsbury Board of Education that any form of sex discrimination or sexual harassment is prohibited, 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 this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

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 such 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.

Procedure

It is the express policy of the board of education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

Legal References: United States Constitution, Article XIV

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance:

Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).

Office of Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).

Constitution of the State of Connecticut, Article I, Section 20.

Revised April 26, 2016

Skateboards / In Line Skates

Skateboarding and in-line skating are a lot of fun, but please be very careful using them. Always use the sidewalk as it is illegal to ride on the road. If you bring them to school, they are not to be ridden anywhere on school grounds. They are to be stored in your locker and carried when on school grounds.

Socials

A limited number of socials will be sponsored by the student council to which only seventh and/or eighth grade students of Henry James Memorial School may attend. Dress must be in compliance with our dress code. The regular school rules of conduct will apply to those attending. In order to make them enjoyable for both students and chaperones, the following rules are enforced:

- Once you are dropped off at the school, you are not permitted to leave the gym area. If you do leave, you will not be permitted to return.
- All school regulations are in effect and should be adhered to strictly. We emphasize that smoking/vaping is not allowed anywhere on school property. The use of alcohol or drugs is prohibited and violators will be subject to school suspension and police action.
- Inappropriate dancing styles are not permitted and are determined by the administration.
- Food and beverages may only be consumed in designated areas.
- Rubber soled shoes that do not mar the floor are the only acceptable footwear. Footwear must be worn at all times.
- Parents are required to pick up and drop off students at the school's gym entrance. Please retrieve your child by meeting them at the curb in your car or by exiting your car and coming to the gym entrance to meet them. Parents are expected to pick up their children promptly at the end of the event.

Special Services

The Simsbury Board of Education is responsible for providing a free, appropriate public education for all students including those students with disabilities ages three to twenty-one. The Department of Special Services, in coordination with each building principal, is responsible for the overall referral, identification and programming for children and youth with disabilities who require special education instruction and related special services.

The Simsbury Public School system is committed to educating students with disabilities in the Least Restrictive Environment (LRE). This means, to the maximum extent appropriate, students with disabilities are educated with students who are not disabled and in their neighborhood schools, whenever possible. 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.

The Simsbury Public Schools is also committed to the concept of inclusion. While we believe that students with disabilities should be educated in regular education classrooms in inclusive neighborhood schools and community settings, we also believe that a continuum of placement options must be available to meet the unique and individual needs of students.

Special Education and Referral/Request for Special Education Consideration/Testing

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 Special Services Department Supervisor at Henry James Memorial School. Parent/guardians will receive a response from a staff member who will be able to provide information about this process and answer any questions concerning the process

Student Council

The student council functions as our student government. Familiarize yourself with the representatives. The council can effect changes throughout the year, but only if it has student support. Its activities provide direct service to the students and the school. Membership on the student council is open to all seventh and eighth grade students.

Student Publications and Distribution of Literature

School Sponsored

Student publications are important elements of the instructional program. They contribute directly to the accomplishment of the school's goal with clear regard for the special rules applicable to school-sponsored activities, including the school newspaper, freedom of speech and of expression as guaranteed by the First Amendment. Accordingly, any regulation of student expression must be based on Board of Education adopted guidelines.

Non-School Sponsored Materials

Students interested in distributing non-school sponsored literature must provide a copy to the school administration for approval prior to distribution with the names of those responsible printed on the material. Students distributing publications which are libelous, obscene, or which otherwise disrupt the educational environment will be subject to disciplinary action.

Student Records

By law, parents have access to their child's school records.

5127 STUDENT RECORD POLICY

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.
 - a. 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/digital

records.

- 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.*

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.*
- 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. § 1232g: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 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 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 eligible 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 post-secondary education or is in attendance at an institution of post-secondary 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 re-disclosure.*
 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 [reference policy number]

XII. Right to File a Complaint

Tardiness

It is important that you be punctual to school. You should arrive by 7:20 AM to allow yourself time to get to your locker and first period class. You are expected to be in your first period class by 7:32 AM. If you come late, you must bring a written tardy excuse from home*. Report directly to the main office prior to entering class to obtain a late pass. Occasional tardiness due to an emergency at home is understandable. However, excessive tardies are not.

If you are tardy because of a medical appointment, you will not be subject to these consequences; however, you must bring in a note indicating that you were at a medical appointment.

Responses for tardiness will be as follows:

12 th tardy to school	School counselor contact with student and parent
	Student Goal Setting with counselor
18 th tardy to school	Letter from administration
	Meeting with Administration
More than 18	Cases will be handled on an individual basis.

In addition, students may receive additional disciplinary consequences for repeated offenses as deemed appropriate by school administration.

* Reminder: Any correspondence from home to school must include the full name of the child and parent(s). This includes absentee notes, letters of homework request, tardiness letters, all guidance communications, and all parent/teacher communications.

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.

Title 1 Comparability of Services

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

Truancy

The Simsbury Board of Education believes that regular school attendance is essential to the academic success of students and recognizes the importance of early intervention for students exhibiting truant behavior. Therefore, in accordance with Connecticut General Statute 10-198a, the school administration will monitor student attendance to identify those students who are truant or habitually truant. Further, school personnel, wherever possible and as much as possible, will seek the cooperation of parents and assist them to remedy truancy and ensure regular student attendance. Please find our complete truancy policy under the "Attendance" section of this manual.

Vacations

Please bear in mind that family vacations are not considered a valid reason for absence. In accordance with Board of Education policy, teachers are not required to prepare work in advance of student absence for family vacations. Teachers are not required to re-teach or to tutor individual students for make-up work when the student has returned. Teachers will, however, provide opportunities and establish reasonable deadlines for students to make up tests, quizzes, homework, and other assignments missed during the absence.

Visitors

Henry James Memorial School welcomes any visitors who have legitimate business with the school. All guest visitors must report to the office to obtain a visitor's pass.

Students are permitted to have an occasional student visitor for a single day if the guest is a 7th or 8th grader. The student sponsoring the guest must get a written visitor's pass from an administrator at least a day in advance of the visit. Visitors are to be on vacation from their own school to be eligible to visit. As a student sponsor, you are responsible for the conduct of your guest. **We do not permit student guests during the month of June.**

Volunteers

REGULATION OF SCHOOL VOLUNTEERS

I. Sign-In Procedure

All school volunteers must report to the school office upon arrival to sign in. All volunteers must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers should indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which should be displayed during each visit.

II. Screening Procedure

The following procedure has been established for screening volunteers beginning August 28, 2013. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the study body with the expressed knowledge, consent and direction of a Simsbury Schools employee.

This procedure will identify those situations in which an individual 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 within 10 days of application to volunteer. All results must be received by the Human Resources Office before the volunteer may commence his or her services. 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.

Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they engage in activities in the presence of a Simsbury Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who engage in the activities listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present;
- accompanying a class on a field trip during the school day with a teacher;
- helping in the school office during regular school hours
- assisting in the cafeteria or library during regular school hours
- extracurricular events, i.e., dances, fairs, open house, etc.

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Simsbury Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in the activities listed below:

- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning an overnight field trip;
- working in direct contact with students without the direct presence of a Simsbury Public Schools employee
- coaching

A list of all approved Group II volunteers will be maintained by the Superintendent or Designee. Only volunteers on the approved list may be utilized by the district.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his designee

will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent or designee shall not allow the individual to volunteer in the Simsbury Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Simsbury Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including but not limited to information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

1212 VOLUNTEER POLICY

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:

Connecticut General Statutes § 10-4g

Connecticut General Statutes § 10-235

Connecticut General Statutes § 54-254

Public Act 97-920

Adopted: March 26, 2013 Effective: August 28, 2013

Walkers

Walkers should arrive to school on time for period 1 (7:32 AM). Walkers enter and exit in the front of the building. Unless walkers are engaged in an after school activity, they should leave school grounds at the conclusion of the school day. Walkers are not allowed to use school buses unless permission is granted from the Board of Ed office. (See "Bus Transportation") In order to comply with police regulations, you are requested to walk on the extreme left-hand side of the road and not more than two abreast.

Water Bottles

Water may be consumed for hydration purposes during the school day; water bottles and water containers are permitted. No other beverage containers are permitted (i.e. Starbucks, Dunkin Donuts, coffee etc.). Containers should not be shared.

Website

Using the Internet is a great way for parents to find out what is happening at HJMS! Our internet address is: [Henry James Memorial School](https://www.simsbury.k12.ct.us/schools/hjms) (https://www.simsbury.k12.ct.us/schools/hjms). Please mark it as a favorite on your computer!

Check out our web pages to get up-to-date information about our school. Our daily announcements are posted each day by 11:00 AM. You can read our last five days of notices anytime you wish. Learn more about all the Simsbury Public Schools at our official web site.

Our official Board of Education policy regarding student use of the district's computer systems and internet safety may be found under the heading of "Computer Use" in this manual.

Wellness

6114.2 WELLNESS

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.

NON-DISCRIMINATION STATEMENT

The Simsbury Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification. For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. Questions concerning Title IX compliance should be directed to: Neil Sullivan, Director of Personnel (860) 651-3361; nsullivan@simsbury.k12.ct.us Questions concerning 504 compliance should be directed to: Erin Murray, Asst. Superintendent for Teaching & Learning (860) 651-3361; emurray@simsbury.k12.ct.us