

CROMWELL PUBLIC SCHOOLS

Cromwell Public Schools – Mission and Belief Statements

“Placing Students First”

The Cromwell Public Schools educate and inspire all students to apply the essential skills needed to become productive and responsible citizens in a rapidly changing global society.

In pursuing the Mission, the Cromwell Public School community believes that:

- All students are valued and deserve an education that meets their academic, physical, and social/emotional needs.
- All members of the community have a right to a safe, supporting, engaging, and culturally inclusive learning environment.
- All members of the community value effective communication, involvement and collaboration among all partners in the education process.
- All members of the community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.

Dear Parent/Guardians,

The education of your children is a cooperative venture, which requires regular communication and support between the school and home. At Edna C. Stevens School we place a strong emphasis on oral and written language, critical thinking skills and character development. The Edna C. Stevens' Handbook was developed to provide you with important information about general policies and procedures at our school. We hope you will take the time to read through it carefully.

If you need further clarification or have any other questions or concerns, please feel free to contact us at any time. By working together, we are confident that your child will have a very successful year at Edna C. Stevens School. Thank you for your continued cooperation and support.

Sincerely,
Edna C. Stevens School Staff

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ANIMALS

The keeping of animals *with* fur in the classroom is not permitted. Children may not bring animals to school due to health reasons. Please do not bring any animals into the building.

ATTENDANCE

Connecticut state law requires that parent/guardians make sure their children attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students, parent/guardians or with the students themselves when they become of legal age.

ABSENCE CALL / NOTE

If a student is going to be tardy or absent, a parent/guardian **must** call the school office or nurse by 9:30 to report it. (If the office is closed, you may leave a voice mail message.) A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

For absences one through nine, a student's absence from school are considered excused when the student's parent/guardian approves such absence and submits documentation; and for the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. student's observance of a religious holiday;
3. death in the student's family or other emergency beyond the control of the student's family;
4. mandated court appearances (additional documentation required);
5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

EXCESSIVE ABSENCES

Excessive absences equal to one quarter of the school year or more may result in the child being retained. For truancy information, refer to Parent/Guardian Addendum VI, Truancy.

BEHAVIOR OF STUDENTS

Edna C. Stevens will be utilizing the Responsive Classroom approach. This is a way of teaching that creates a safe, challenging, and joyful classroom and school wide climate for all children. Teachers who use the Responsive Classroom approach understand that all of children's needs – academic, social, emotional, and physical – are important. The teacher creates an environment that responds to all of those needs so that your child can do his or her best learning. Children learn best when they have strong academic and social-emotional skills. That's why teachers using the Responsive Classroom approach focus on teaching all the skills needed for academic excellence. They teach children reading, writing, and math skills and also teach them how to take turns, listen respectfully, and work effectively with a partner or group. Teachers also think carefully about everything from classroom setup to how they speak to their students. All these things put together determine how well children learn.

The Responsive Classroom approach offers practical strategies for teaching and learning, rather than formulas telling teachers what they must do in the classroom. Teachers adapt the strategies as needed to address their students' needs, so things may look a bit different in each classroom. But you'll usually see and hear teachers:

- Leading daily Morning Meetings
- Teaching children the specific skills they need to participate successfully
- Treating mistakes in a positive way
- Using positive language to remind, redirect and reinforce behavior
- Using take-a-break to allow students time to regain self-control
- Teaching in ways that build excitement about learning
- Giving children opportunities to reflect on their learning

Children learn academics most easily when they have strong social skills that let them take a positive role in classroom life. For example, the social skill of listening respectfully helps children learn from classmates' oral reports, get information from their teacher about how to solve a math problem, and enjoy a book the teacher reads aloud to the class. Here are some of the specific social skills that teachers focus on teaching throughout the year and teach with special emphasis during the early weeks of school:

- Cooperation (working smoothly with others)
- Assertiveness (confidently putting forth your ideas and opinions)
- Responsibility (taking charge of yourself and working hard at your learning)
- Self-control (thinking before acting)
- Empathy (listening to others and understanding how they might respond to your words or actions)

Teachers understand that all children will, at one time or another, test or break the rules. When that happens, teachers discipline firmly but kindly and positively. The goals are (1) to stop the misbehavior as quickly as possible so that the child (and classmates) can get back to learning and (2) to teach the child to reflect on and control his or her own behavior. The Responsive Classroom approach offers teachers many tools to help children control their own behavior and contribute to the classroom community. One very important tool is clear, positive language. When children are just beginning to go off course, teachers use reminding language (Karen, what should you be doing right now?). When children are clearly misbehaving, teachers use redirecting language (Mike, hands in your lap). And when children are doing well, teachers use reinforcing language (I noticed that you cleaned up very quickly today). Teachers also make sure that the consequences for misbehavior are related to the misbehavior and respectful of the child. For example, if a child writes on a desk, having the child clean the desk makes sense. Keeping the child in from recess does not make sense. Many teachers also use take-a-break to help children regain control when they're just beginning to lose it. Take-a-break offers children a quick way to calm down, relax, and rejoin the class with dignity—it's not a punishment.

GENERAL EXPECTED BEHAVIOR - STUDENTS WILL:

1. Show proper respect to all adults.
2. Show proper respect to each other, (i.e. no bullying and no verbal or physical abuse).
3. Take care of school property.
4. Walk quietly while moving through the building.
5. Exhibit proper behavior in the classroom, lavatory, cafeteria, assemblies, hallways, etc.
6. Not chew gum during school hours.
7. Not ride bikes to school.
8. Not gamble or trade any items at school.
9. Not use alcohol, drugs, tobacco, or inhalants at school. (Refer to Parent/Guardians Addendum #II)
10. Not bring MP3 players, electronic games, laser pointers, valuable toys or cards to school. No items should be hanging from backpacks.
11. Wear sneakers on days they have physical education classes.

12. Adhere to the dress code.
13. Not bring any illegal or contraband materials, including, but not limited to knives or any other deadly or dangerous weapons (or look alikes) on the bus, on school grounds, or to any school sponsored event. These are serious offenses that may result in suspension or expulsion.

BULLYING BEHAVIOR IN THE SCHOOLS

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

Refer to pages 26 and 27 BOE 5131.911.

CONSEQUENCES

Because children are individuals, their behavioral problems are addressed on an individual basis. The consequences can and do vary depending on the circumstances surrounding the situation. Examples of consequences which will be applied by the teacher and/or administration for misbehavior include:

1. Verbal warning
2. Loss of recess
3. Loss of classroom privilege
4. Reassignment of task
5. Removal from activity
6. Parent/Guardian contact and involvement
7. Recess/Lunch Detention
8. Conference with teacher, administration, parents/guardians and student
9. Replacement of or reimbursement for damaged property
10. Compensatory work by the student for damaged property
11. Expressing verbally or in written form effect of behavior and what should have been done instead
12. Suspension (in or out of school for up to 10 days) or Expulsion (for up to 1 school year) Refer to Parent/Guardians Addendum III and IV.
13. Other consequences that may be appropriate.
14. Refer to Parent/Guardian Addendum V and BOE Policy 5131.21 for definition of violent and aggressive behavior.

BOOKS

Students are expected to take proper care of school property.

Textbooks belonging to the school should not be written in and should be kept in good condition during student use. Library books should be returned or renewed on the day your child's class has library. Textbooks and library books must be paid for if they are lost or damaged.

CAFETERIA (TIMES / PROCEDURES)

An important part of your child's day is the lunch break. To facilitate the feeding of so many children, certain procedures have been established.

Computerized Cafeteria Accountability System

All students have been assigned a meal program personal identification number (PIN) and must use it to purchase any item in the cafeteria. The student enters this number onto a "Key Pad" as he or she reaches the cash register. Each student must memorize his or her number to help avoid delays during service.

If you are concerned about a serious food allergy that your child has, please notify the cafeteria. This

information can be added to the system so that a warning will appear on the computer screen to alert the cashier.

If your child receives free or reduced price meals, this information is in the computer and the meal will be processed with no acknowledgement of the student's status. They will also be required to enter their PIN number on the "key pad" in order to receive their lunch.

Charges are allowed in case of an emergency and the computer will record that the student has a negative balance. To prevent a negative balance, we encourage parents/guardians to prepay money into their child's account. When sending money by check or cash, please include the student's PIN. Also, please indicate how much of the money should go into the student's Meal Account and how much should go into the student's General Account. You can also deposit money into your child's account by logging onto www.mealpayplus.com.

If you have any additional questions, please call the Cafeteria Manager, at 860-632-4869, or Judy Nolan, the Food Service Program Bookkeeper, at 860-632-4840.

Since so many children buy lunch, there are two lines - one for purchasing hot lunch, another for those buying just milk. In the cafeteria we have assistants who help keep the lunch routine running smoothly. These assistants should be afforded the same courtesy as teachers.

We know that by the time children reach ECS they have been taught proper table etiquette, but sometimes in a large group, manners may be forgotten. So that lunch will be pleasant for all we ask that you review proper table manners with your children at home.

1. Students are to use good table manners at all times.
2. Students are to be silent when a signal is given.
3. Students are to deposit lunch litter in wastebaskets.
4. Students should return trays and utensils to the dishwashing area.
5. Students are to leave table area and eating area clean.
6. Students are to be in seats during lunch unless given permission.
7. Students are to finish eating before leaving cafeteria.
8. Students are to follow the direction of the cafeteria assistants and teachers at all times.
9. Visitors are not allowed to eat in the cafeteria during the school day.

Charging Lunches: If children forget their lunch, they will be able to charge a regular lunch. However, the lunch must be paid for within three (3) school days in order for the child to charge in the future.

Cost of lunch including milk \$2.60

Cost of milk only \$.50

Lunch/Recess Schedule

(Subject to yearly change)

	<u>RECESS</u>	<u>LUNCH</u>
K	11:10-11:40	11:40 – 12:10
Grade 1	11:45-12:15	12:15-12:45
Grade 2	12:20-12:45	12:50 – 1:20

Half Days: A shortened lunch break will be scheduled. There will be no scheduled recess. On emergency closings due to inclement weather, dismissal will occur at 12:10 and lunch will be served.

CLASS PLACEMENT

Every effort is made by staff to group children appropriately for class placement each year. Many factors are involved in grouping in an attempt to balance classes by size, girl/boy ratio, academics and personality. As a result of the complexities involved with grouping it is our policy not to accept parent/guardian requests. We ask that you honor our policy.

DRESS CODE

We take pride in the appearance of our students. Clothing must be clean and in good repair. Shirts should be properly buttoned and shoelaces should not touch the floor. At no time should clothing detract from the academic process. Students wearing inappropriate attire will be required to change immediately. The following articles of clothing **are not allowed to be worn** in school.

1. Black soled boots/shoes (that leave marks on the floor)
2. Hats/Bandanas
3. Outer garments (jackets, coats, quilted vests, boots)
4. Shorts (unless mid thigh length and appropriate fit)
5. Bare midriff styles (to include half shirts & cut-off shirts)
6. Ripped or torn clothing
7. Clothing with offensive words or pictures
8. Sneakers/shoes with roller devices, including Heelys.
9. Flip flop shoes/Open back shoes

FIELD TRIPS

Because educational field trips play an integral part in the overall curriculum, ECS students are provided the opportunity to visit places, which are educationally beneficial. The frequency and extent of these trips depend on available funding and may vary from year to year. The Parent Teacher Organization budgets a specific amount of money for field trips for each grade level. This money may be used for transportation or for admission costs. Students may be requested to pay a portion of a field trip expense if all other sources do not cover the entire cost of the trip. No child will be denied the opportunity to participate because of financial concerns. Scholarship moneys will be provided to those in need. (Financial Assistance Request Forms are in the office.) Field trips are part of the planned curriculum and it is therefore expected that all students will participate.

ELIGIBILITY

All students at ECS are eligible to attend appropriate grade level field trips. However, in order to insure a positive successful experience for all students, children who have not demonstrated trustworthiness, self-control, or respect for others may be denied the privilege of attending a field trip.

PERMISSION SLIPS

Permission slips will be sent home by your child's teacher. Written permission will be obtained from parents/guardians of students going on a field trip.

CHAPERONES

At least two adult chaperones in addition to the classroom teacher provide coverage for each classroom attending. On certain trips more coverage will be required. These chaperones will be given specific information explaining responsibilities and duties. All chaperones will complete a field trip evaluation form and return it to the teacher/office at the immediate conclusion of the trip.

WALKING FIELD TRIPS

On several occasions during the school year, classes take walking field trips to locations near the school. A walking field trip permission slip distributed the first week of school must be signed by the parent/guardian in order to enable the child to attend. This one slip will be used to enable students to take walking field trips throughout the school year. It will also include general permission for transportation to events between schools or within town.

FOOD FOR CELEBRATIONS

Cromwell Public Schools are following guidelines recommended by the State of Connecticut for managing food allergies in schools.

In order to decrease the risk of life-threatening emergencies we have **non-food celebrations** for birthdays and/or holidays (i.e. pencils, erasers, stickers, special books to read, crafts, etc.); please no balloons or floral arrangements. **No foods** other than individual snacks and lunches sent by parents are to be given to the students at anytime. This includes the preparation of any foods in the classroom.

HEALTH ISSUES

ACCIDENT OR ILLNESS

Whenever young people are hurt or taken ill, the school provides immediate first aid. If children sustain injuries, they are referred to the nurse. In case of possible serious injury or illness the nurse will notify the parents/guardians. Accident insurance coverage is available to each student. Information regarding this coverage will be sent home during the first week of school. The school nurse, Principal or Assistant Principal are the only persons authorized to dismiss a child.

EARLY DISMISSAL

When it has been determined that a child is too ill, uncomfortable, or contagious to remain in school the parent/guardian or person designated on the medical emergency card will be notified. This person must sign the child out in the office. All early dismissals (for any reason) will be noted on the report card.

HEALTH CONCERNS

If there is any question of your children not feeling well in the morning, please keep them at home. If they feel better in an hour or two, bring them to school a little late. If a student has symptoms including an elevated temperature (i.e. $\geq 100^\circ$), vomiting and/or diarrhea, he/she should be kept at home until the child is free from the previously described symptoms for 24 hours. In regard to injuries, we cannot be responsible for those incurred outside school. Children attending school should plan to go outside for recess and dress accordingly. There is no area available for children who might want to stay in for a day (because of cold, etc.). Students requesting an indoor recess or an excuse from physical education must have a doctor's note. Students excused from P.E. on a given day will not take an active part in recess. They will sit off to the side and be provided an alternative PE assignment.

Students with stitches, splints, casts, etc. will NOT be allowed to participate in P.E. or active recess. A doctor's note is needed with instructions on length of exclusion as well as prior to resuming activities.

MEDICAL ASSISTANCE CARDS

A uniform system of Medical Assistance Cards for the Health Service Department is used in all schools. These should be filled out carefully by the parents/guardians, signed and returned to school within a week. Changes in phone numbers, places of employment, addresses, etc. should be kept current throughout the school year.

MEDICATIONS

Medications may be dispensed by the school nurse or the Principal or in the absence of either of these two persons, by the Principal's designee. All medications (including over the counter medication) must be accompanied by the State Department of Health Administration of Medication form with written permission from the parent/guardian. No medication will be given without these required authorizations. Medication should be brought to school by someone 18 years of age or older. **Please do not send them to school with your child.**

It has been brought to the attention of health educators nationwide that children are using/abusing prescription drugs. This is not meant to alarm you, only to make you aware of this potentially harmful situation. Here is some important information:

1. Medications used for one student may not help another student and the symptoms may worsen.
2. Medications used for one student may cause an allergic reaction in another student with serious side effects and/or death.
3. Sharing medications (even if the intent is innocent) is against school policy and against the law. Expulsion can/will result.

REQUIRED HEALTH ASSESSMENTS / IMMUNIZATIONS

Tuberculosis screening guidelines for Connecticut schools recommend that students who have traveled to a high risk country (please contact school nurse for list) and stayed for at least a week with substantial contact with the indigenous population since the previously required examination, be tested prior to the return to school after their travels. Please notify your school nurse prior to traveling outside of the country in order to receive instructions on any Tuberculosis testing which may be needed upon your return. In accordance with Connecticut State Law (Section 10-206), the Cromwell Board of Education requires that each student undergo a health assessment prior to entrance into Kindergarten (or Pre-K if applicable), in grade 6, and in grade 10. Health assessments for Kindergarten (or Pre-K) must be completed within one year prior to entrance. Health assessments for grades 6 and 10 must be completed between January 1st (prior to the student entering grades 6 and 10) and day one of their 7th (or 11th) grade.

Current immunization requirements as well as other mandatory information, are marked with an (*) on the Connecticut Health Assessment Record (blue form). ALL documentation MUST be completed PRIOR to entrance into Kindergarten (or Pre-K), and during the Grade 6 and Grade 10 health assessment.

For specific criteria for students entering or attending ECS, please refer to Parent/Guardians Addendum XIII.

For additional Health Services procedures refer to BOE Policies 5141, 5141.1 and 5141.21.

TRANSPORTATION

The school cannot be responsible for transporting sick or injured children as there are no vehicles or personnel provided for such service. Please make arrangements ahead of time with a neighbor, relative or friend if you are unable to transport your child home, because of illness.

HOMEWORK

Homework plays an important and regular role in the instructional program of the children at Edna C. Stevens School. Although the amount of homework may vary depending on the child's grade level, the following are general guidelines used by teachers:

The recommended time required for homework is on average of 10 minutes per grade level per day. This recommendation is a suggested range, and some homework assignments may require more or less time depending on their nature.

Homework that teachers assign must be completed by the student and returned at the time due. Teachers will notify you if homework is consistently not completed. Parents/Guardians should take an interest in their child's schoolwork and help him/her to develop good work habits. They should provide a quiet area for their child that is free of distractions where the homework can be done. If a student is absent because of illness, the parent/guardian must call the school before 9:30 a.m. if homework is to be requested.

INVITATIONS

Parents/Guardians are requested not to have children distribute party invitations through the school unless all students in the classroom are invited. This will eliminate hurt feelings of those not included.

LEGAL CUSTODY (Restraining Orders)

If Parents/Guardians do not have joint custody of a child or children, the parent/guardian with legal custody must present a copy of any and all legal documents (Restraining Orders, etc.) to the office of the school the student attends. This is to be done within 48 hours after any such legal documents are issued or on the first day of school. If there is any change in custody, the school is to be notified in writing (copies of legal documents, if any) as soon as possible. The school cannot be held responsible if legal parents/guardians do not abide by the above.

LIBRARY BOOKS

Library books can be checked out on a regular basis. However, if a book is lost or damaged it must be replaced or paid for before other books can be checked out.

LOST AND FOUND

Every school year large quantities of clothing accumulate in the lost and found box, and many items are never claimed. Please label all clothing, lunch boxes and backpacks with your child's name so that when such items are left on the bus, playground or in the classroom, they may be returned to the owner.

THE LOST AND FOUND IS LOCATED IN THE DISMISSAL ROOM.

OFFICE HOURS

The Office is open daily from 8:00 a.m. - 4:30 p.m.

PARENT/GUARDIAN'S ROLE IN SCHOOL

Please report to the office and sign in whenever you come to school. For the safety and protection of our students, it is necessary that the administrators be aware of the presence of all visitors in the building.

ROOM PARENTS/GUARDIANS

It is our policy to have at least two room parent/guardians per classroom in our school. Usually, interested Parents/Guardians notify his/her child's teacher in the beginning of the year. Responsibilities may include calling classroom parent/guardians to contribute items for class activities, occasionally aiding as a chaperone on a field trip, arranging phone chains if needed, recruiting volunteers for PTO sponsored events, or helping with special projects at school.

Room Parents/Guardians will not be allowed to collect money from students to purchase gifts for staff members. If anyone would like to show his/her appreciation for a staff member, he or she can make a donation towards books for the library.

VOLUNTEERS

Parents/guardians are encouraged to help in our school whenever possible. Information about our parent/guardian volunteer program will be included in school newsletters. Please see Parent/Guardian Addendum #VII.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization of the Edna C. Stevens School is an active organization contributing to the welfare of the teachers, parents/guardians, and children of the community. Meetings are scheduled and are attended by both parents/guardians and teachers. Parents/Guardians are urged to support the Parent Teacher Organization by membership and active participation in events sponsored by the organization.

PARKING

All parents/guardians are asked to park in designated parking spaces only. An area in the west lot has been assigned for student drop off only. When you pull into the west lot, the coned off area is for student drop off. We ask that you pull up briefly, drop off your child and leave. **If you would like to walk your child into the school, please park on the side of the open grass area. We ask that you do not park in the drop off parking lot for the safety of our students.** Please do not drive in the front entrance during arrival or departure of school hours. Parents/Guardians are asked not to park in the front entrance parking lot. For the safety of everyone, we ask that you do not walk in between parked busses. Please use the sidewalk.

PLAYGROUND PROCEDURES

Play periods are educational interludes. If a youngster learns bad habits in this type of situation, these same bad habits may be carried over to the classroom. Cooperative play is expected. We request that parents/guardians not visit their child while at recess. Recess will be outside unless it is below 20° F or if weather is inclement.

RULES:

1. Students are to follow directions of adults in charge at all times.
2. Students are to go outside during normal recess periods and may not return to the building without permission. Students are not to be in the building without a teacher.
3. Only non-contact sports are allowed on the playground (**No karate, tackle football, etc.**)
4. Children are not allowed to throw snowballs or pick up snow.
5. Fighting is not allowed on the playground. Fighting will result in a referral and possible suspension from school.
6. Students are to stay within school grounds during recess. They are not to retrieve balls that roll elsewhere unless permission is granted by the adult on duty.
7. Students should line up immediately after recess.

DRESS FOR RECESS

Please encourage proper dress during inclement weather. The wearing of boots is advised during wet, snowy, or muddy weather. Children should be able to change into normal footwear once inside the building. The wearing of boots all day is unhealthy and not allowed. Remember that flip flops and crocs are not allowed on the playscape or during gym class.

REFERENCE DIRECTORY FOR PARENT/GUARDIANS

<u>IF YOU NEED:</u>	<u>CONTACT:</u>	<u>BY:</u>
To Pick Up Your Child	Main Office	Sending a note to school
To Admit Your Child to School Late	Main Office at School	Explanatory note & assist your child to the Office for a late pass
To Pick Up a Sick Child	Main Office after school nurse has called you	Sign child out in office.
Homework for a Sick Child	Teacher through Main Office before 9:30 am.	Call Office (860) 632-4866
To Inquire About a Health Problem	School Nurse	Call Office (860) 632-4866
To Move/Transfer Records	ECS Main Office	Call Office (860) 632-4866
Information on Buses	ECS Main Office	Call Office (860) 632-4866
Lunch Information	Refer to Lunch Menu	Website, Newsletter, Office
To Inquire About Before or After School Activity	Office/Teacher Involved	Call Office (860) 632-4866
Before/After School Daycare	YMCA's Kid's Korner	ECS (860) 632-1355 / YMCA(860) 347-6907
Cromwell Rec. Dept. After School	Sue Schein	Call Office (860) 632-3467
Concerning Classes and Student Placement	Principal	Call Office (860) 632-4866
Information on Class Incident	Child's Teacher	Call Office (860) 632-4866
Child's Progress/Parents/Guardians Conference	Child's Teacher	Call Office (860) 632-4866
Inquire About Discipline Policy	School Handbook/Office	Call Office (860) 632-4866
Information on Special Education	Jerry Fine	Call (860) 632-4831
Information Title I Child's Title I Teacher	Dr. Paula Talty	Call (860) 632-6047 Call (860)632-4866

SCHOOL HOURS

Grades K-2 **8:40-3:20**
Single Session Day **8:40-12:10**

**EMERGENCY CLOSINGS DUE TO INCLEMENT WEATHER WILL OCCUR AT 12:10 P.M.
LUNCH WILL BE SERVED ON SINGLE SESSION DAYS AND EMERGENCY CLOSING DAYS.**

MORNING ARRIVAL

For the safety of all our students, the ECS staff on duty for drop off or pick up outside the school can be identified by wearing a reflective **ECS staff** vest. **Please do not send your child to school before 8:20 a.m.** Pupils who arrive before this time are without supervision. Daycare is available through the YMCA at the

school from 7:00 a.m. to 8:20 a.m. and again from 3:20 p.m. to 6:00 p.m. (12:10 p.m. to 6:00 p.m. on single session days). Please call (860)347-6907 for more information about daycare. Visitors are not allowed to escort students to the classroom.

PARENT/GUARDIAN PICK-UP AT DISMISSAL

Arrive at the Dismissal Room by 3:15 p.m. to sign out your child. A separate color-coded list will be made for each grade level. If you pick up your child daily, the list will be pre-printed with your child's name, the teacher's name and your name. Please initial by your name and wait in the dismissal room for the students to arrive. Anyone under the age of 18 years may not sign out students unless the parent/guardian has provided written permission. Your child will meet you in the Dismissal Room.

1. Students being picked up for a special occasion will be added to the list when the office receives a note.
2. After signing out your child, parent/guardians will wait in the Dismissal Room.
3. You will be expected to exit the building by the outside door of the Dismissal Room. Please do not remain to speak to other parents/guardians. **There will be no admittance to the building through this room.**

We are confident that if everyone cooperates with these procedures, your child will have a safer dismissal. We know that you realize that any potential inconvenience is in your child's best interest. Thank you for your understanding and cooperation.

EARLY DISMISSAL

Early dismissal of students should be for emergencies only or for appointments that cannot be made after school hours. On these occasions we ask that a note from the parent/guardians be sent on the day of the appointment. When students leave early they miss out on important instruction time. Early dismissals will be recorded on the report card.

EMERGENCY CLOSINGS

In case of an emergency closing of the school, please discuss with your child an alternative plan in the event that no adult is home when he/she arrives. (Example: go to home of neighbor or any other arrangement parent/guardian wishes to make). **Please do not have students come to the office to call you.** **Emergency closings will be at 12:10 P.M.** Lunch will be served.

DELAYED OPENING

If there is a delayed opening, school will begin 2 hours later. Grades K, 1 and 2 will meet from 10:40 a.m. to 3:20 p.m. Bus pick-ups will be approximately 2 hours later than the normal time. Please monitor the following: WVIT-TV Channel 30; WCNH-TV Channel 8; WFSB-TV Channel 3; WTIC 96.5 FM radio; WDRC 100.5 radio.

SCHOOL MESSENGER RAPID NOTIFICATION SERVICE

The Cromwell Public Schools have chosen to adopt the **School Messenger Rapid Notification Service** to enhance parental communication. This service will allow us to send a voice and/or e-mail message to ALL our student's families on ALL of their contact numbers within minutes, if an emergency occurs at a school. The **School Messenger** service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The district will be utilizing **School Messenger** for:

- Emergency Notification
- Early Release reminders (single session days)
- Other pertinent information

Your child's school will also be using **School Messenger** for:

- Report card and progress report reminders
- Transportation Messages, such as field trips
- Grade level information, i.e., field trips reminders

SCIENTIFIC RESEARCH-BASED INTERVENTIONS (S.R.B.I.)

Scientific Research-Based Interventions (SRBI) are a way to provide support and instruction to students who are below grade level expectations. A student's progress is studied by the SRBI team and findings are used to make decisions about teaching and other learning supports. Our SRBI team includes teachers, administrators, and other support staff who work collaboratively to develop interventions to support a student's academic and/or behavioral needs.

STUDENT PROGRESS

- Student assessment is an on-going process and one that is developmentally appropriate at this primary level. Emphasis is placed on the whole child where growth in the academic, social and emotional domains is assessed in light of each child's individual developmental level.
- Report cards are sent home via E-Mail. Its contents should be shared between you and your child and comparisons with other children should be avoided. Since the report cards are based on the curriculum and objectives to be achieved at each grade level, the content of the report card varies from grade to grade. Reporting to parents/guardians occurs three times per year. A conference is held the first term to directly discuss student progress.
- Communication of student progress occurs through a variety of methods: parent/guardian conferences, daily work samples, informal or formal notes, telephone calls, student work folders and report cards. Conferences are held once a year, in the latter part of December. Parents/Guardians are also encouraged and welcomed to contact teachers at any time regarding their child's progress. Regular communication between home and school is important to maintain throughout the academic year. **(Refer to BOE Policies 5121, 5123, 5124, and 6146)**

TARDINESS

Students must arrive to school on time. They will be considered tardy if they arrive at Edna C. Stevens School after 8:40 a.m. A student arriving late must report to the main office accompanied by parent/guardian. Chronic tardiness will be addressed by the School Resource Officer and school administration and recorded on the report card.

TRANSPORTATION BUS PROCEDURES

All ECS students ride the buses both to and from school. Buses pick up and drop off students at designated stops. Whenever possible, kindergarten students have stops in front or near their homes. **We ask that you designate one pick up location and one drop off location to be used by the bus throughout the school year.**

If the location varies on a daily basis, you are asked to make your own arrangements. We cannot provide for daily changes in bus routines. **Students may not change buses in order to visit a friend. Only emergency day care arrangements will constitute a change in busing.** (If this is the case, please send in a note so indicating.) Parents/Guardians may also choose to transport students themselves. These students are not to arrive earlier than 8:20 a.m. because they will be unsupervised. Parent/Guardians should drop students off in the designated drop off area located in the west parking lot, as the front circular driveway is reserved for arriving and departing school buses. All bus changes require a 48 hour notice. **Students are not allowed to walk or ride their bicycles to or from school.**

BUS RULES

The importance of proper conduct by our students while waiting for boarding, riding on or disembarking from a bus cannot be over emphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should understand, and parents/guardians are urged to impress upon their children, the necessity for strict compliance with the following:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Students getting on and off of the bus must be done in an orderly fashion.
3. Students are to buckle seat belts immediately after sitting down.
4. Students are to remain seated while the bus is in motion.
5. Hands must remain inside the bus at all times.
6. The aisles must be kept clear at all times.
7. Conversation, if any, must take place in normal tones of voices.
8. Standing in the bus while it is in motion is strictly and absolutely forbidden.
9. Crowding, pushing, and shoving, are not only unnecessary but dangerous as well.
10. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.
11. A student may be suspended from riding the bus for disciplinary reasons by the administration only. In such a case, his/her parents/guardians shall provide for his/ her transportation to and from school during the period of such suspension.
12. Children should be at their bus stop at least ten minutes before the arrival of the bus.
13. Eating on the bus is prohibited.
14. Parents/Guardians may not get on the bus.
15. Kindergarten students are to sit in the front of the bus followed by students in grades 1-5 in numerical order.

BUS REFERRALS

A bus misconduct form will be sent home when a complaint is made to the Principal or the Assistant Principal by the bus driver. The first misconduct form is usually a warning. If a youngster receives a second misconduct form in the same school year, the child may be removed from the school bus. If a third form is sent home the youngster may be removed from the school bus for as long as one week at the discretion of the Principal or the Assistant Principal. Parents/guardians will be responsible for providing transportation if this occurs.

BUS STOP

Please remind your child(ren) of the importance of proper behavior while waiting for the bus and when walking to and from the bus stop. The school cannot assume responsibility for students while they are at the bus stop.

SPECIAL ARRANGEMENTS

Parents/Guardians wishing to have students picked up or dropped off at a Cromwell daycare facility on a regular basis may do so by notifying the school office. The bus company requires a 48 hour notice to make any

bus changes. Because of the risk of overcrowding, **students may not change buses to visit friends after school.** Parents/Guardians are to make arrangements for such situations themselves. Transportation safety complaints can be referred to Edna C. Stevens School office or the Cromwell Board of Education.

VACATION POLICY

Our school calendar normally includes 183 days of instruction time, as well as adequate vacation periods. Therefore, we strongly urge families to schedule vacations when school is not in session. We feel the instructional time a youngster misses from school cannot be adequately made up. If parents/guardians withdraw their children from school in order to take vacations, the school will not provide assignments in advance. Children must make up their missed work or assignments during student assistance time or after school.

VISITORS AND VOLUNTEERS

All doors including the main entrance will be locked during school hours. Visitors must ring the bell at the main entrance in order to gain admittance into Edna C. Stevens School. All visitors or volunteers should report to the office before going to any part of the building. After signing in you will be given a sticker to wear. Please have it visible at all times. When you leave the building you are asked to stop in the office and sign out. Parents/Guardians are asked to drop off forgotten items in the office. Please help us avoid interruptions by not going to classrooms to drop off these items.

PARENT/GUARDIAN ADDENDUM

I. EQUAL OPPORTUNITY STATEMENT

In compliance with regulations implementing Titles VI and VII of the Civil Rights of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1991, and applicable State laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability.

II. ALCOHOL, DRUGS, TOBACCO AND INHALANTS

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the student will be suspended from school (in accordance with regulation 5131.6), referred to the appropriate treatment agency, considered for expulsion and the parent/guardians will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, the student will be referred to the police department.

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12- Search and Seizure)

The Board is also concerned that other substances, not listed as “controlled substances”, such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion. Further, grade level appropriate education pertaining to proper use of these materials and the danger of abuse shall be presented.

Smoking is prohibited by law in all school buildings and on school grounds. Disciplinary actions will be in accordance with regulations provided by the administration.

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in Board policy #5131.6 Alcohol, Drugs and Tobacco, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

Contrary to directions for use, cautions or warning appearing on a label of a container of the glue, paint aerosol or substance; and designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows:

Nitrous Oxide - *Laughing Gas, Whippets, CO2 Cartridge*
Amyl Nitrite - *“Locker Room,” “Rush,” “Poppers,” “Snappers”*
Butyl Nitrite - *“Bullet,” “Climax”*
Chlorohydrocarbons - *Aerosol Paint Cans, Cleaning Fluids*

Hydrocarbons - *Aerosol Propellants, Gasoline, Glue, Butane*

Further, no student shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to another student. Any student found to use, possess, sell or to conspire to sell any illegal substance, shall be referred to the appropriate authority for criminal prosecution.

No person shall intentionally use, or possess with intent to use, inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Students who violate this policy shall be subject to disciplinary action, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

Refer to BOE policies #5131.6 and 5131.61

III. SUSPENSION

Actions leading to suspension

Grounds for suspension from school or in-school suspension include, but are not limited to, the following:

1. Willfully striking or assaulting a student or any member of the school staff.
2. Theft or knowingly possessing stolen goods.
3. The use of obscene gestures, racial slurs or abusive language.
4. Deliberate refusal to obey the reasonable requests of a member of the school staff.
5. Participating in violent or disruptive walkouts from or sit-ins within a classroom or school building.
6. Attempts at extortion or intimidating school staff or other students.
7. **Knowingly possessing or transmitting any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school.**
8. Unauthorized possession, sale, distribution or consumption in the school, on school grounds or on school buses of illegal drugs, narcotics or alcoholic beverages or being under the influence of a controlled substance at school or school-sponsored activities.
9. The willful destruction of school property or personal property.
10. Misbehavior on a school bus as defined in Policy 7-231 to 7-231.2.
11. Class truancy as defined in Policy 7-232.
12. Leaving school without permission as defined in Policy 7-233.

Notice Placed on Cumulative Record

Whenever a student is suspended and excluded from school privileges, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative records. Such notice shall be expunged from the student's cumulative record if the student (1) graduates from high school or (2) is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the suspension. This pertains only to out-of-school suspensions.

IV. EXPULSION

The Board of Education may expel a pupil from school if, after a full hearing, the Board finds that his/her conduct (a) endangers persons or property; (b) is seriously disruptive of the educational process; or (c) violates a publicized policy of the Board.

Notice Placed on Cumulative Record

Whenever a student is expelled from school, notice of the expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative records. Such notice shall be expunged from the student’s cumulative record if the student (1) graduates from high school or (2) is not expelled or suspended again during the two-year period commencing on the date of the student’s return to school after the expulsion.

Refer to BOE Policy #5114.

V. VIOLENT AND AGGRESSIVE BEHAVIOR

All acts of violence and aggression, including, but not limited to, terrorist acts and/or threats, shall result in specific consequences, determined by the seriousness of the act, including suspension from school and consideration of expulsion from school by the Board of Education for acts of a serious or chronic nature.

The following behaviors are defined as violent and aggressive:

Possession, Threat With, or Use of a Weapon or Dangerous Instrument

Physical Assault	Verbal Abuse	Intimidation	Extortion
Bullying	Gangs	Terrorist Threat	Sexual Harassment
Stalking	Defiance	Racial Slurs	

Refer to BOE Policy #5131.21.

VI. TRUANCY

As of July 1991, the State of Connecticut has defined truant’ as any student with four unexcused absences from school in any month or, ten unexcused absences in a school year. Parent/Guardians should be aware of their statutory responsibility for the student’s regular school attendance (Section 10-184). Parent/Guardians should also be aware that if they fail to comply with the provisions of 10-184, they might be fined at least \$525 by the court for each infraction. Students who are considered truant from school WILL NOT be permitted to make up work missed the day that they were absent.

VII. PARENT/GUARDIANS INVOLVEMENT

The Board of Education recognizes that the community shapes the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs, and evaluating results.

The Board of Education recognizes that a child’s education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and Parent/guardians must work as knowledgeable partners.

In order to assure collaborative relationships between students’ families and the Board of Education and district personnel, and to enable parent/guardians(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardians(s) thoroughly informed about their child’s school and education.
2. Encourage involvement in their child’s school and education.
3. Establish effective two-way communication between all families and the Board of Education district personnel.
4. Seek input from parent(s)/guardians(s) on significant school-related issues.
5. Inform parent(s)/guardians(s) on how they can assist their children’s learning.

Develop an outreach program for parent(s)/guardians(s) of pre-school age children.

The Board of Education believes it is important to inform the public about school curriculum, programs, policies, and activities so citizens can participate in these programs. Concurrently, the school staff, administration, and Board of Education should be aware of the community's goals and concerns for its children so they may be given consideration in curriculum, program, and activity revisions.

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Refer to BOE Policies 1000, 1000.1, 1101.1, 1110, and 1212.

VIII. HAZARDOUS MATERIAL IN SCHOOLS

Products present in school buildings or used in managing the building and site may be designated as hazardous material by federal or state agencies. The Board of Education carries the responsibility to ensure the safety of all those using our facilities both in choosing proper product selection, use, and adequate notification. The following items require annual notification:

Asbestos

Federal regulation AHERA CFR 40 Part 763 requires the Board of Education to annually notify all parents/guardians and staff of the presence of asbestos which may exist in our school buildings. An Asbestos Management Plan is located at each school and in the Central Administrative Office, 9 Mann Memorial Drive. This document contains information regarding the presence of asbestos by type, amount and location. All required periodic inspections are made a part of this manual.

Pest & Pesticide Management

Board of Education Policy #3524.1 provides strategies for managing pest populations influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds. The goal of this pest and pesticide management program is to manage pests in order to:

- Reduce any potential human health hazard and/or protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pest from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others
- Afford students, staff, and others the opportunity for advanced notice of application in compliance with the Board of Education policy.

IX. REPORTING OF CHILD ABUSE AND NEGLECT

The Board of Education recognizes that 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 students' ability to learn while in school, the Board of Education realizes the importance and legal responsibility of mandated reporters in identifying students who may be suffering from abuse.

Connecticut General Statutes 17a-101, as amended by PA 96-246, has defined various school employees mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused (CGS 17a-101) or may be abused (CGS 17a-102). The district shall not discharge or in any manner discriminate or retaliate against any mandated school employee who in good faith makes a report pursuant to CGS 17a-101 or is involved in any proceedings pertaining to the alleged child abuse or neglect. **Refer to BOE Policy p5141.4.**

X. SEXUAL HARASSMENT

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. (BOE Policy #5145.5)

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestion that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as, the display in the educational setting of sexually suggestive objects or pictures.

Some specific behaviors that constitute sexual harassment include but are not limited to: Verbal - sexual name calling, sexual propositions or demands, sexual rumors, humor or jokes about sex, stereotypical comments based on gender or sexual orientation; Non-Verbal - whistling, leering, suggestive or insulting sounds, obscene gestures, displays of obscene materials, written messages; Physical - touching, pinching, patting, threatening behavior, pulling at clothes, inappropriate public display of affection, coercive sexual conduct including attempted rape and rape.

Procedure

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and reprisals or retaliation which occurs as a result of the good faith reporting of charges of sexual harassment will result in disciplinary action against the retaliator.

Guidelines

Sexual harassment is prohibited in the school system. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
2. The conduct has the purpose or effect of having a negative effect upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.

4. Suggestive or obscene letters, notes, invitations, slurs, jokes, epithets, or gestures, derogatory comments, assaults, touching, impeding, blocking movement, leering, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s) (i.e., student to student).

Complaint Procedure

Any complaint must be initiated within 180 days from the date one knew or should have known the alleged harassment took place.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the principal, or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - a. name of the complainant
 - b. date of the complaint
 - c. date of the alleged harassment
 - d. name or names of the harasser or harassers
 - e. location where such harassment occurred
 - f. detailed statement of the circumstances constituting the alleged harassment
 - g. Any student who makes an oral complaint of harassment to any of the above-mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure. The complainant will be told that the alleged harasser has a right to know who has filed a complaint against him/her.
4. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
5. All complaints are to be forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.
6. If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective, and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of

stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

8. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.

If, after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include appropriate intervention, reassignment, transfer, or disciplinary action. The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

XI. SPECIAL EDUCATION

SPECIAL EDUCATION AND PUPIL PERSONNEL SERVICES

The Cromwell Board of Education provides special education and pupil personnel services (speech and language, counseling, etc.) to students who are identified as special education students and/or to students identified as disabled under Section 504 of the Rehabilitation Act. If you feel that your child's program is not meeting his/her educational needs, you can request, through a building principal, a Planning and Placement Team (PPT) meeting to review your concerns. If these are unsuccessful, the student is then referred to a PPT meeting. Parents/guardians or guardians are notified five (5) days in advance by mail of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A multidisciplinary evaluation must be conducted to determine eligibility. Evaluations are reviewed at the PPT meeting to determine eligibility.

Within forty-five (45) school days, the completed evaluations are reviewed at the PPT meeting to determine eligibility. If the student is identified, an Individualized Educational Plan (IEP) is developed and implemented. A team approach, consisting of school staff and administration along with the parent/guardian, is utilized in the development of the educational plan.

Parents'/guardians' rights for Procedural Safeguards and Due Process under the Individuals with Disabilities Education Act (IDEA) and parents'/guardians' rights under Section 504 of the Rehabilitation Act are provided annually. Subsequent to identification under Section 504, parents'/guardians' rights are provided at each Section 504 meeting. The district maintains compliance under Federal statute and regulations through the State Department of Education.

Records shall be maintained for each student from entrance into school to graduation or withdrawal. The retention of certain types of records is required by law. Access to and security of student records

and request for amendments is assured by the CT General Statutes, the Federal Family Educational Rights and Privacy Act of 1974 and their respective regulations.

STATEMENT OF SECTION 504 AND AMERICANS WITH DISABILITIES ACT

It is the policy of the Cromwell School District not to discriminate on the basis of disabilities as required under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, in the admission of students to programs or any education services or in the employment of personnel. The coordinator for these activities is Mr. Jerald Fine, Director of Special Services, 860-632-4836. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights.

DISABILITIES ACT

It is the policy of the Cromwell, Connecticut School District not to discriminate on the basis of disabilities as required under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, in the admission of students to programs or any educational services or in the employment of personnel. The coordinator for these activities is the Director of Special Services, 130E Office, Mann Memorial Drive, Cromwell, CT 06416 (Tel. 632-4830). Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

STATEMENT OF TITLE VI, TITLE VII, AND TITLE IX

In compliance with regulations implementing Titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry sexual orientation, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success; submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

The coordinator for Title IX is also the Director of Special Services. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

The coordinator for Title VI and Title VII is also the Director of Special Services. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of title VI, title VII, and title IX. These procedures are available to all participants, students and employees in the Cromwell School System.

NOTIFICATION OF GRIEVANCE PROCEDURES

Please be informed that the Cromwell Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, religious creed, age, handicapping condition, national origin, marital status, or sex in any of its education programs, activities or employment policies. Further, in compliance with title IX of the Educational Amendment of 1972, Title VI of the

Civil Rights Act of 1974, and Section 504 of the Rehabilitation Act of 1973, the following grievance procedure is presented. The purpose of the following grievance procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination regarding sex, handicap, or vocational programming within the Cromwell School System. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

A. Level One - Principal or Immediate Supervisor

Any participant in the school system - parent/guardians, student, or employee - with a grievance or dispute shall first discuss it with his/her school Principal or immediate supervisor with the objective of resolving the matter informally. The grievance may be communicated orally or in writing for this purpose.

B. Level Two – Coordinator for 504, Americans with Disabilities Act, Title IX, or Title VI Activities

In the event that such aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file a written grievance directly to the Coordinator. This use of the Level Two process may be affected at any time during the school fiscal year (July 1 - June 30) in which a Level One decision is unacceptable to the aggrieved party.

C. Level Three - Board of Education

In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within five (5) school days after the meeting with the Coordinator, he/she may file a written grievance indicating such dissatisfaction, with the Chairperson of the Cromwell Board of Education. The use of the Level Three process may be affected at any time during the school year (July 1 - June 30) in which a Level Two decision is unacceptable to the aggrieved party. Within twenty (20) school days after receiving the written grievance, the Board of Education shall meet with the aggrieved party and the Coordinator for the purpose of resolving the grievance. The Board of Education must render a decision in writing regarding the grievance within five (5) school days of the Level Three meeting.

XII. DIRECTORY INFORMATION

Certain directory information may be released to media, colleges, civic or school-related organizations, military recruiters and state or government agencies as well as published in programs for the athletic, music and theater presentations of this school district.

Directory information includes the following kinds of information:

1. Name of student and grade level
2. Address
3. Telephone number and/or electronic mail address
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent school attended
10. Date and place of birth

11. Photograph

IF YOU DO NOT WISH THIS INFORMATION TO BE RELEASED, PLEASE INFORM THE SCHOOL PRINCIPAL IN WRITING WITHIN TEN (10) DAYS AFTER YOU RECEIVE THIS HANDBOOK.

XIII. REQUIRED HEALTH ASSESSMENTS/IMMUNIZATIONS

To enter the Pre-K program, students must have:

- Health assessment, which includes:
- Physical examination, which shall include hematocrit or hemoglobin test, height, weight, and blood pressure.
- Vision, hearing, postural, and gross dental screening.
- Any information including a health history as the physician believes to be necessary and appropriate.
- Current immunization status in accordance with Connecticut State Statute and Board of Education policy, which includes:
 - 4 doses of **DTP/DTaP** (with at least 1 dose given on or after the 4th birthday-not applicable for 3-year old Pre-K students).
 - 3 doses of **Polio vaccine** (IPV/OPV) (with at least 1 dose given on or after the 4th birthday-not applicable for 3-year old Pre-K students).
 - 1 dose of **MMR** (measles, mumps, rubella) given on or after the 1st Birthday.
 - Hemophilus influenza type B (**HIB**): for those students 36-59 months old.
 - Chickenpox (**Varicella**): documentation of immunization, serologic evidence of past infection, or a statement signed and dated by a physician, physician's assistant, or advanced practice RN indicating that the child has had the chickenpox.
 - **Hepatitis A** vaccine: 2 doses: 1st dose given on or after 1st birthday.
 - **Hepatitis B** vaccine: 3 doses.
 - **Influenza**
 - **Pneumococcal Conjugate Vaccine**: (for children less than 5 years of age).

To enter Kindergarten, students must have:

1. Health assessment, which includes:
 - a. Physical examination, which shall include hematocrit or hemoglobin test, height, weight, and blood pressure.
 - b. Vision, hearing, postural, and gross dental screening.
 - c. Any information including a health history as the physician believes to be necessary and appropriate.
2. Current immunization status in accordance with CT State Statute and Board of Education policy, which includes:
 - a. 4 doses of **DTP/DTaP** (with at least 1 dose given on or after the 4th birthday).
 - b. 3 doses of **Polio vaccine** (IPV/OPV) (with at least 1 dose given on or after the 4th birthday).
 - c. 2 doses of **MMR** (measles, mumps, rubella): 2 doses (with 1st dose given on or after 1st birthday).
 - d. Hemophilus influenza type B (**HIB**): if student is less than 5 years old.
 - e. **Varicella** (Chickenpox): 2 doses of immunization or serologic evidence of past infection, or a statement signed and dated by a physician, physician's assistant, or advanced practice RN indicating that the child has had the chickenpox.
 - f. **Hepatitis A** vaccine: 2 doses (with 1st dose given on or after 1st birthday).
 - g. **Hepatitis B** vaccine: 3 doses.
 - h. **Pneumococcal Conjugate Vaccine**: (for children less than 5 years of age).

XIV. Title I NOTIFICATION RE: QUALIFIED TEACHERS

1. Parental Requests: Parent/Guardians of each student attending any school receiving Title I funds shall be notified at the beginning of each school year, that they may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. The information must include, at a minimum:
 - a. if the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. if the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher;
 - c. the baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree;
 - d. and information on whether the student is provided services by a paraprofessional and, if so, their qualifications.
2. Parental Right to Know: A school district receiving Title I funds must provide to each individual parent/guardians whose children are attending a Title I school:
 - a. Information on the level of achievement of their child on the CMT; and
 - b. Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

BULLYING BEHAVIOR IN THE SCHOOLS

The Cromwell Board of Education promotes a safe and secure climate conducive to teaching and learning. In accordance with state law, it is the policy of the Cromwell Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events is prohibited. Such behavior is disruptive to the educational process and, therefore, not acceptable behavior in this district. To implement this policy, the Board of Education has adopted a policy and the Superintendent has developed regulations to address the existence of bullying in-school. (BOE Policy #5131.911)

Legal References:

**[10-15b Access of parent/guardians or guardian to student's records. Inspection and subpoena of school or student records.
10-222d Policy on bullying behavior
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parent/Guardians or Legal Guardians]**

Connecticut General Statutes Sections 10-233a through 10-233f

**[cf. 5131.8 Out of School Misconduct
cf. 0521 – Nondiscrimination
cf. 5114 – Suspension and Expulsion/Due Process
cf. 5131 – Conduct
cf. – Violent and Aggressive Behavior
cf. 5131.912 – Aggressive Behavior
cf. 5131.91 – Hazing
cf. 5144 Discipline/Punishment
cf. 5145.4 Nondiscrimination
cf. Sexual Harassment
cf. 5145.51 Peer Sexual Harassment
cf. 6121 – Nondiscrimination**

cf. 6121.1 – Equal Education Opportunity]
Administrative Regulations.

5131.6

CROMWELL PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY

Students Alcohol, Drugs and Tobacco

Adopted: 11/18/86

Revised: 7/11/00

It is the policy of the schools to take positive action through education, counseling, parent/guardian involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut *and inhalable substances (including gases, solvents, adhesives).*

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the student will be suspended from school (in accordance with regulation 5131.6), referred to the appropriate treatment agency, considered for expulsion and the parent/guardians will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, the student will be referred to the police department.

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 – Search and Seizure)

The Board is also concerned that other substances, not listed as “controlled substances,” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion. Further, grade level appropriate education pertaining to proper use of these materials and the danger of abuse shall be presented.

SMOKING

Smoking is prohibited by law in all school buildings and on school grounds. (BOE Policy #1331) Disciplinary actions will be in accordance with regulations provided by the administration. In conjunction with the laws of the State of Connecticut, which prohibit smoking in public buildings, the Board of Education is committed to maintaining and improving the health and well-being of all employees and students. Medical research shows that smoking poses a significant risk to the health of the smoker and non-smoker. Smoking or use of tobacco products (including chewing tobacco) is prohibited in all school buildings, school vehicles, and transportation provided by the Board of Education, and on the grounds of the Cromwell Public Schools. Additionally, students may not possess cigarettes or any smoking paraphernalia on school grounds. Such items will be confiscated and destroyed when found. Any student violating this policy will be subject to an out-of-school suspension. Smoking is prohibited by law in all school buildings and on school grounds. Disciplinary actions will be in accordance with regulations provided by the administration.

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10a-18 Programs to be offered on effects of drugs and alcohol.
10-221(d) boards of education to prescribe rules re use, sale of possession.
21a-240 Definitions, dependency producing drugs.
21a-243 Regulation re schedules of controlled substances.

5114

**CROMWELL PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY
STUDENTS**

Suspension and Expulsion/Due Process

Adopted: 10/28/03

Revised: 11/27/07

Students

Suspension and Expulsion/Due Process

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

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

A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than five (ten days effective July 1, 2008) 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.
4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. (Effective July 1, 2008: Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension.)
5. **“Expulsion”** shall be defined as an exclusion 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 student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

6. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **“Days”** is defined as days when school is in session.
8. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
11. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
12. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

B. Removal From Class

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

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

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

D. Suspension and Expulsion

1. A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);

- d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
- e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
- f. Deliberate refusal to obey the directions or orders of a member of the school staff;
- g. Harassment and/or bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols;
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:

a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.

b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student for one full calendar year if:

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

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

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

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to five days (ten school days effective July 1, 2008) of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. . (Effective July 1, 2008: Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension.)

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The

administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

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

2. In the case of suspension, the administration shall notify the student's Parent/guardians and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.

3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parent/guardians.

5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.

2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice to the student and his parent/guardians, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services.

3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.

4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.

5. The procedure for any hearing conducted under this paragraph shall at least include the right to:

a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who is found to have engaged in conduct endangering persons which involved

(1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.

b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;

c. The opportunity to be heard in the student's own defense;

d. The opportunity to present witnesses and evidence in the student's defense;

e. The opportunity to cross-examine adverse witnesses;

f. The opportunity to be represented by counsel at the parent/guardians'/student's own expense; and

g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;

h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent/guardians or legal guardian do not speak the English language;

i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.

6. The record of the hearing held in any expulsion case shall include the following:

a. All evidence received and considered by the Board of Education;

b. Questions and offers of proof, objections and ruling on such objections;

c. The decision of the Board of Education rendered after such hearing; and

d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.

7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:

a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;

b. The Board of Education shall give effect to the rules of privilege by law;

c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;

d. Documentary evidence may be received in the form of copies or excerpts;

e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;

g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

8. For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified

program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardians/guardian of such student to pay for participation in the program.

I. Notification

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

J. Students with Disabilities

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

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

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

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

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

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

3. If the District, parent/guardians and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent/guardians.

4. Should a parent/guardians of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parent/guardians (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the Parent/guardians otherwise agree, or the Board obtains a court order.

6. In order for the district to unilaterally obtain a 45 day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence, that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent/guardians of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is sixteen years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is not required to offer such alternative educational

opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers person, if it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above. Whenever the Board notifies a student between the ages of sixteen and eighteen or the parent/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
4. Whenever a student against whom a expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall completed the expulsion hearing and render a decision.
5. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.
6. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
7. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66 and PA 07-122

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

20 U.S.C. Section 7114, No Child Left Behind Act

P.L. 108-446 Individuals with Disabilities Education Improvement Act of 2004

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

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CROMWELL PUBLIC SCHOOLS

BOARD OF EDUCATION POLICY

STUDENTS

Health Assessments and Immunizations

Adopted: 6/12/01

Revised: 11/27/07

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine the health status of students, facilitate the removal of handicaps to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parent/guardians to make them aware of immunizations and/or health assessments that are insufficient or not up-to-date. The school nurse will maintain the immunization and health assessment records of each student enrolled.

No record of any student's medical assessment may be open to the public.

Legal Reference: Connecticut General Statutes

10-204 Vaccination

10-204a Required immunizations as amended by PA 96-244

10-204c Immunity from liability

10-205 Appointment of school medical advisor

10-206 Health assessments

10-206a Free health assessments

- 10-207 Duties of medical advisors
- 10-208 Exemption from examination or treatment
- 10-208a Physical activity of student rest cites; board to home notice
- 10-209 School nurses
- 10-212 School nurses
- 10-212a Administration of medicines by school personnel
- 10-214 Vision, audiometric and postural screening: When required; notification of Parent/Guardians re: defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

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Administrative Regulations

Health Assessments and Immunizations

In accordance with Connecticut General Statutes 10-206, 10-204a, and 10-214, the following health assessment procedures are established for students in the district:

1. Proof of immunization shall be required prior to school entry. A ‘school-aged child’ also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enrollees and must include complete documentation of those immunizations requiring a full series. A required immunization record includes:

a. For initial entry into school for Preschool:

- 4 doses of **DTP/DtaP** vaccine (Diphtheria-Pertusis-Tetanus). (With at least 1 dose is required to be administered on or after the 4th birthday. Not applicable for 3 year old Pre-K students).
- 3 doses of **Polio vaccine** (IPV/OPV) (with at least one dose of polio vaccine administered on or after the 4th birthday. Not applicable for 3 year old Pre-K students).
- 1 dose of **MMR** vaccine (measles, mumps and rubella): 1 dose given on or after the 1st birthday.
- HIB** (Hemophilus Influenza type B): for those students 36-59 months old.
- Varicella** (chickenpox): documentation of immunization, serologic evidence of past infection, or a statement signed by an MD, PA, or APRN indicating that the child has had the chickenpox.
- 2 doses of **Hepatitis A**: 1st dose given on or after the 1st birthday.
- 3 doses of **Hepatitis B**.
- Influenza**.
- Pneumococcal Conjugate Vaccine**: (for children less than 5 years of age).

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b. For entry into Kindergarten:

- 4 doses of **DTP/DtaP** vaccine (Diphtheria-Pertussis-Tetanus). (With at least 1 dose is required to be administered on or after the 4th birthday).
- 3 doses of **Polio vaccine** (IPV/OPV) (with at least one dose of polio vaccine administered on or after the 4th birthday).
- 2 doses of **MMR** vaccine (measles, mumps and rubella): (with 1st dose given on or after the 1st birthday).
- HIB** (Hemophilus Influenza type B): if student is less than 5 years old.
- Varicella** (chickenpox): 2 doses of immunization or serologic evidence of past infection, or a statement signed by an MD, PA, or APRN indicating that the child has had the chickenpox.
- 2 doses of **Hepatitis A**: 1st dose given on or after the 1st birthday.
- 3 doses of **Hepatitis B**.
- Pneumococcal Conjugate Vaccine**: (for children less than 5 years of age).

Health assessment and health screening requirements are waived if the parent/guardians of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent/guardians or student objects on religious grounds. (CGS 10-204a)

Students failing to meet the above requirements shall not be allowed to attend school.

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3. The assessment shall also include tests for tuberculosis for

- (a) all children entering school for the first time,
- (b) all foreign students, and
- (c) any student whose exposure at home or travel puts them at risk.

4. Health screenings shall be required for all students according to the following schedule:

Vision Screening

All students in grades K-9 will be screened annually using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parent/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the school nurse shall cause a written notice to be given to the parent/guardians of each pupil found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Hearing Screening

All students will be screened annually for possible hearing impairments in grades K-9. Additional audiometric screening will be conducted in response to appropriate requests from parent/guardians or professionals working with the student. Results will be recorded in the student's health record of forms supplied by the Connecticut State Board of Education, and the school nurse shall cause a written notice to be given to the parent/guardians of each pupil found to have any defect of hearing or disease of the ears, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Postural Screening

School nurses will screen all students in grades 5 through 9 inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parent/guardians or professionals working with the student. Results will be recorded in the student's health record of forms supplied by the Connecticut State Board of Education, and the school nurse shall cause a written notice to be given to the parent/guardians of each pupil found to have any postural defect or problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

5. Parent/Guardians of students failing to meet standards of screening or deemed in need of further testing shall be notified by the school nurse.

6. Health records shall be maintained in accordance with Policy #5125.

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8. All candidates for all athletic teams shall be examined annually by their private physician. No candidate will be permitted to engage in either a practice or a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.

If a student is injured, either in practice, a contest, or from an incident outside of school activities that requires him or her to forego either a practice session or contest, that student will not be permitted to return to athletic activity until cleared by their physician and/or the athletic trainer.

9. Schools shall maintain files of Emergency Information cards for each pupil. If a child's injury requires immediate care, the parent/guardians will be called by telephone by the nurse, the building principal, or other personnel designated by the principal, and advised of the pupil's condition. When immediate medical or dental attention is indicated, and when Parent/Guardians cannot be reached, the student will be transported to the nearest hospital unless otherwise indicated on the student's Emergency Information Card. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

Legal Reference: Connecticut General Statutes

10-204 Vaccination

10-204a Required immunizations as amended by PA 96-244

10-204c Immunity from liability

10-205 Appointment of school medical advisor

10-206 Health assessments

10-206a Free health assessments

10-207 Duties of medical advisors

10-208 Exemption from examination or treatment

10-208a Physical activity of student rest cites; board to home notice

10-209 School nurses

10-214 Vision, audiometric and postural screening: When required; notification of Parent/Guardians re: defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

6142.101

CROMWELL PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY

INSTRUCTION

Student Nutrition & Physical Activity (Student Wellness)

Adopted: 6/13/06

Revised: 5/18/10, 5/10/11

Purpose and Goal

The Board recognizes that overweight children are at a higher risk for developing severe long-term health problems, and can be affected by discrimination, psychological stress, and low self-esteem. Research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical program significantly reduces the risk of obesity and some cancers, diabetes and other chronic diseases.

The links between nutrition and physical activity and learning are also well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is linked to reduced risk for mortality and reduced development of many chronic diseases as adults. Cromwell Public Schools will establish and maintain an environment that encourages lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence students' eating habits and their achievement. Research studies over the past decade have consistently concluded that children who are physically active learn better. The Board is committed to promoting policies that support a learning environment conducive to healthy lifestyles and that ensure school practices consistently support student health and learning from prekindergarten through Grade 12. Key components include: teaching nutrition as part of comprehensive school health education; providing quality physical education and opportunities for physical activity; creating an environment that consistently supports healthy eating and physical activity practices; and supporting and engaging families in promoting healthy habits.

Cromwell Public Schools want students to possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. Cromwell Public Schools will make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration individual differences and cultural norms. The components of the administrative regulations will address the following areas of wellness:

1. District Wellness Team and District Wellness Plan; Implementation and Evaluation.
2. Nutrition and Quality School Meals
3. Physical Activity
4. Other Healthy Food Options
5. Pleasant Eating Environment
6. Nutrition Education
7. Marketing

0521

GENERAL POLICIES

Non-Discrimination

Adopted: 4/24/79
Revised: 4/15/08

The Board of Education supports and adopts Section 504 – The Rehabilitation Act of 1973 and its revisions. No otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In addition, the Board will take initial and continuing steps to notify participants, students and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements that it does not discriminate on the basis of disability.

The Board, through the Superintendent of Schools, shall act as the coordinator of said Act. Accordingly, the Superintendent, acting as the agent of the Board, will take whatever steps are necessary in the implementation of said Act, and in particular, provide for the prompt and equitable resolution of complaints alleging violations of Section 504.

Legal Reference: Connecticut General Statutes
10-153 Discrimination on account of marital status
46a-60 Discriminatory employment practices prohibited,
Title VII of the Civil Rights Act 1964
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20
U.S.C. 706(7)(b)
American Disability Act of 1989
Chalk v. The United States District of Court of Central California
Title IX of the Education Amendments of 1972
Civil Rights Act of 1987

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BOARD OF EDUCATION POLICY

COMMUNITY RELATIONS

Relations with Law Enforcement Agencies

Notification of a Student's Arrest

Adopted: 6/10/97

Revised: 9/14/99; 4/15/08

Pursuant to the requirements of Connecticut General Statutes 10-233h as amended by Public Act 94-221, 95-304 and 97-149, whenever the superintendent receives oral or written notification from the local police department or state police that a student was arrested, for a Class A misdemeanor, a felony, or selling, carrying, or brandishing a facsimile firearm he/she shall maintain the written report in a secure location and the information in the report shall be maintained as confidential in accordance with C.G.S. Section 46b-124. The superintendent may disclose such information when reported during the school year to the principal of the school in which the student is enrolled or the supervisory agent of any other school in which the student is enrolled.

The principal or supervisory agent may disclose such information only to special service staff or a consultant, such as a psychiatrist, psychologist or social worker, for the purposes of assessing the risk of danger posed by the person, other student school employees or property and effectuating an appropriate modification of such person's educational plan or placement for disciplinary purposes. Such information with respect to a child

under sixteen years of age shall be confidential in accordance with C.G.S. 46b-124 and shall only be disclosed as provided in this section and shall not be further disclosed.

(Policy No. 5145.111 Students/Probation/Police/Courts)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules.
10-233a through 10-233s re: student suspension, expulsion.
10-233g(b) Board to report school violence.
10-233h Arrested students. Reports by police to the superintendent, disclosure, Confidentiality.
17a-101 Protection of children from abuse.
17a-102 Report of danger of abuse.
466-124 Confidentiality of records of juvenile matters. Exception,
53a-185 Loitering in or about school grounds: Class C Misdemeanor
53-206c Sale, carrying and brandishing of facsimile firearms prohibited. Class B misdemeanor.
New Jersey v. T.L.O., 53 U.S.L.W. 4083 (1988), 469 U.S. 325; 105 S.Ct 733.

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CROMWELL PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMUNITY RELATIONS

School Volunteers
Adopted: 3/11/97
Revised:

The board of education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Annually, principals shall submit a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes
10-4g Programs to encourage participation in the educational process
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.
P.A. 97-290 An Act Enhancing Educational Choices and Opportunities
P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

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CROMWELL PUBLIC SCHOOLS

BOARD OF EDUCATION POLICY
COMMUNITY RELATIONS
Memorials for Deceased Students or Staff

Adopted: 4/15/08

Revised:

The Board of Education recognizes that individuals or groups may wish to make contributions to the District to establish memorials. The District is appreciative of such offers. All memorials must be approved and accepted by the Board of Education.

The Board will consider requests from school and community groups to name a portion of a building or a specific area for a deceased person, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The Board will consider the request after its approval by the administration.

The individual or group making the request, must agree to provide appropriate recognition, such as a plaque, portrait, or marker for the school, as approved by the Superintendent.

5131.8
CROMWELL PUBLIC SCHOOLS
STUDENTS

Electronic Devices

Adopted: June 11, 1996

Revised: March 14, 2000; May 18, 2010

Except for the **Prohibited Electronic Devices** (as defined below), students may possess any electronic devices, including cellular or mobile telephones, computers with modems, laptops, personal digital assistants, radios, walkie-talkies, walkman, MP3 players, CD players, their accessories (e.g. ear phones/buds) or other similar electronic devices (“Permitted Electronic Devices”) but may only use such **Permitted Electronic Devices** pursuant to the following restrictions.

1. During class time, **Permitted Electronic Devices** must be turned off so that they are incapable of being used without the expressed written permission of the principal of the principal’s designee or unless it is required or allowed by a teacher for a class assignment or project.
2. Except where noted in #1, during class time, **Permitted Electronic Devices** must be stored out of sight in lockers, back-packs, bags, purses or pockets. **Permitted Electronic Devices** that are not stored out of sight during class time are subject to confiscation, unless specific permission for the use has been given by the classroom teacher, principal or the principal’s designee.
3. Except as otherwise prohibited by this policy, students may use **Permitted Electronic Devices** on school grounds or at school-sponsored activities off school grounds except when there is a reasonable expectation of quiet attentiveness, when use of the device would cause any disruption, compromise law, order and safety, or when so directed by the school administrator, staff member or sponsor.

Possession of **Permitted Electronic Devices** by students is a privilege that may be forfeited by any student who fails to abide by this policy, or otherwise misuses this privilege. Failure to abide by this policy or other misuse of this privilege shall result in confiscation of the **Permitted Electronic Device** and may result in further

disciplinary action. To the extent a **Permitted Electronic Device** or **Prohibited Electronic Device** is confiscated and a principal or principal's designee attempt to turn on such Device in accordance with the regulations implementing this policy to examine the contents of such device and such device has been locked or is otherwise password protected, the principal or principal's designee will request and the student is required to either (i) unlock or enter the password for such **Permitted Electronic Device** or **Prohibited Electronic Device**, or (ii) provide the principal or principal's designee with the information necessary to unlock such device. The student who possesses a **Permitted Electronic Device** is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to electronic device brought onto its property. In addition, school staff may confiscate an electronic device brought to school or to a school sponsored activity based on a reasonable belief the student has used the device in a manner that violates this policy, any other school policy or state or federal law.

Students are prohibited from bringing the following electronic devices ("**Prohibited Electronic Devices**") to school or a school sponsored activity without the prior written consent of the principal or the principal's designee: paging devices/beepers, portable police scanning devices and portable games or toys. To the extent and for as long as a student has received the prior written consent of the principal or principal's designee to use a **Prohibited Electronic Device**, such device shall be considered to be a **Permitted Electronic Device** for purposes of this policy, until such consent expires or has been revoked or withdrawn. The Administration shall establish regulations and procedures to implement this policy.

Non-School Sponsored Publications and Web Sites Accessed or Distributed at School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to, materials that is libelous, invades the privacy of others, or infringes on a copyright;
3. Material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent or vulgar language or is otherwise socially inappropriate or inappropriate due to the maturity level of the students; or
4. Is primarily intended for the mediate solicitation of funds.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden materials, or (2) for writing, creating or publishing such material intending for it to be accessed or distributed at school.

Students found to be using any **Permitted Electronic Device** or a **Prohibited Electronic Device** in violation of these rules and regulations shall be subject to the disciplinary action. Where appropriate, police authorities may be contacted.

Legal Reference:

Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

PA 95-304 An Act Concerning School Safety

PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

PA 99-256 An Act Concerning AAC Laser Pointers

Electronic Device

ADMINISTRATIVE REGULATIONS

Definitions

1. **Permitted Electronic Device** means any electronic device other than a Prohibited Electronic Device (as defined below), including: cellular or mobile telephones, computers with modems, laptops, personal digital assistants, radios, walkie-talkies, walkman, MP3 players, CD players, their accessories (e.g. ear phone/buds) or other similar electronic devices.
2. **Prohibited Electronic Devices** means paging devices/beepers, portable police scanning devices, and portable games or toys.
3. **Turned off** means the **Permitted Electronic Device's** power is off so that it is incapable of being used. It is not sufficient for the device to be placed on vibrate or silent mode.
4. **Out of sight** means that both the **Permitted Electronic Device** and its carrying/storage case are not visible to others.
5. **School-sponsored activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
6. **Class time** means from the time class time begins until the time class time ends for the school in question, including bus transportation to and from school.

Student Use of Permitted Electronic Devices

1. Students may possess **Permitted Electronic Devices** in school, on school property, and at school-sponsored activities but may only use devices pursuant to the following restrictions:
 - a. During class time, **Permitted Electronic Devices** must be turned off so that they are incapable of being used.
 - b. During class time, **Permitted Electronic Devices** must be stored out of sight in lockers, back-packs, bags, purses or pockets. Permitted Electronic Devices that are not stored during class time are subject to confiscation, unless specific permission for use has been given by the principal or the principal's designee. An IEP or Section 504 accommodation plan that permits use of such items shall constitute administrative approval.
 - c. Before or after class time and on days when school is not in session, students may use **Permitted Electronic Devices** on school grounds or at school-sponsored activities off school grounds except when there is a reasonable expectation of quiet attentiveness, when use of the device would cause any disruption or when directed by the school administrator, staff member or sponsor to discontinue use of the Permitted Electronic Device.
2. Students may use designated school phones to contact parent/guardians during class time. Parent/Guardians are advised that the best way to get in touch with their child during class time is to call the school office.
3. The use of **Permitted Electronic Devices** that contain cameras is prohibited, at all times, in locker rooms, bathrooms and/or location in which images may violate privacy.

4. Students may not use **Permitted Electronic Devices** on school property or at a **school-sponsored activity** to access and/or view Internet websites that are otherwise blocked to students at school or take part in any activity prohibited by the district's Technology Acceptable Use Policy.
5. Students shall not possess or use **Prohibited Electronic Devices** in school, on school property, or at school-related functions unless the student obtains prior approval from the principal or the principal's designee after providing proof such a device is necessary for health emergency purposes.
6. The student who possesses a **Permitted Electronic Device** is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to Permitted Electronic Devices brought onto its property.
7. Possession of **Permitted Electronic Devices** by students is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Failure to abide by the terms of this policy or otherwise engage in misuse of this privilege shall result in confiscation of the Permitted Electronic Device and may result in further disciplinary action.
8. **Permitted Electronic Devices** shall not be used in a manner that disrupts the educational environment, including sending or receiving personal messages, data, or information that would contribute to or constitute cheating on tests or examinations; violate the confidentiality or privacy rights of another individual; constitute bullying, or otherwise violate student conduct rules. In such cases, disciplinary action may be taken.
9. The requirement that **Permitted Electronic Devices** must be turned off will not apply in the following circumstances:
 - a. The student has a documented special medical circumstance (e.g., an ill family member, or his/her own special medical condition) and has received prior permission from the principal of the principal's designee.
 - b. The student is using the **Permitted Electronic Device** during an emergency situation involving the immediate health/safety of themselves or other individual(s).

Confiscation of Permitted Electronic Devices

1. If a Permitted Electronic Device is visible during class time or if a student is found to be using a Permitted Electronic Device in violation of district rules or if a student is found to be using or possessing a Prohibited Electronic Device, the staff member will ask the student to turn off the device and hand it to them. Students who do not comply will be immediately escorted to office for disciplinary action.
2. If a staff member has reasonable grounds to believe a student has a non-visible Permitted Electronic Device on their person or in their effects that is powered-on in violation of this policy or a Prohibited Electronic Device on their person or in their effects, the staff member will ask the student to turn off the device and hand it to them. Students who do not comply will be immediately escorted to the office for disciplinary action. For purposes of this policy and regulation, "reasonable grounds" shall mean grounds based upon specific and articulable facts, circumstances, and inferences under which a person of ordinary and prudent judgment could reasonably believe that a student is or is about to be engaged in an activity prohibited by this policy and regulation. A combination of particular facts, even if each is individually innocuous, can form the basis for "reasonable grounds."
3. The staff member who confiscates the Permitted Electronic Device or Prohibited Electronic Device will not turn it on or view its contents.

4. The principal or the principal's designee may turn on and examine the contents of the Permitted Electronic Device or the Prohibited Electronic Device only under the following conditions:
 - a. The principal or the principal's designee first determines there are reasonable grounds to suspect that such an examination will reveal evidence that the student has violated or is violating either the law or the rules of the school.
 - b. The principal or the principal's designee will document the relevant contents of the Permitted Electronic Device only if the examination reveals evidence the student has violated or is violating either the law or the rules of the school.
 - c. Unless such disclosure is prohibited by applicable law, the principal or the principal's designee will notify the student that such Permitted Electronic Device or Prohibited Electronic Device has been turned on for examination in accordance with these regulations.
 - d. To the extent such Permitted Electronic Device or Prohibited Electronic Device has been locked or is otherwise password protected, the principal or principal's designee will require the student to either (i) unlock or enter the password for such Permitted Electronic or Prohibited Electronic Device, or (ii) provide the principal or principal designee with the information necessary to unlock such device.
5. The principal or the principal's designee may refer the matter and turn the Permitted Electronic Device or Prohibited Electronic Device over to law enforcement if the principal or principal's designee has reasonable grounds to believe that either (i) the device provides evidence of illegal activity or (ii) if the matter otherwise warrants the involvement of law enforcement.
6. The student will be sent to the principal or the principal's designee, who will notify the student of the disciplinary consequences for violating school rules concerning Permitted Electronic Devices or Prohibited Electronic Devices.

5147

**BOARD OF EDUCATION POLICY
STUDENTS**

Use of Internet

Adopted: 3/24/98

Revised: 9/14/99, 7/8/03

CROMWELL SCHOOL DISTRICT'S INTERNET AND NETWORK RULES AND REGULATIONS

1. Student use of the Internet must be staff-monitored at all times.
2. All student use of the Internet must be in support of education and research and consistent with the purposes of the Cromwell School District.
3. Any use of the Internet for the following purposes is prohibited:
 - for commercial or for-profit use;
 - for personal and private business;
 - for product advertisement or political lobbying;

- for students' personal e-mail; and
 - for entertainment purposes except at the discretion of the teacher or administration.
4. Vandalism will result in disciplinary and/or legal action to be determined by the respective building principal and cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user of the network or Internet or of any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
 5. Malicious use of the Internet to develop program that harass other users or to infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
 6. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
 7. Any use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
 8. Students must receive prior teacher approval to subscribe to Listservs. Teachers must log their students Listserv subscriptions with the curriculum facilitator in charge. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of file server hard-desk space.
 9. From time to time, the Cromwell School District will make determinations on whether specific uses of the network and the Internet are consistent with its policies. We reserve the right to temporarily remove a user on the network to prevent further unauthorized activity.
 10. Excessive use of computer supplies (disks, paper, ribbon, cartridges), because of Internet usage is discouraged.
 11. Downloading information onto the hard drives of any school computer is prohibited. Information may only be downloaded to floppy disk or to a student's online folder, and only with the permission of the teacher.
 12. Account or network passwords may not be shared. Teachers who have account passwords must not release them.
 13. Personal information such as names, addresses, photographs, telephone numbers, credit card, social security or checking account numbers must never be given out over the Internet.
 14. The duration of your Internet usage may be limited out of courtesy to others waiting to get on-line.
 15. E-mail correspondence is not private. It is subject to teacher view. Inappropriate language or content will result in disciplinary action and/or termination of Internet privileges.
 16. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user

privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

17. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

18. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords that belong to other users, or misrepresent other users on the network.

19. The illegal installation and illegal copying of copyrighted software for use on district computers is prohibited.

SAMPLE PURPOSE ONLY
INTERNET USE AGREEMENT

Cromwell School District Student Internet Use Agreement

I understand that the use of the Internet is a privilege; therefore, I will abide by Board of Education policy and regulations regarding Internet use. Should I commit any violation of policy/regulations, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

Student Name _____

Student Signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Cromwell School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Cromwell School District to restrict access to all controversial materials and I will not hold the school district responsible for materials acquired on the network.

Parent/Guardian _____ Date _____

Parent/Guardian Signature _____

SAMPLE PURPOSE ONLY
ACCEPTABLE USE AGREEMENT

CPS Information and Communication Technologies
Acceptable Use Agreement

ICT users are permitted to use the district's ICT resources for *legitimate educational* purposes. Personal use of *district* ICT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is prohibited.

By signing below, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

- 1) Behave ethically and responsibly when using ICT resources
 - a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the ICT monitoring and filtering.
 - b. Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources.
 - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and/or without authorization from the ICT Department.

- 2) Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.
 - a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
 - b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
 - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
 - d. Refrain from using social network tools for personal use.

- 3) Respect the privacy of others and treat information created by others as the private property of the creator.
 - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
 - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
 - c. Protect the confidentiality and safety of others when sharing work and images.
 - d. Share, post and publish only within the context of the district *Publishing Guidelines* (see attached).
 - e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines, Board Policy #5147 Use of Internet, Board Regulation #5147 Use of Internet, and Board Policy #5131.8 Electronic Devices. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print): _____

User's Signature: _____ Date: _____

Circle One: Staff Student School/Location: _____ School Year: _____

For students – Parent/Guardian Signature: _____

STUDENT RECORDS/PRIVACY

The Cromwell Board of Education has adopted a policy regarding student records to comply with Federal and State Statutes. These policies define the way in which student records are maintained, reviewed, and destroyed. The policies also indicate the circumstances under which there is access to these records by parents/guardians, students, staff, and outside sources. They further state who is delegated responsibility as Overseer of Records, where records are to be kept, how student records may be amended by parents/guardians, and the right of parents/guardians to a hearing regarding their request for amendment. The detailed policy of the Board of Education is available for parents/guardians and students in the offices of the Superintendent of Schools and each School Principal.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s education records. To access more information regarding FERPA, please visit: <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Cromwell Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation. In accordance with federal law, the Cromwell Board of Education adopted, in consultation with parents, provisions related to student privacy. The **Student Privacy Policy** (BOE Policy #6162.5) is found on the district website: www.cromwell.k12.ct.us. To access more information regarding PPRA, please visit: <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>. In accordance with federal law, the Cromwell Board of Education adopted a **Directory Information Policy** (BOE Policy #5145.15). Further information regarding this policy can be found on the district website: www.cromwell.k12.ct.us.

STATEMENT OF EQUAL OPPORTUNITY, NON-DISCRIMINATION AND SEXUAL HARASSMENT AND GRIEVENCE PROCEDURES

Equal Opportunity Statement

The Cromwell Public Schools are committed to a policy of non-discrimination and Equal Opportunity for all qualified employees and applicants for employment without regard to race, color, sex, age, religion, national origin, veteran status, or sexual orientation. The Cromwell Public Schools do not discriminate against any qualified applicants of employees with a disability.

Statement of Non-Discrimination

The Cromwell Board of Education is an affirmative action/equal opportunity employer and it does not discriminate on the basis of race, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in any of its educational programs, activities or employment policies. All educational programs and offerings, including Vocational Education and extracurricular activities, subscribe to this policy.

Statement of Title VI, Title VII, and Title IX

In compliance with regulations implementing Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education success; submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

The coordinator for Title IX and 504/ADA is Mr. Jerald Fine, Director of Special Services, 860-632-4836. Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Title VI, Title VII, and Title IX. These procedures are available to all participants, students and employees in the Cromwell School System.

Non-Discrimination/Sexual Harassment

In compliance with regulations implementing Titles VI and VII of the Civil Rights of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1991, and applicable State laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability.

All reported incidents of discrimination or sexual harassment will be promptly and thoroughly investigated. A formal grievance must be filed within 40 calendar days of the incident. Following due process hearings with all parties, appropriate consequences will be decided by the administration. A record of all grievances, findings, and consequences will be maintained in confidential files.

The Equity Coordinator is Mr. Jerald Fine, Director of Special Services, 860-632-4836. A policy and procedure booklet is available in the offices of the Principal, Lucille DiTunno, 860-632-4866 as well as the Central Office.

Discrimination

Discrimination will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of discrimination is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board.

Discrimination is a discriminatory statement and is defined as any derogatory remark, word, phrase, act, picture or gesture referring to or directed at any individual or group(s).

Some specific behaviors that constitute discrimination include but are not limited to: Verbal - humor or jokes based on race, stereotypical comments based on race, religion, or ethnicity; Non-Verbal - displays of pictures, drawings, written messages.

Sexual Harassment

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. (BOE Policy #5145.5).

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestion that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as, the display in the educational setting of sexually suggestive objects or pictures.

Some specific behaviors that constitute sexual harassment include but are not limited to: Verbal - sexual name calling, sexual propositions or demands, sexual rumors, humor or jokes about sex, stereotypical comments based on gender or sexual orientation; Non-Verbal - whistling, leering, suggestive or insulting sounds, obscene gestures, displays of obscene materials, written messages; Physical - touching, pinching, patting, threatening behavior, pulling at clothes, inappropriate public display of affection, coercive sexual conduct including attempted rape and rape.

Procedure

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and reprisals or retaliation which occurs as a result of the good faith reporting of charges of sexual harassment will result in disciplinary action against the retaliator.

Guidelines

Sexual harassment is prohibited in the school system. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
2. The conduct has the purpose or effect of having a negative effect upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, slurs, jokes, epithets, or gestures, derogatory comments, assaults, touching, impeding, blocking movement, leering, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s) (i.e., student to student).

Complaint Procedure

Any complaint must be initiated within 180 days from the date one knew or should have known the alleged harassment took place.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the principal, or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - a. name of the complainant
 - b. date of the complaint
 - c. date of the alleged harassment
 - d. name or names of the harasser or harassers
 - e. location where such harassment occurred
 - f. detailed statement of the circumstances constituting the alleged harassment
 - g. Any student who makes an oral complaint of harassment to any of the above-mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure. The complainant will be told that the alleged harasser has a right to know who has filed a complaint against him/her.
4. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
5. All complaints are to be forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.
6. If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective, and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.
7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.
8. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.

If, after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include appropriate intervention, reassignment, transfer, or disciplinary action. The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

NOTIFICATION OF GRIEVANCE PROCEDURES

Please be informed that the Cromwell Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, religious creed, age, handicapping condition, national origin, marital status, or sex in any of its educational programs, activities or employment policies. Further, in compliance with Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1974, and Section 504 of the Rehabilitation Act of 1973, the following grievance procedure is presented. The purpose of the following grievance procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination regarding sex, handicap, or vocational programming within the Cromwell School System. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

A. Level One – Principal or Immediate Supervisor

Any participant in the school system – parent/guardian, student or employee – with a grievance or dispute shall first discuss it with his/her school principal or immediate supervisor with the objective of resolving the matter informally. The grievance may be communicated orally or in writing for this purpose.

B. Level Two – Coordinator for 504, Americans with Disabilities Act, Title IX, or Title VI Activities

In the event that such aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file a written grievance directly to the Coordinator. This use of the Level Two process may be affected at any time during the school fiscal year (July 1 – June 30) in which a Level One decision is unacceptable to the aggrieved party.

C. Level Three – Board of Education

In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within five (5) school days after the meeting with the Coordinator, he/she may file a written grievance indicating such dissatisfaction, with the Chairperson of the Cromwell Board of Education.

The use of the Level Three process may be effected at any time during the school year (July 1 – June 30) in which a Level Two decision is unacceptable to the aggrieved party. Within twenty (20) school days after receiving the written grievance, the Board of Education shall meet with the aggrieved party and the Coordinator for the purpose of resolving the grievance. The Board of Education must render a decision in writing regarding the grievance within five (5) school days of Level Three meeting.