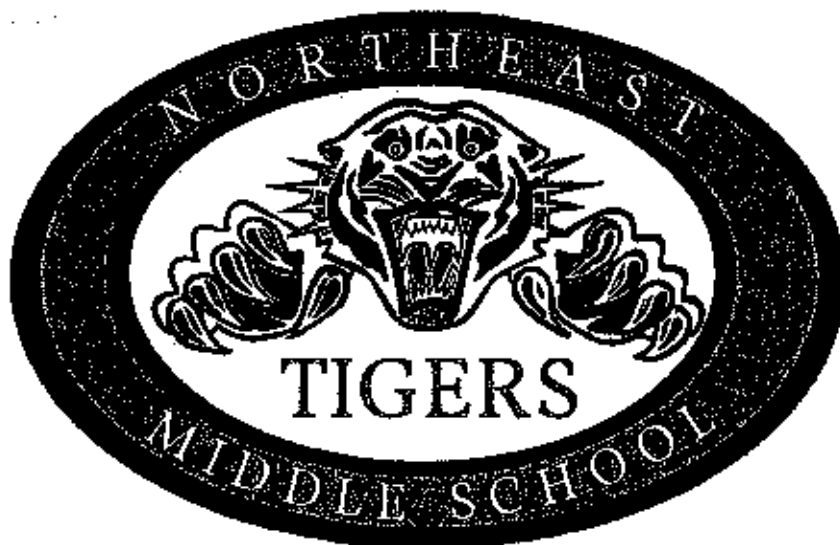


# Northeast Middle School

530 Stevens St.  
Bristol, CT 06010  
584-7839



**SCHOOL HOURS:**

Mondays, Tuesdays, Thursdays and Fridays:

8:15a.m. – 2:50p.m.

Wednesdays only:

8:15a.m. – 2:25p.m.

## Student/Parent Handbook 2023-2024

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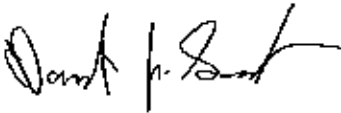
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Title IX

***FORM ON PAGE 31  
PLEASE RETURN TO HOMEROOM  
TEACHER or COMPLETE  
ELECTRONICALLY***

## PRINCIPAL'S WELCOME

The administration and staff are excited to start a new year at Northeast Middle School. We have a very dedicated, caring, and professional staff. At NEMS we offer an exciting educational experience for each of our students. We all take pride in working with the students and parents of our school. We hope you will embrace this same pride in the “**Home of the Tigers**”. It is our hope that the education and experiences you participate in at Northeast Middle School will prepare each student to be good citizens and contributing members of our school community. It is our goal to prepare each of our students to be successful socially and academically as each of you move forward toward high school graduation.

This handbook will introduce you to the academic courses and activities that are offered at NEMS. Student responsibilities and expectations are explained in several sections of this handbook. **Each student and parent are encouraged to read the entire handbook carefully.** It is important that every member of the Northeast Middle School community, parents, students, and staff understand the expectations explained and outlined in this handbook. If you have any questions do not hesitate to call the office to discuss your concerns.



*Daniel Sonstrom*  
Principal

## MISSION STATEMENT

***It is the mission of the NEMS community to develop global citizens by ensuring a safe environment that supports academic, social, and emotional learning.***

---

In our school community, a Northeast Middle School Tiger R.O.A.R.S. We roar by:

- R**espect
- O**wnership
- A**chievement
- R**esponds peacefully
- S**afety!

**BOARD OF EDUCATION**

**Board members** are unpaid elected public officials with the responsibility for governance of the school district. The members of the Bristol Board of Education are:

<b>Chairperson:</b>	Jennifer Dube		
<b>Vice-Chairperson:</b>	Kristen Giantonio		
<b>Secretary:</b>	Dante Tagariello		
<b>Members:</b>	Eric Carlson	Shelby Pons	Russell Anderson
	Jill Fitzsimons	Maria Simmons	TBD

**OFFICE STAFF****Administrator**

Mr. Daniel Sonstrom, *Principal* - 860-584-7839, ext. 521053

**Dean of Students**

Michelle Cantin – 860-584-7839, ext. 521054

**Secretaries**

Mrs. Jodi Jenkins-Lugo, *Administrative Assistant* - 860-584-7839, ext. 521055

Mrs. Diane Wojcicki, *Guidance Secretary* – 860-584-7839, ext. 521051

Attendance – 860-584-7839, ext. 521052

**Guidance Counselors**

Mr. Tom Carroll                      Grade 7 (Grade 8 / A – H) – 860-584-7839, ext. 521038

Mrs. Sally Bronson                      Grade 6 (Grade 8 / I – Z) – 860-584-7839, ext. 521037

**School Psychologist**

Mrs. Jen Pace – 860-584-7839, ext. 521032

**School Nurse**

Mrs. Lori Laurencelle – 860-584-7839, ext. 521036

**Main Office/Attendance Phone Number . . . . . 860-584-7839**

It is important to notify the office (860-584-7839) of any change of address, home phone number, employment, and work phone number.

**Grade 6/7 Teams****Purple Team**

Mrs. Maghini  
 Mrs. Spina  
 Mr. Phelan \*  
 Ms. Scalise

**Green Team**

Mrs. Kennedy  
 Ms. Parsons  
 Mr. Grocki (6)  
 Mr. Stellmach (6)\*

*Language Arts**Science**Math**Social Studies***Grade 7/8 Team****Red Team**

Ms. Sheedy\*  
 Mrs. Wodatch  
 Mrs. Lafferty (8)  
 Mr. DiGiacomo

*Language Arts**Science**Math**Social Studies***Grade 8 Team****Blue Team**

Ms. Cox  
 Ms. Solomon  
 Mrs. Roche  
 Mrs. Stavens\*

*Language Arts**Science**Math**Social Studies****\*Team Leader*****ENCORE****Art****Music****Physical Education****Spanish****Technology Education****Wellness**

Mrs. May, Ms. Hill

Mr. Coderre, Mrs. Vocke

Mrs. Miller, Mr. Sloate

Ms. Mastroianni

Mr. Wadowski, Mr. Luchina

Ms. Jonas, Mr. Trelli

**SPECIALISTS/SUPPORT STAFF****ELL****Goal****Instructional Support/Math****Intervention Specialist****Library Media Specialist****Library Media Clerk****Literacy****Special Education****Special Education Aides****Speech Clinician**

Ms. Mastroianni

Mr. O'Connell

Mr. Pezza

Mrs. Gomes-Walton

Mr. Russo

Ms. Mainuli

Ms. Cawley, Ms. Roberts

Mr. McCormick, Mrs. O'Donnell, Ms. Kulak, Mrs. Dehey

Mrs. Elliott, Mrs. Stacey, Mrs. Bouchard, Ms. Munn, Mrs. Fontaine, Mrs.

Martin, Ms. Ziotas, Mr. Ocasio

Vacant**CUSTODIANS**Mr. Burke, *Head Custodian*Mr. Mone, *Assistant Head Custodian*

Mrs. Vontell

**CAFETERIA**

Ms. Charette Ms. Maia, Ms. Nunnery, Ms. Poline

**Bristol Public Schools  
Bristol, Connecticut**

Schools can only be effective when families, students, and school staff work toward the common goal of providing the best educational environment for all. A compact is a voluntary agreement between groups which unites them in their common goal. You are asked to become involved in a learning partnership with Northeast Middle School.

**District Parent Involvement Compact**

This Parent Involvement Compact articulates the responsibilities of the school district and of parents in fostering learning environments where all Bristol students are educated to their maximum potential.

**Our compact with the parents of and children in the Bristol Public Schools is to:**

- hold high expectations for students and staff performance;
- provide and maintain a safe learning environment;
- advocate for the budgetary needs of the district;
- hire and retain highly qualified teachers and paraprofessionals;
- implement a clear and comprehensive curriculum;
- provide all staff with on-going professional learning opportunities;
- plan for future needs through long-range planning;
- use data to make informed decisions;
- involve parents in district-level decision making groups;
- inform parents of available programming to assist their child in becoming a more successful learner;
- promptly notify the parents of students enrolled in an elementary school or a secondary school identified for school improvement of the reason for identification.

**Parent's involvement in their child's education must include:**

- making education a priority for your family;
- supporting the work of the schools and district by participating in school activities, on district committees and reinforcing school learning at home;
- assuring your child's attendance in school on time, all day, every day;
- holding high performance expectations for your child;
- modeling learning for your child through reading, writing, and using mathematics skills; and
- maintaining regular contact with your child's teacher(s)

**Northeast Middle School  
*PARENT/STUDENT COMPACT***

**STUDENT AGREEMENT:** *As a student at NEMS, I acknowledge that my education is an important aspect of my life. I also acknowledge that a Northeast Middle School tiger R.O.A.R.S. for each other in their thoughts, words and actions! I will show I care by:*

**R**espect  
**O**wnership  
**A**chievement  
**R**esponds peacefully  
**S**afety!

**STAFF/FACULTY AGREEMENT:** As a professional educator, I accept the responsibility of providing a quality education for all students. *I will:*

- Communicate and cooperate with families to encourage school success
- Develop a safe and supportive school environment
- Cultivate high expectations and standards
- Develop positive conflict resolution skills in each student
- Provide a challenging curriculum that emphasizes literacy across all subject areas

**PARENT/GUARDIAN AGREEMENT:** As a parent or guardian of a NBMS student, I know that the middle school years are a time when children require intense support because of their rapid development.

*I will:*

- Ensure that my child attends school each day and arrives on time
- Encourage my child to complete all assignments and projects
- Communicate with the school regarding my child's progress
- Encourage my child to read at home on a regular basis
- Discuss daily school experiences with my child
- Support my child's participation in extra-curricular activities

### **ATTENDANCE**

For each absence, parents must call the office (860-584-7839, ext. 521052) as well as provide a written or electronic note (absence note forms can be obtained from the main office) within 10 days of each absence. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation, including a signed note. For the tenth absence and all absences thereafter, the following are considered excused absences: student illness (verified by a medical professional), religious observance, death in family or other emergency beyond control, mandated court appearances, lack of transportation that is normally provided, extraordinary educational opportunities pre-approved by school administrator, and out-of-school suspension. Separate documentation must be submitted for each incidence of absenteeism. If we do not hear from you, every effort will be made to contact you at home or at work to verify absences.

#### ❖ **Arrival at School**

Bus students will arrive at school according to the times established by the bus company.

Walkers should arrive at school in time for the 8:15am bell. Please establish an appropriate time for your child to leave for school.

Under no circumstances should students arrive at school prior to 7:50am. There is no supervision prior to this time.

### **DISMISSALS**

#### **Early Dismissals**

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. When the parent arrives to pick up the student, the parent must come to the office (and provide valid photo identification. Examples of identification include: state issued identification, driver's license, passport, etc). If the office staff does not recognize the parent, identification will be requested as required by district policy. The parent will also be required to sign a dismissal book.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring written authorization from the parent/guardian. The pickup person must provide a valid form of identification as required by district policy.

Any time a student is dismissed before 2:50 p.m. the adult picking up the student must sign them out in the office and show a photo I.D. **THE OFFICE MUST BE NOTIFIED IF SOMEONE OTHER THAN A PARENT/GUARDIAN WILL BE PICKING UP THE STUDENT FOR A DISMISSAL OR ELSE THE STUDENT CANNOT BE RELEASED.** Students should bring all dismissal notes to the office before homeroom on the day they are being dismissed. The office staff will issue the student a dismissal pass to leave the classroom at the designated time. This will eliminate interrupting the classroom.

#### **End of Day Dismissal**

Students will be dismissed at 2:50pm on Monday, Tuesday, Thursday, and Friday and 2:25pm on Wednesday. Students are expected to leave school grounds upon dismissal unless requested to stay by a teacher or unless they are involved in a supervised after school program.

#### **Visitors**

Any parent or visitor who comes to the school during the day must sign-in at the main office and present a valid I.D. While in the building, visitors will be required to display a visitor badge through our Raptor system.

#### **Tardy Procedure**

Punctuality is a quality that is important for students to practice during their middle school years. Students should be on time daily throughout the year. We realize that once or twice there may be an occasion that may make the students late to school. After the first 3 tardies, *the student will be referred to the School Counselor.*

Students who enter school one hour or later after the homeroom bell (8:15 a.m.) must either be escorted into school by a parent/guardian or there must be telephone contact by the parent/guardian. If this contact fails to occur, the Attendance Secretary will contact the parent/guardian and report information to School Counselor and Administrators. Missing the bus or oversleeping is not considered an excused tardy.

Attendance in accordance with Connecticut State Law, is the serious responsibility of the parent or guardian, and the student. (Conn. Gen. St. Sec. 10-184, 10-198a) The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) (P.A.18-182, 10-221(b), 10-198a). Policy #5113.

#### **BREAKFAST AND LUNCH**

**Breakfast and lunch are available to all students enrolled in full day BPS programs at no cost.**

The District participates in the National School Breakfast and Lunch Program and offers to students nutritionally balanced meals daily. All full day Bristol Public School programs participate in the USDA Community Eligibility Provision (CEP) meals program. CEP allows districts to serve breakfast and lunch at no cost to all enrolled students without collections household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, must meet federal and state standards and guidelines.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. The school nurse should be contacted to initiate a medical plan.



### **Breakfast/Lunch Program**

A full breakfast is offered to children each morning as they arrive. Lunch is served at midday. Menus are sent home at the beginning of each month and are available on our website.

### **HEALTH ROOM REMINDERS**

The following is a list of health room policies and forms that will be important to you and your child this year. **Please read carefully.** Our health room is set up to meet the health needs of your child at school. It is staffed by a full-time nurse and health aide, and provides several services which include:

- day to day assessment if your child becomes ill, requires first aid, or emergency care.
- monitoring any medical problems that might affect your child's education, and making necessary adjustments.
- providing state-mandated health screening for vision, hearing and scoliosis.
- overseeing state requirements for physical examinations.
- providing health education and health counseling as needed.

### ***Health Forms:***

To ensure the health of children in Connecticut, the state requires periodic health exams. **A student may not enter the seventh grade unless the physical examination and immunization updates are completed. This physical must include: a Tetanus, Diphtheria, Pertussis (Td/Tdap) vaccine- at least 3 doses with 1 additional booster, Polio (TOPV or IPV) vaccine- at least 3 doses, MMR-measles, mumps, and rubella- 2 doses, Hepatitis B vaccine – completion of series – 3 doses, Varicella (chicken pox) 2 doses of vaccine or a written statement from your doctor confirming disease, Meningococcal vaccine – 1 dose.** This physical must be done after the completion of the fifth grade but before the beginning of the seventh grade.

**Your child may not enter seventh grade without this physical on file in the health room!**

### ***Emergency Information Sheet***

At the very start of school, your child will be given an emergency information sheet to be completed by you. Please be sure they are filled out completely. In the event of an emergency this information will be provided to the hospital. Please list phone numbers of where you may be reached during the day, or someone we may contact if you are not available. Please list any medical conditions your child has that may require special attention, including any medications they may be taking or any allergies they have.

We maintain a **medical alert list** in the health room to alert our staff at Northeast to any medical conditions that may impact your child at school. **Please help keep this information current by notifying the school nurse in writing of any changes.**

### **Exemption from Instruction**

A student will be exempted from instruction related to Acquired Immune Deficiency Syndrome (AIDS), Family Life and Sex Education, and Sexual Exploitation Prevention upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

### ***Medical Authorization Forms***

If your child requires medications at school, you must have a medication authorization form from the doctor on file in the health room. This applies to prescription and over-the-counter medication (such as Tylenol, Motrin, etc.) All medications must be kept in the health room, except for students with asthma who may carry their inhalers with them. **Please do not send any unauthorized medication to the school.** All medications must come in the original container, be clearly marked, and given to the nurse or an administrator. No medication will be accepted without a completed medical authorization form.

### ***Gym Excuses***

If your child is unable to take gym, he/she must have a note from their doctor or parent. Medical excuses must have specific time frame e.g., 2 days, 2 weeks, one month. Medical excuses that state "until further notice" will not be

accepted. If an athlete is medically excused from physical education class, the athlete will also be excused from athletic team practices or games. A medical excuse from physical education class must be followed up by a doctor's note which allows the student to return to class and the team. Excused students are still expected to change for class.

#### ***Health Screening***

We will be doing routine health screenings for vision in the fall, scoliosis (back curvature) in March, and hearing in April-May. You will receive notification if there appears to be any problems. Please let us know if your child has any pre-existing conditions.

#### ***Health Counseling***

Please feel free to contact the school nurse at any time if you have any health concerns about your child. The middle school years are an incredible time of growth and change for your child. We wish to offer all the support necessary.

#### ***School-Based Individual and Family Counseling, Wheeler Clinic***

Bristol Public Schools has partnered with Wheeler Clinic to provide students and families counseling services at NEMS. A licensed clinical counselor can meet with your child weekly. Wheeler accepts many types of insurance, and this does not infringe upon a student's learning. For more information, reach out to your respective school counselor.

#### ***Sports Participation***

All students participating in the after-school intramural program must have the Blue State of Connecticut Health Assessment Record (HAR-3 rev.4/10) completed prior to participation in the program. All sport physicals are valid for a period of 13 months from the date of the physical exam. Please ensure that your health care provider has checked the box for your child to participate fully in athletic activities and competitive sports.

If the student cannot, for economic or other reasons, obtain an examination by his/her physician, the school doctor will provide the examination upon written request to the registered nurse at the student's school. The medical history portion of the Blue State of Connecticut Health Assessment Record must be completed by the parent/guardian before the student will be seen by the school physician.

Emergency medical forms must also be completed by the parent/guardian. These forms will enable the student athlete to receive medical attention for injury or illness that occurs while participating in school sponsored activities if the parent cannot be reached to give consent to emergency personnel.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/bqe\\_policies](https://www.bristol.k12.ct.us/board_of_education/bqe_policies) Policy #5141.

#### **DRESS AND GROOMING GUIDELINES**

In order to maintain a proper school atmosphere, students are expected to wear appropriate clothing to school and to all school related activities. The following clothing styles are specifically prohibited:

1. Shoes, boots or sneakers that mark the floors or have wheels;
2. "See through" style and/or mesh style shirts, blouses, midriff tops, backless tops, halter tops, or revealing tank tops;
3. Underwear worn as outerwear, including sleepwear;
4. Jackets, coats, or boots normally worn as outerwear;
5. Hats, caps, bandanna, or headgear except those worn to established religious customs;
6. Short shorts, cutoffs; fingertips must be able to touch the bottom of the shorts. If this is not the case, sliders should be worn underneath the shorts.
7. Sunglasses;
8. Any article of clothing (including jackets, shoes, hats, and bandannas), jewelry, or other items which is identifiable as a known symbol of gang membership or affiliation.

**Students whose dress or grooming is judged by the staff to be distracting, disruptive, offensive, or dangerous to personal safety will be prompted to comply with corrective action. Further disruption would be subject to administrative action.**

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website. [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy # 5132.

### **ELECTRONIC DEVICES**

1. Students may be in possession of a cellular telephone. These devices may be used before the start of school in the morning and after school in the afternoon. Cellular telephones are not to be used during the school day. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the internet, transmission of text or voice, or which has the capability to take photographs of any kind. All cell phones are to be off and placed securely in the student's locker at the start of the day. If a student has a cell phone out, or in their pocket a teacher or administrator will ask the student to put the phone away in their locker. If a pattern of violating the policy continues, the administrator or teacher can take the phone and return it at the end of the school day prior to dismissal. If this becomes a chronic behavior, the administrator will hold onto the phone in a secure location and will contact the parent to develop a plan in supporting the student.
2. Students shall not possess laser pointers or pairing devices in school without the written permission of the Principal.

### **IMPORTANT REMINDERS:**

**Safety Issues:** The majority of students will be bused to NBMS each day. If you are transporting your child, he/she should be dropped off in the cross-walk areas in the front of the building. Please select a traffic pattern that results in students not having to cross the street. Arrival time should be between 7:50 – 8:15 a.m. No one should arrive on school grounds prior to that time as supervision begins at 7:50 a.m.

**Bicycles:** Students riding bicycles and skateboards need to follow all the safety rules:

- Bikes must be walked on school grounds and to the bike rack
- skateboards must be walked on school grounds and left in the main office
- bikes must be locked at all times to the bike rack
- state law requires that children 12 years of age and under must wear helmets

This privilege of riding a bicycle/skateboard to school can be removed at any time if the safety of any student is endangered.

**Advanced Planning:** One of the goals of middle school is to increase student responsibility. Please work with your child to ensure that they have all necessary items for school each day (homework, books, sports equipment, and band instruments.) This will make the student's day productive and eliminate parental trips to school.

**Message to Students:** If a student needs to get an important message before dismissal, please call the school office by 2:00 p.m. Your child will be given the message prior to the close of school.

**Early Dismissals:** Please be sure that your child has arrangements in place should there be an early dismissal due to inclement weather.

### **CURRICULUM FORMAT** (Number in parenthesis indicates number of class periods per week class meets.)

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
<i>ACADEMIC SUBJECTS - all year</i>	<i>ACADEMIC SUBJECTS - all year</i>	<i>ACADEMIC SUBJECTS - all year</i>
Language Arts (5)	Language Arts (5)	Language Arts (5)
Science (5)	Science (5)	Science (5)
Social Studies (5)	Social Studies (5)	Social Studies (5)
Mathematics (5)	Mathematics (5)	Mathematics* (5)

The opportunity to take Spanish and accelerated courses in Math and Language Arts exists in 7<sup>th</sup> and 8<sup>th</sup> grade. Accelerated courses in Social Studies and Science exist in 8<sup>th</sup> grade. Placement in Spanish and accelerated sections of Language Arts, Math, Science, and Social Studies is done based on a variety of factors including but not limited to grades, CMT scores, Common Assessment scores, curriculum specific tests, and teacher recommendations.

Encore

Gr. 6- All students take Physical Education, Wellness, and Computers and Technology. Students choose one of the following: Band, Art, Chorus, Band, Chorus and Classroom Music.

Gr. 7- All students take Physical Education, and Wellness. Students choose two of the following: Computers and Robotics, Band, Art, Chorus, Band, Chorus and Classroom Music.

Gr. 8- All students take Physical Education and Wellness. Students choose two of the following: Computers and Engineering, Band, Art, Chorus, Band, Chorus and Classroom Music.

Minutes per class period:

Academic subjects – 56 minutes

Encore subjects – 78 minutes

Reach -- 39 minutes

**PHYSICAL EDUCATION PHILOSOPHY AND PROCEDURES****Philosophy**

The development and maintenance of a comprehensive and progressive curriculum shall be the purpose of the Bristol Public Schools Physical Education Department. This curriculum is "Wellness and Lifetime Activities" based. This health, wellness and fitness umbrella shall concentrate on the needs, interests and development of the "whole child" and shall simultaneously focus on the cognitive, affective and psychomotor domains of learning while maintaining high standard consistent with a healthy lifestyle. By providing for successful experiences in a variety of activities, we endeavor to maintain and reinforce a child's inherent love of movement and play. At the same time, it is emphasized that achieving a high level of fitness requires more time than is presently allotted in the school program.

**Physical Education Guidelines**

1. Each child is required to participate in scheduled physical education classes unless otherwise excused by written order from a parent or physician, in which case the child will attend class to observe the lesson. Should the child need to be excused for an extended length of time, another written order is required to resume participation.
2. **Student Behavior Expectations**  
Students are required to meet reasonable expectations in terms of positive behavior. This includes but is not limited to:
  - Appropriate use of language;
  - Respect for oneself and others;
  - Recognition of a wide variety of abilities within the PE setting;
  - Observation of rules of safety within the PE environment;
  - Appropriate use of equipment;
  - Orderly transitions to and from the locker room;
  - Respect of other people's property.

**Failure to meet the appropriate expectations will result in an appropriate consequence.**

3. **Grading**

Students will be assessed in a variety of ways including but not limited to:

- Preparation and Participation;
- Skill assessments;
- Written assessments (Quizzes and projects).

## **REPORT CARDS**

The academic year is divided into three marking periods. A student's grade in each class will be based on some or all of the following: daily work, class participation, homework assignments, projects, tests, quizzes, laboratory work, notebook, etc.

### **Grading System - Students receive numeric grades for each academic and Encore class per marking period.**

Excellent	90 – 100	Below Average	65-69
Above Average	80 – 89	Failure	64 or below
Average	70 – 79	Incomplete	I

Grades are accumulated throughout the school year. A final mark is given to average the three marking periods and the three common assessments. Report cards are to be shown to parents on the day that they are issued, signed, and returned to the homeroom teacher within three school days. The final report card of the school year will be mailed home.

### **Incomplete**

The marking period's academic work has not been completed due to circumstances beyond the student's control. All incompletes must be made up two weeks after report cards are issued.

### **Citizenship/Conduct**

In addition to letter grades for each subject, a student receives a grade for conduct from every teacher. Conduct ratings are:

(95) **E** = Exemplary met - student meets all behavioral expectations; student positively contributes to the class.

(85) **S** = Satisfactory - Student meets almost all behavioral expectations; student is increasing time engaged in learning.

(75) **N** = Needs improvement - Student sometimes meets behavioral expectations, student's behavior sometimes interferes with the success of self and others; student needs redirection by adult.

(60) **X** = Expectations not met – Student rarely meets behavioral expectations; student behavior often interferes with the success of self and others; students need consistent redirection and correction by adult.

### **Comments**

A student may also receive comments from his/her teachers.

## ***PROGRESS REPORTS***

Mid-term progress reports will be issued half way through each marking period. Progress reports may also be issued at any time during the school year if there is a noticeable change in a student's performance. At the end of the second and third marking periods, letters are sent home to parents of any student who is in danger of failing for the year.

Previous to the mid-term progress reports, any child in danger of failing should have received notice via note or phone call from the teacher regarding their child's needs.

## **PowerSchool Parent Access Portal**

PowerSchool Parent is a web-based Internet application that will connect parents to real-time information about their child's attendance, grades, homework assignments, discipline and other school related items.

Parents who are interested in this option will receive a unique user id and password that can be used with any Internet accessible computers.

The Power School Parent Access Portal is a feature for parents to increase parent access to their child's academic progress. Detailed information about this option will be presented to parents and guardians at our 6<sup>th</sup> Grade Orientation and Open House Night.

## **Surveys of Students**

### **SURVEYS OF STUDENTS/STUDENT PRIVACY ISSUES – POLICY 6162.51**

With limited exceptions, no student may take part in a survey without written parent permission. A permission slip will be sent home with the beginning of the year information packet or when a student enrolls.

**HOMEWORK**

Although the amounts may vary, all teachers will assign homework. The time needed to complete homework assignments will vary for each student. Some assignments are not in written form, but require study and review for mastery of the subject content and adequate preparation for tests and quizzes. Long term reports and projects should not be left until the last minute. For students, an average of 300 minutes/5 hours per week of homework is normal and expected. A daily planner is provided for students to assist in keeping track of assignments.

Students must assume responsibility for work missed due to absence from school. If a student is absent for a day or two, it is expected that the student will call a classmate for assignments. For absences of three days or more, parents may call the school office to request homework assignments or access in Google Classroom. Assignments will be prepared and in the office by 3:00 p.m. the following day.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy #6154

**HONOR ROLL**

At the close of each marking period, an honor roll is released. The following requirements are necessary to be listed on the honor roll:

*High Honors:* A grade of 90 or above in all graded subjects.

*Honors:* A grade of 80 or better in all graded subjects.

**FOR STUDENTS ENROLLED IN HIGH SCHOOL LEVEL MATH CLASSES**

*High Honors:* A grade of 87 or above in mathematics and a 90 or above in all other core and Encore subjects.

*Honors:* A grade of 77 or above in mathematics and an 80 or above in all other core subjects and Encore subjects.

**CO-CURRICULAR AND EXTRA-CURRICULAR ELIGIBILITY**

Middle School Extra-Curricular eligibility is determined by a student's overall performance in all graded subjects. Incomplete grades constitute a failing grade of below 65 until incomplete grades are made up.

At the start of each school year, all students attending middle school, who were promoted to the next grade, are eligible for participation in extra-curricular activities for the first trimester. Students who were retained are not eligible for participation in extra-curricular activities for the first trimester. Student eligibility will be reviewed at the conclusion of the first and second trimesters.

All extra-curricular activities occurring outside of the school day are included in these eligibility guidelines (such as sports, cheerleading, dances, school organized clubs and/or events, etc.) Band and Chorus activities occurring outside of the school day are considered co-curricular activities; students will participate in the school band and/or choral performances required when enrolled in band and/or chorus during the school day. When on academic restriction, students will not participate in band or chorus performances, such as adjudications, community concerts, etc., that are not required as part of enrollment in band or chorus.

**Middle School Full Extra-Curricular Eligibility**

In order to be eligible to participate in all aspects of an extra-curricular activity, a student must meet the following criteria:

- Scholarship – at the end of the first and second trimester, the student must pass all subjects with a grade of 65 or higher.
- Citizenship – at the end of the first and second trimester, a student must have no more than one grade of X (60) in conduct in different subjects.

**Middle School Academic Restriction for Extra-Curricular Activities**

A student placed on academic restriction will not participate in extra-curricular activities; a student on academic restriction will not be able to represent the school in any type of extra-curricular competition, performance, etc. (for example, sports, a school play, adjudications, ensembles).

A student will be placed on academic restriction for the second and/or third trimester when the following occur:

- Scholarship – a student fails one or more subjects (grade of 64 or lower) in the first and/or second trimester.
- OR
- Citizenship – a student has more than one grade of X (60) in conduct in different subjects.

A student on academic restriction may not remain in school after the school day ends unless the student is under teacher supervision for make-up work, extra help, or detention.

Academic restriction will be removed upon successful completion of the second and/or third trimester, defined as the student meeting the requirements for full extra-curricular eligibility.

**PROMOTION**

A student, who attains a final grade of 65 or higher in the four core subjects, shall be promoted to the next grade. The core subjects are language arts, mathematics, science, and social studies.

**Promotion Review**

For students who failed a core subject, a review of each student will be completed in August by the school administration and a determination of his/her placement for the next year will be made at that time. Information about the student's summer school performance is included in this review. The decision of the principal is final.

**Grade**

The grade earned at the end of the school year in each course remains on the record. The summer school grade for each course is also recorded on the student's record.

**Participation in Grade Eight Activities/End of Year**

Grade eight students, who are on academic restriction, based on the most recent grade report, and/or have been involved in one or more of the disciplinary situations listed below, and/or are failing a core subject based on current grades, will be subject to review by the administration and grade eight faculty. As a result of the review, a student may lose participation in one or more of the end-of-the-year grade eight activities, i.e.: eighth grade dance, eighth grade class trip, the promotion ceremony and any other eighth grade end-of-the-year activities. If a student has a final grade of 64 or below in core subjects, a student cannot participate in the promotion ceremony.

**Disciplinary situations:**

- Five or more discipline slips/team incident slips
- One or more suspensions [this includes in-school and out-of-school suspensions]
- One or more incidents of truancy
- Excessive tardiness
- Continual problems on the bus or at the bus stop

**Participation in School Activities**

Students who are absent or dismissed due to illness may not participate in school activities on that day or evening.

**RETENTION:**

Any student who fails four core classes will be retained. When a student fails one or more of the four core subjects, the following summer school requirements apply.

**Summer School Requirements:**

When a student receives a final grade of 64 or below:

- in language arts OR mathematics, summer school is required,

- in science OR social studies, summer school is recommended,
- in two core subjects, summer school is required in these two subjects and the student must receive a passing grade in at least one of the core subjects in summer school,
- in three core subjects, summer school is required in these three subjects and the student must receive a passing grade in at least two of the core subjects in summer school.

Students must meet the summer school proficiency standards, as specified in Board of Education policy #6174, which are:

- Meet the attendance policy as specified in the summer school rules and regulations.
- Participate in class and take the end of summer school assessment; this assessment is created from items on the district-wide, common assessments given during the school year in the class.
- Receive a passing grade, defined as a 65 or higher, for the remedial summer school class. The summer school grade will be the average of the score on the end of summer school assessment and the grade received for class work during the summer class.
- To receive a passing grade for a summer school class taken in another district, the student must receive a passing grade, defined as 65 or higher, on the Bristol common assessments given in that class during the school year.

### **ATHLETICS**

Any middle school student, in good academic standing, is eligible to participate in intramural/interscholastic sports. Students must maintain passing grades during the season or he/she will be ineligible to continue under guidelines provided by that Athletic Director. Athletes must also maintain good school citizenship and good classroom conduct at all times.

Intramural sports, under the direction of teacher supervisors, give students an opportunity to compete against other teams of classmates.

### **PHYSICAL EXAMINATIONS FOR MIDDLE SCHOOL ATHLETIC PARTICIPATION**

Please be advised of the following requirements for your son/daughter's participation in the middle school athletic program.

**All sixth, seventh, and eighth grade students participating in the after-school sports or intramural program must have the Blue State of Connecticut Health Assessment Record (HAR-3 rev.4/10) completed prior to participation in the program. This form must be completed and on file before participation in any sport activity.**

If the student cannot, for economic or other reasons, obtain an examination by his/her physician, the school doctor will provide the examination upon written request to the registered nurse at the student's school. The medical history portion of the Yellow Sports Physical Examination Form must be completed by the parent/guardian before the student will be seen by the school physician.

Emergency medical forms (A/B form 5141.31) must also be completed by the parent/guardian. These forms will enable the student athlete to receive medical attention for injury or illness that occurs while participating in school sponsored activities if the parent cannot be reached to give consent to emergency personnel.

### **STANDARD OF CONDUCT/SCHOOL RULES**

#### **CODE OF BEHAVIOR**

- All students are to act in a respectful and courteous manner to all members of the school staff, visitors, and fellow students. Conduct that in any way disturbs others or interferes with the learning process is unacceptable.
- When students' behavior requires disciplinary action, we start off by trying to help with the problem. For instance, teachers might ask a Guidance Counselor to speak with a student and try to help them. If poor behavior continues, individual teachers will use different kinds of consequences to remedy the behavior. Example: lunch detention, after-school detention with a teacher, phone call home by teacher, parent meeting with teacher.



- If the inappropriate behavior becomes more frequent and/or very serious, teachers will send students to the office. Consequences used by the office include: informing parents, assigning lunch or after-school detentions, meeting with parents, phone calls to parents, and lastly, out-of-school suspension.

#### ***Discipline Slips***

Discipline slips are reports written by teachers when a student acts improperly. Parents will be contacted as deemed appropriate. The purpose of this contact will be to establish appropriate student behavior.

#### ***Hallway Passes***

- Whenever students are out of class they must have their planner with the passport initialed. If students wish to visit the Guidance Office, Library, or School Nurse, they need to obtain a pass in advance.
- There are phones in the main office of the school. Only students with permission and a pass are allowed to use the phone during lunch. Students may also use phones before or after school.

#### ***Teacher Detention***

- Students may be detained for incidents which occur within the classroom. Students will be given a 24-hour notice of their detention. Classroom detentions may be used for infractions of school rules.
- If a student refuses to attend a teacher detention after the teacher has contacted the parent, an administrator will contact the parent and an office detention (lunch or after-school) will be added to the teacher detention. Failure to report to these detentions will result in a suspension from school for one day.

#### ***Lunch Detention***

- Students will be allowed to purchase their lunch from the cafeteria on the day(s) of their lunch detention. Students in lunch detention will sit quietly and remain seated until dismissed by the detention supervisor. A student may be suspended if he/she refuses to attend or is disruptive in lunch detention.

#### ***After-School Office Detention***

- Office detentions are issued by the school administrators for infractions of school rules and are held Monday, Tuesday, and Thursday.
- Students who have a teacher detention scheduled on the same day as an office detention should report to the teacher detention. Failure to comply may result in a one-day suspension.
- Students are to remain absolutely quiet in detention while working on schoolwork or reading.
- Students will have a one-day notice of their detention unless circumstances warrant keeping the student on the same day. Parental contact will be made if it is necessary to detain a student on the same day.
- A student may be suspended if he/she refuses to attend or is disruptive in office detention.

### **SUSPENSIONS:**

#### ***In-School Suspension:***

In-school suspension (ISS) is a program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). An administrator may issue a student an in-school suspension for various inappropriate behaviors. The purpose of in-school suspension is to assist students by providing positive behavior modifications and counseling, which will enable students to make better choices.

#### ***Out-of-School Suspension:***

Out-of-school suspension (OSS) is a very serious disciplinary action. Suspension removes the child from the academic setting. Suspension will be used for the most serious of school offenses and may vary from one to ten days. Suspensions are upheld by the Connecticut State Statute (Sec. 10-233c.) as a severe disciplinary measure. Parents will be notified of all suspensions and may be required to pick up their child during the day. Parents may be required to meet with school administration prior to the return of their child to school. When students are suspended, they cannot be on school property or Board of Education property or attend any school functions. Breaking this rule will result in further disciplinary action. *Snow days do not count as suspension days.*

In accordance with Board of Education policy the following behaviors may result in suspension:

1. Smoking or possession of smoking items to include lighters/matches
2. Continual class cutting or truancy
3. Fighting or other physical violence

4. Vandalism
5. Theft
6. Extortion
7. Disrespect for authority
8. Leaving school grounds without permission
9. Continued disrespect for school rules
10. Continued use of vulgar language
11. Cutting or disrupting office detention
12. Jeopardizing the safety or welfare of students on a school bus or at school
13. Possession of obscene, indecent, pornographic materials
14. Gambling, card playing, betting pools
15. Setting off a false fire alarm (police notified)
16. Possession or use of fireworks including smokebombs, stinkbombs, and similar devices. (Police notified if deemed appropriate)
17. Possession or use of drugs or alcohol (see expulsion)
18. Possession or handling of a weapon (see expulsion)
19. Threatening or continued harassment (including sexual harassment). School officials as well as the police will be notified when serious infractions occur.
20. Possession of a dangerous instrument or dangerous items
21. Repeated cafeteria violations (disrespect toward teacher, cafeteria worker, or throwing of food or drink)

#### **EXPULSION**

The Board of Education may expel any student whose conduct on school grounds or at a school-sponsored activity endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under C.G.S. 4-176e-4-180a. The Board shall expel any student found to be in possession of a dangerous weapon in school, on school transportation, on school grounds, or at a school-sponsored activity. Consideration may also be given to expelling a student whose conduct off school grounds is seriously disruptive of the educational process and is violative of a publicized policy of the Board.

1. Grounds for expulsion if occurring on school property, school transportation vehicles, or at any school – sponsored activity shall include, but not limited to:
  - a. Willfully striking or assaulting a student or any member of the school staff.
  - b. Theft.
  - c. The use of obscene or profane language or gestures to a member of the school staff.
  - d. Deliberate refusal to obey a member of the school staff.
  - e. A walkout from or a sit-in within a classroom or school building or class.
  - f. Blackmailing, harassing, threatening or intimidating school staff or another student.
  - g. Personal possession of a firearm, as defined in 18 U.S.C. 921, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.
  - h. Unauthorized possession, distribution, selling or consumption of dangerous drugs, narcotics or alcoholic beverages (dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240).
  - i. Willful destruction of school property or property of staff members or other students.
  - j. Creating a disturbance in the classroom.
  - k. Any violation of school policies or rules.
2. Grounds for expulsion if occurring off of school property or outside of school activities:
  - a. Conduct leading to a Class A misdemeanor or felony arrest 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.
  - c. Knowingly possessing a firearm or deadly weapon. 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, billy, blackjack, bludgeon or metal knuckles.
- d. Knowingly possessing, or using a dangerous instrument, or martial arts weapon, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used is capable of causing death or serious physical injury and includes a vehicle as defined in C.G.S. 53a-3.
  - e. Offering for sale or distribution a controlled substance as defined in Section 21a-240(a) of the Connecticut General Statutes.
3. A special education student's disability shall be considered before making a decision to expel. An IEP team (PPT) Manifestation Determination meeting must be held for any suspension beyond 10 cumulative days in a school year which constitute a pattern or change of placement. The meeting shall determine whether the student's behavior or actions are violative of the Board of Education standards set forth in policy which govern suspension and expulsion and are the result of student's disability.

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### **INAPPROPRIATE ITEMS FOR SCHOOL**

In accordance with State Law (P.A. 95-304 Sec. 8) no student shall possess or use a remotely activated device unless the child has obtained written permission from the principal. The following items are not permitted at school: chewing gum, skateboards, scooters, roller-blades, radios, walk-mans, electronic games, playing cards, dice, hee-ies, water-guns, or any other items which might disrupt the school atmosphere or create a safety issue. Also, please note that the school will not be responsible for toys, games, or other items brought to school by students. The above items may be confiscated if brought to school. A parent will need to pick up the item in question.

### **Safe School Climate Plan**

A safe school climate is essential to maximize student learning. Northeast Middle School is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, Northeast Middle School has developed the following Safe School Climate Plan, consistent with state law and Bristol Board of Education Policy. This Plan represents a comprehensive approach to addressing bullying and sets forth the Bristol Board of Education's expectations for creating a positive school climate including preventing, intervening, and responding to incidents of bullying.

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

### **Prohibition Against Bullying and Retaliation**

A. Bristol Board of Education expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Bristol Board of Education.

B. Bristol Board of Education also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student

against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

C. In addition to prohibiting student acts which constitute bullying, the Bristol Board of Education also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Students who engage in bullying behavior in violation of Bristol Board of Education Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with Bristol Board of Education's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

### **Definition of Bullying**

A. "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student attending school in the same district that:

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

B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

### **Procedures for Reporting and Investigating Complaints of Bullying**

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with the building principal.

B. Students may make anonymous reports of bullying to any school Employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee.

In cases where a student request anonymity, the principal or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with

the due process rights of the students(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the principal or their designee if the principal is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

D. The principal and/or her designee shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the principal or designee will consider all available information known, including the nature of the allegation and the ages of the students involved. The principal will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

F. Copies of all letters to the family of the bully and victim shall be sent to the District Safe School Climate Coordinator and utilized to complete annual reports to the State Department of Education.

### **Intervention and Prevention**

Northeast Middle School uses a PBIS (Positive Behavioral Support Intervention) program to create and maintain a positive school climate that is free from bullying behavior. (The school's plan is attached as well as the school climate goals of the Student Success Plan that each school must address, see addendum A and B). Through the PBIS program, school routines and expectations are taught to all students and reinforced on a regular basis. A common theme throughout Northeast Middle School's PBIS program is treating others with kindness and respect; explicit lessons are also taught within the PBIS program to help students understand and address bullying behavior if it does occur.

The Safe School Climate Committee shall meet regularly to review the PBIS program and to address issues relating to bullying in the school. Specifically, the committee will:

- 1) receive copies of completed reports following bullying investigations;
- 2) identify and address patterns of bullying among students in the school;
- 3) review and amend school policies relating to bullying;
- 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school;
- 5) educate students, school employees and parents/guardians on issues relating to bullying;
- 6) collaborate with the Coordinator in the collection of data regarding bullying; and
- 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website:

[http://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](http://www.bristol.k12.ct.us/board_of_education/boe_policies). Policy #5131.914

### **BULLYING POLICY STATEMENT**

For a complete version of the BOE bullying policy, please refer to [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy #5131.911

Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

### **SEXUAL HARASSMENT POLICY**

#### **General**

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Student shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

#### **Definition**

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student; 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.

#### **Complaints Procedures**

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Superintendent of Schools or designee. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

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### **IMPORTANT DATES TO REMEMBER**

#### **Trimester Reports/Report Cards**

December 1 – First Trimester Ends

March 6 – Second Trimester Ends

June 10 – (day may be adjusted due to snow days)

#### **PARENT CONFERENCES**

-Half days-

Lunches served, 12:46p.m. Dismissal

Fall – October 24, 25, 26, 27

#### **PROFESSIONAL DEVELOPMENT DAY**

-No School-

November 7, 2023

(Snow Date – November 9)  
 Spring – March 20, 21  
 (Snow Date – April 4)

### SCHOOL OPENING TIMES:

#### Regular School Day (M, T, T, F)

8:15 a.m. – 2:50p.m.

#### Wednesdays

8:15 a.m. – 2:25p.m.

#### Two Hour Late Opening

10:15 a.m. – 2:50p.m.

#### Two Hour Late Opening- Wed.

10:15 a.m. – 2:25p.m.

#### Half Day Schedule

8:15 a.m. – 12:46p.m. (lunch will be served)

#### Early Dismissal

8:15 a.m. – 1:00p.m. (lunch will be served)

Please listen to WTIC AM (1080), WDRG FM (103), or your local TV stations for late openings, no school announcements, and early dismissals.

### RULES FOR RIDING SCHOOL BUSES

We ask parents to review the following regulations with their children at the start of the school year. Parents and students are reminded that riding the school bus is a **privilege** and that this privilege may be revoked due to improper student behavior or safety concerns. In accordance with Connecticut State Law (Sec. 10-233c) the administration may suspend transportation services for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of a publicized policy of the board of education. Students are expected to obey the bus driver and the following rules and regulations:

1. The driver is in full charge of the bus and all of the students riding therein at all times while they are being transported to and from school. He/she is required to enforce all rules and regulations adopted by school authorities for the conduct of students riding on the bus.
2. Students must take a seat when they enter the bus and remain seated at all times while the bus is in motion.
3. Indecent or profane language, smoking, inappropriate behavior, loud talking, card playing, or unnecessary conversation with the driver are prohibited.
4. Students must not throw any object in or out of the bus windows.
5. Students must not extend their arms or head out of the bus windows.
6. Students may not open bus windows without permission from the driver.
7. Students shall not block the bus aisle with any part of their bodies, schoolbooks, or musical instruments. This is a federal and state regulation. The aisle must be kept clear at all times.
8. Students shall enter and leave the bus only at the front door except in cases of emergency.
9. Students must be on time and cooperate in keeping the bus on schedule.
10. Students must not stand on the traveled portion of the highway while waiting for the bus.

11. After leaving the bus, if it is necessary to cross the road, students must cross at least ten feet in front of the bus, being careful to see that traffic is stopped. Crossing behind the bus is not allowed.
12. Parents of students who damage or deface any bus shall be held liable for such damage.
13. There is no eating or drinking on the school bus at any time.
14. Playing radios, compact discs, or tape players is not allowed on the bus.
15. Bringing articles of an injurious or objectionable nature aboard the bus is strictly prohibited.

#### ***Consequences for Violation of Bus Rules***

The driver shall report students who do not observe the above rules to the school administration as soon as possible.

Consequences for violation of the above listed rules may include, but are not limited to: verbal warnings, seat change on bus, change of bus route, lunch detention, office detention, suspension from riding the bus, or suspension from school. Parents will be notified of disciplinary action by the administration and a parental meeting may be required.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Bus Conduct. Policy #5131.1

#### **BOARD OF EDUCATION ACCEPTABLE USE OF THE INTERNET POLICY**

The school district is providing access to its computer network and the Internet for educational purposes only. All of the hardware and software that is available to provide Internet access and other computer use privileges are the property of the Bristol Public School district and the City of Bristol. Students will be required to annually submit a signed copy of the "Internet Access Conduct Agreement."

Computer use that violates the law or encourages others to do so is not permitted. Use that harms others or causes damage to property is not allowed, as is use that jeopardizes the security of student access or the computer network. Commercial transactions using school equipment and facilities are not permitted.

Access to the computer system is a privilege, and not a right. Each student is responsible for his/her use of the computer system and as such should not access material that is not appropriate for school age youngsters. Students should not reveal personal information to others using the network nor should they arrange face-to-face meetings with others using the Internet. Hacking or other illegal activities are not allowed.

The school system utilizes filtering software and other technology to prevent the accessing of material that is inappropriate for students to view. The system will monitor the online activities of students.

The full text of the system's Acceptable Use of the Internet Policy & Safety Policy #6141.321 is available in the principal's office, and on the Board of Education website at



<http://www.bristol.k12.ct.us>. Specific questions concerning the policy should be referred to the Office of Technology.

### **Code of Conduct for Internet and Other Computer Network Access**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of the school district. **Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.**

All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other network which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or Supervisor of Technology.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access: Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA: Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest **if the official needs to review an education record in order to fulfill his or her professional responsibility.**
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

Further details are available at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html> Policy #5125

### **HOMELESS STATE LEGISLATION**

Homeless students and children in foster care (choice of school, transportation and educational services, contact info.) ESSA requires a description of services the district will provide to support the enrollment, attendance, and success of homeless and foster children and youth. The district must disseminate public notice of McKinney-Vento Act rights in locations frequented by parents/guardians and unaccompanied youth in a manner and form understandable to parents/guardians and youth. Policy #5118.1.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.
3. To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.

### **PESTICIDE APPLICATION**

Pesticide application plans/notifications/prior year's use (At the beginning of each school year of district's pest management policy, notification prior to every pesticide application to parents/guardians and staff with a registered request for notification; 10-231a et. Seq. as amended by PA 15-5) Districts without IPM plans are required to provide notice of pesticide applications to be sent electronically. Districts with IPM plans must send notices of pesticide application by any means practicable. District website must provide information on how parents/guardians may register for prior notice of pesticide applications (Policy #3524.1)

### **NON-DISCRIMINATION NOTICE**

Statement of equal opportunity in employment and education (Non-Discrimination/Affirmative Action-10-220; Policy #0521, #6121.

**NON-DISCRIMINATION POLICY STATEMENT**

The Bristol Board of Education (Policy 0521, 6121) prohibits harassment and discrimination in educational programs, services, or employment 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 in accordance with Titles VI, VII of the Civil Rights Act 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 appropriate State and Federal laws.

**District Contact:**

Michael Dietter, Ed.D  
Deputy Superintendent  
Bristol Board of Education  
129 Church St.  
860.584.7007  
[michaeldietter@bristolk12.org](mailto:michaeldietter@bristolk12.org)

**School Contact:**

Daniel Sonstrom  
530 Stevens Street  
Bristol, CT 06010  
860.584.7839  
[danielsonstrom@bristolk12.org](mailto:danielsonstrom@bristolk12.org)

## Students

### Student Grievance Procedures (Title IX)

#### Designation of Responsible Employee

The Bristol Board of Education designates the Superintendent of Schools or his/her designee as the responsible employee to coordinate school district compliance with Title IX and its administrative regulations.

The Superintendent of Schools or her/his designee, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The Deputy Superintendent of Schools, as the compliance officer for Title IX, shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of his/her name, office address and telephone number. Notification shall be by posting on websites and in handbooks and/or other means sufficient to reasonably advise all students and employees.

#### Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the District. Grievance procedures are set forth in Policy 9350 - Hearings of the Bristol Board of Education.

Appendix A provides a Title IX Complaint Form.

#### Dissemination of Policy

The Superintendent of Schools or his/her designee shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Legal Reference: 20 U.S.C. 1681 - Title IX of the Educational Amendments of 1972

34 C.F.R. Part 106 - Title IX of the Educational Amendments of 1972

Policy Adopted: March 1, 2017

Bristol Public Schools  
Bristol, Connecticut

**These and all other Board of Education policies can be found on the BOE website [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us).  
Child abuse, neglect, and sexual assault reporting policy (17a101 i(e)). Policy #5141. Mandated Reporting #5241.4.  
Youth suicide prevention policy and procedures (10-221 (e)). Policy #5141.5.  
Treatment of recruiters in the school setting (10-221b, ESEA). Policy #5145.14  
Title IX Complaint Form Policy #5145.6. Cabc.org, Policy # 4000.1/5145.44**

## 5145.6 Appendix A

**Student Grievance Procedures (Title IX) Complaint Form**

**The Bristol Board of Education and its designees shall respect the right to confidentiality, witnesses (if any) and the accused consistent with the school district's legal obligations.**

**NAME OF COMPLAINANT:**

---

**ROLE OF COMPLAINANT: i.e. student**

---

**DATE OF COMPLAINT:**

---

**NAME OF ALLEGED TITLE IX VIOLATOR:**

---

**DATES AND PLACE OF INCIDENT(S):**

---

**DESCRIPTION OF VIOLATION:**

---

**NAME OF WITNESSES:**

---

**EVIDENCE OF VIOLATION i.e., letters, photos:**

---



---

**ANY OTHER INFORMATION:**

---



---

**I agree that all the information on this form is accurate and true to the best of my knowledge.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit to:**  
**Michael Dietter, Ed.D**  
**Deputy Superintendent**  
**Title IX Compliance**  
[michaeldietter@bristol12.org](mailto:michaeldietter@bristol12.org)  
**860.584.7007**

## STUDENT - PARENT HANDBOOK AGREEMENT

The Student-Parent Handbook is available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Electronic version available in the parent portal along with paper copies available in the main office.

The Bristol Board of Education requires all parents/guardians of students within the Bristol Public Schools to:

- acknowledge receipt and understanding of the Student/Parent Handbook;
- agree to Internet Access and Technology policies;
- agree to the Bring Your Own Device Student Agreement and,
- grant permission or denial for media and school/district web site involvement.

Please pay special attention to handbook sections regarding Internet Use, Media and Web Site Involvement, Substance Abuse, Physical Education Requirements, and Weapons. We suggest you spend time discussing these and other policies described in the Student/Parent Handbook with your child.

Our school will issue e-mail accounts to all of our students for purposes of student teacher communications, and to develop technology related skills to meet new standards and curriculum requirements.

### Device Student Agreement

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignment or tests, not to make personal phone calls, not send text messages, and not to post information, photos, or videos not authorized by the teacher. Your signature below confirms that you have read, understand and agree to abide by the terms of this policy provided in the student handbook and that any violation may result in the loss of my device privileges as well as other disciplinary action.

### Media and Web Site Involvement - Permission

There will be times when the school or other media representatives such as The Bristol Press or The Hartford Courant will wish to feature our students or the school community in a web or print article and/or photograph. Additionally, teachers sometimes videotape lessons to be viewed by others to improve our instructional practices. For permission or denial regarding your child's being photographed, interviewed and/or videotaped, please indicate your preference below:

- I give permission for my child to be interviewed, photographed, and videotaped for school/public relation purposes or instructional improvement **ONLY**.
- I do not give permission for my child to be interviewed, photographed, and videotaped.

### **Acknowledgement of Receipt of Student and Parent Handbook**

As a parent/guardian of a student within the Bristol Public Schools, I acknowledge receipt of the *Student/Parent Handbook*. I have reviewed and discussed the *Student/Parent Handbook* and the *Internet Acceptable Use Policy* with my child.

\_\_\_\_\_  
STUDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

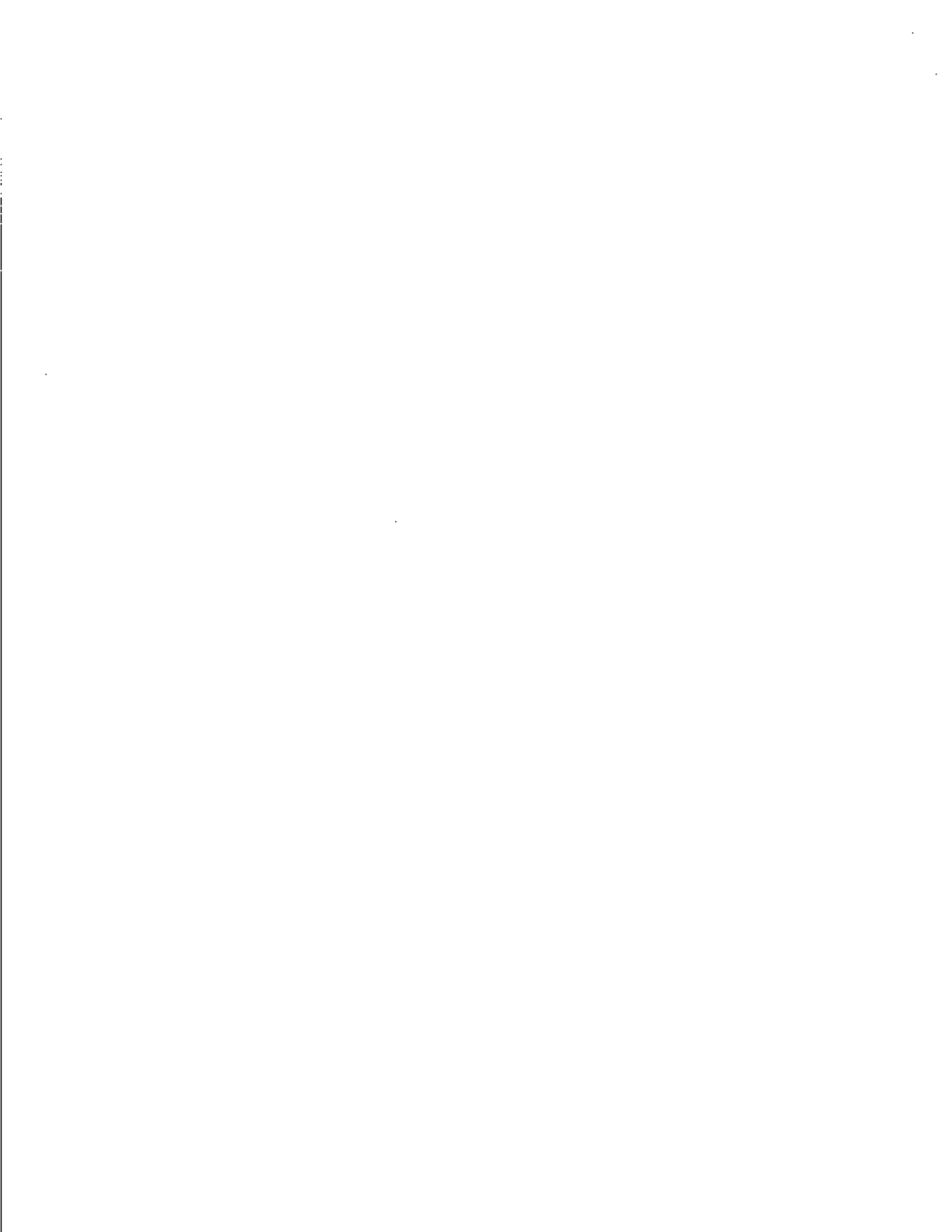
\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE (PLEASE PRINT)

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOMEROOM

**PLEASE RETURN THIS SIGNED FORM TO YOUR HOMEROOM TEACHER BY FRIDAY, SEPTEMBER 22, 2023 or complete electronically.**





# Bristol BOE Student and Parent/Guardian Handbook 2023-24

If you would like to request a written copy of this handbook, please contact the main office.

To access the BOE policies in their entirety, please visit:  
[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies)

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## MISSION OF BRISTOL PUBLIC SCHOOLS

The mission of Bristol Public Schools is to *Teach and Learn with Passion and Purpose*. The Bristol Board of Education Goals include:

- Secure necessary funding through public and community partnerships
- Narrow the achievement gap;
- Hire a highly qualified and diverse staff; and
- Provide a safe learning environment.

The Bristol Public Schools Vision of the graduate affirms that students will graduate with the essential academic knowledge, skills and dispositions that empower them to be self-sufficient and make meaningful contributions in a rapidly changing global society.

## PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures. Information contained in this handbook is subject to revision or elimination from time-to-time without notice either through a Board of Education policy revision or change in state or local statutes. In some instances, policies in this handbook have been summarized or abbreviated. The complete Bristol Board of Education policies can be found at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us).

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The complete Bristol Board of Education policies are located on the district website at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us), Board of Education, BOE Policies.

## ADMISSION/PLACEMENT - Policy 5111

New students (Kindergarten - 8th grade) and those transferring within our district will need to be registered at the Bristol Board of Education Central Registration Office, located at 129 Church Street, Room 12, Bristol, CT 06010. Hours are Monday-Friday 8 a.m. to 3:30 p.m. No appointment is necessary, however you are welcome to call in advance if you have questions. Our goal is to make the process as easy as possible by providing all the information and assistance needed to complete the proper forms and making it more convenient for families with children attending more than one school.

A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child.

## ALCOHOL USE, DRUGS, AND TOBACCO/PERFORMANCE ENHANCING - Policy 5131.6

Pursuant to the goal of the Board of Education to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

## **AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such a person's major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

***Procedural Safeguards for 504 can be accessed here or by written or verbal request at your students school.***

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Dr. Michael Dietter at 860-584-7007 or [michaeldietter@bristol12.org](mailto:michaeldietter@bristol12.org).

## **ASBESTOS**

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

## **ATTENDANCE - Policy 5113, 5113.2.**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal from BPS per CGS and CSDE guidelines.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

**Chronically absent child:** An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school early in the morning on the day of the absence by telephoning the school.

**Excused Absence Policy [Form available in school office and on district/school websites]**

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

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

The responsibility for make-up work is by the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 days after the student returns to school.

**Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges if these become excessive or the marking period ends.

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

**Chronic Absenteeism**

A student who misses 10 percent or greater of the total number of days enrolled in the school year for any reason is considered to be "chronically absent". It includes both excused and unexcused absences. For example, children who are enrolled for the full school year (e.g., 181 days) become chronically absent if they miss at least 18 days of school for any reason. Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**How to Report A School Absence**

If a child is going to be absent or tardy, parents should call the main office. In addition to the phone call, parents are also required to provide a written note explaining the absence or tardy. If a child is dismissed from school through the health room and is not allowed to return to the next day, the school nurse may complete an excused absence form for that day. If a student presents with a fever, they are unable to return to school until they are FEVER-FREE FOR 24 HOURS.

When the school in which a child is enrolled receives no notification from a parent, or other person having control of the child, of the child's absence, a reasonable effort shall be made by school personnel to notify by telephone and by mail such parent or other person having control of the child.

The school administrator meets regularly with the district attendance officer to review student attendance and develop specific strategies for improving student attendance.

#### **Make Up Work**

A student will be permitted to make-up class work, tests, and projects within the time specified by the teacher.

#### **Arrival at School** *\*see each school's addendum page(s)*

Bus students will arrive at school according to the times established by the bus company.

Walkers should arrive at school in time for the 8:10 AM bell. Please establish an appropriate time for your child to leave for school.

Under no circumstances should students arrive at school prior to 7:50 AM. There is no supervision prior to this time.

#### **Early Dismissal** *\*see each school's addendum page(s)*

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. When the parent arrives to pick up the student, the parent must come to the office (and provide valid photo identification. Examples of identification include: state issued identification, driver's license, passport, etc.). The office will call the student from the classroom. If the office staff does not recognize the parent, identification will be requested as required by district policy. The parent will also be required to sign a dismissal book.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring written authorization from the parent/guardian. The pickup person must provide a valid form of identification as required by district policy. This person will also be required to sign a dismissal book.

#### **End of Day Dismissal** *\*see each school's addendum page(s)*

Students will be dismissed at 2:50 PM on Monday, Tuesday, Thursday, and Friday and at 2:25 PM on Wednesday. Students are expected to leave school grounds upon dismissal unless requested to stay by a teacher or unless they are involved in a supervised after school program.

#### **Participation in School Activities**

Students who are absent or dismissed due to illness may not participate in school activities on that day or evening.

#### **Tardiness**

Students who are not in the classroom by 8:15 AM are considered tardy and must report directly to the office with a parent or guardian present. A student who has not signed in at the office but is found on school grounds will also be considered tardy. All tardy arrivals will be considered unexcused unless a valid reason/documentation is given by parent or guardian. A student who is repeatedly tardy may be considered truant.

#### **Truancy**

A student aged five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant. Disciplinary action may include detention or other



progressive discipline. Tests and academic work missed in class that day may be recorded as a zero grade. However, the student is encouraged to obtain missed work from their teacher to avoid a significant academic penalty.

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

#### **AUTOMATED PHONE MESSAGING SYSTEMS**

The Bristol Public School system uses an automated phone messaging system. Administrators have the ability to send personally pre-recorded messages to the entire school community, or they can tailor transmissions to smaller groups when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student (home phone, work phone, cell) and an email address. Please be sure to update your contact information with the school office if any changes occur.

#### **BOARD OF EDUCATION**

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

Chairperson:	Jennifer Dube		
Vice-Chairperson:	Kristen Giantonio		
Secretary:	Dante Tagariello		
Members:	Russell Anderson	Eric Carlson	Shelby Pons
	Jill Fitzsimons-Bula	Maria Simmons	TBD

In order to perform its duties in an open and public manner and in accordance with state law, the Bristol Board of Education holds regular business meetings on the first Wednesday of each month at 7:00 PM in the auditorium of the Bristol Board of Education building. Parents, students and other community members are encouraged to attend.

#### **BULLYING - Policy 5131.911, 5131.913**

Bullying under any circumstances is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such students,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school

6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Student who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victims,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement officials.

Student and/or their parent may file a written report of conduct they consider bullying [Policy 5131.911 Appendix D]. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

#### **BUS CONDUCT - Policy 5131.1 - SEE TRANSPORTATION**

#### **CAFETERIA**

All eating is to be done in the cafeteria or in designated areas. Food is permitted elsewhere in the building only as directed by staff (e.g. snack time). Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

**Breakfast and lunch is available to all students enrolled in full day BPS programs at no cost.**

The District participates in the National School Breakfast and Lunch Program and offers to students nutritionally balanced meals daily. All full day Bristol Public School programs participate in the USDA Community Eligibility Provision (CEP) meals program. CEP allows districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, must meet federal and state standards and guidelines.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. The school nurse should be contacted to initiate a medical plan.

#### **Breakfast/Lunch Program**

A full breakfast is offered to children each morning as they arrive in the building. Lunch is served at midday. Menus are sent home at the beginning of each month and are available on our website.

#### **CEREMONIES AND OBSERVANCES - Policy 6115**

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

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

#### **CHANNELS OF COMMUNICATION**

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

#### **CHEATING/PLAGIARISM (Academic Integrity) - Policy 5143**

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

#### **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT - Policy 5145.4**

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

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Concerned citizens may also file reports by calling the Department of Children and Families at 1-800-842-2288. The State will honor anonymity for as long as possible and appreciates notification of incidents that place children's welfare in jeopardy.

### **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or administrative designee.

### **CLIMATE - Policy 5131.914**

All schools support and promote teaching and learning environments where each and every student achieves academically and socially, has a strong and meaningful voice and is prepared for democratic life and successful transition into the 21st century workplace. A positive school climate is an essential element of achieving these goals. Rigorous implementation of the following set of guiding principles and systemic strategies will promote these desired outcomes.

The Bristol Board of Education (the "Board") adopts this Policy that is guided by the fundamental belief that each and every school community member should be treated with dignity, should have the opportunity to learn, work, interact and socialize in physically, emotionally and intellectually safe, respectful and positive school environments, as well as the opportunity to experience high quality relationships. Schools, therefore, have the responsibility to promote conditions designed to create, maintain and nurture a positive school climate.

This Policy sets forth the framework for an effective and democratically informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the expectations of the five National School Climate Standards:

**Standard 1:** Develop a shared vision and plan for promoting, enhancing and sustaining a positive school climate.

**Standard 2:** Develop policies that promote social, emotional, ethical, civic and intellectual learning as well as systems that address barriers to learning.

**Standard 3:** Implement practices that promote the learning and positive social, emotional, ethical and civic development of students and student engagement as well as addressing barriers to learning.

**Standard 4:** Create an environment where all members are welcomed, supported, and feel safe in school: socially, emotionally, intellectually and physically.

**Standard 5:** Develop meaningful and engaging practices, activities and norms that promote social and civic responsibilities and a commitment to social justice.

The Board recognizes that there is not one best way to improve school climate. Each school needs to consider its history, strengths, needs, and goals. This Policy will support and promote the development of research-supported action plans that will create and/or sustain physically, emotionally, and intellectually safe learning environments that foster social, emotional, ethical and academic education.

### **COMPUTER/ELECTRONIC RESOURCES – Policy 5131.81**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher.

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

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

### **CONDUCT - Policy 5131, 5114**

Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for understanding and complying with school and school district standards of behavior.; appropriate to their age and level of maturity. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, exclusion, or expulsion. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location. Students are responsible for conducting themselves properly in a responsible manner. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately (Policy 5132 Dress Code)
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.

5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than who the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying.
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Using or possessing a laser pointer on school grounds, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property is prohibited unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. 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 another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

**Out of School Misconduct - Policies 5114 & 5131.8**

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

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

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

#### **Dangerous Weapons and Instruments**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

#### **Dress Code - Policy 5132**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law. Please refer to the Dressing and Grooming policy in its entirety for a list of prohibited items.

#### **Smoking – Policy 5131.6**

Students shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

The school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

#### **CYBER BULLYING – Policy 5131.913**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

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

Each school will have (1) one automatic external defibrillator (AED). The directions for use are on the equipment.

#### **DISCIPLINE – Policy 5114. Students Suspension Expulsion Due Process**

It is the goal of the Bristol 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 a 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 but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in any school building under the jurisdiction of the Board of Education.
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. The effective date of in-school suspensions has been determined by the Connecticut General Statutes Section 10-233(a) through 10-233(f). Suspensions shall be in-school unless the administration determines that the student being suspended poses a danger to persons or property or such a disruption of the educational process that the student shall be excluded for 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 a period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

**DISTRIBUTION OF MATERIALS – Policy 1140**

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

The principal or his/her designee may approve such distribution providing:

1. The organization has a direct relationship with the City of Bristol.
2. The material is related to the school, community, local recreational or civic activity.
3. The material does not relate to any religious belief or activity, or promote private gain.
4. The material does not promote any outside governmental political party, candidate or position.
5. The material does not promote profit making organizations.
6. The material does not advocate a position regarding a referendum or other political notification or question.

**ELECTRONIC DEVICES AND GAMES – Policy 5131.81/6141.328**

Students may possess privately owned technological devices (e.g., cell phones) on school property and/or during school-sponsored activities. However, while students are allowed to bring cellphones to school, they must be turned off and in backpacks while at school and on the school bus. These electronic devices may not be used during instructional time, unless the device falls under the purview of the BYOD (Bring Your Own Device) policy. Without such permission, the items will be collected by teachers and given to the principal. The principal

will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. In no case will the use of a personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interfere with the rights of other students or staff members.

Taking, sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting and on school-sponsored activities and will be reported to the police or DCF for investigation.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or another emergency, announcements will be made on radio and television stations. Emergency closings will also be posted on the district website as well as sent via a district-wide communication system.

### **EMERGENCY PREPAREDNESS**

Students will practice keeping safe in case of fire, weather problems or other emergencies. These drills are known as fire, lockdown or evacuation drills and are held at regular intervals as required by state law. When a drill or actual emergency is signaled, students must follow teacher directions. In the event of an evacuation, students must follow the exit directions posted in each classroom and proceed along the posted exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

### **ENGLISH LANGUAGE LEARNERS (ELL) Policy 6141.31**

Students with limited English proficiency will be evaluated and provided tutorial services as deemed necessary through such assessment. Parents will be informed of course options for their child. Parents of English language learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP (Limited English Proficiency) program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

### **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction related to Acquired Immune Deficiency Syndrome (AIDS), Family Life and Sex Education, and Sexual Exploitation Prevention upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

### **EXTRACURRICULAR ACTIVITIES**

#### **Clubs and Performing Groups**

Student clubs, performing groups, athletic teams, and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of general student rules.

### **Social Events**

Social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend social events unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all social events. Standards of dress, admission costs, and other pertinent instructions for a particular event will be announced prior to the event.

### **FACILITIES**

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

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

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club/Class dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Fees for driver training courses, if offered.

### **FIELD TRIPS POLICY 6153**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. Students may be denied the privilege of attending a field trip if they have violated school rules and are suspended or specifically excluded from a particular trip. Parents are responsible for picking their child up from a field trip should their behavior become unsafe. Chaperones are expected to adhere to all school policies (Policy 6153).

### **FINANCIAL ASSISTANCE**

Students should not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

### **FIRST AMENDMENT RIGHTS**

No expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

### **FOOD ALLERGIES – Policy 6142.101**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of

Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school, when known in advance, will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies by a physician. Such students may also be eligible for accommodations and services under Section 504.

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

#### **FUNDRAISING – Policy 1324 Appendix B**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Superintendent in compliance with policy

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

#### **GRADING - Policy 5124**

Elementary and Middle progress reports are issued 3 times each year. Grades recorded for students are determined by the teacher, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

#### **GREEN CLEANING PROGRAMS**

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

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

#### **GUIDANCE AND COUNSELING - Policy 5141**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologist and/or support staff include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School psychologists will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

#### **HARASSMENT STATEMENT – Policy 5131.91/5145.5**

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

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

A student who believes he/she has been harassed is encouraged to report the incident to an administrator. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

#### **HAZING ACTIVITIES – Policy 5131.91**

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

#### **SCHOOL HEALTH SERVICES**

The Bristol-Burlington Health District nursing staff provides comprehensive school health services by registered nurses and health aides designed to promote optimal health, safety and well-being of students enrolled in the Bristol schools. School health services include providing emergency care and first aid; assessment of student illness/injury and medical care needs; case management of students with chronic health condition; administration of medication and treatment during school hours; performing mandated screenings for vision, and scoliosis; controlling communicable diseases; health education and promotion; as well as serving as a liaison for students/families to community health care providers and other resources.

Health services including administration of medication, communicable/infectious diseases, immunizations, physical examinations (include information regarding asthmatic inhalers & Epinephrine auto-injectors at school. (10-212(a) as modified by PA 15-174, PA 18-168 regarding religious exemptions to vaccinations and grades for hearing, vision, and postural screenings and oral health assessments). Policy #5141, 5141.21, 5141.3.

#### **School Dental Program**

The Bristol-Burlington Health District registered dental hygienists with signed consent by a parent/legal guardian provide an examination of teeth and gums of students in Kindergarten to Grade 8 as well as a dental cleaning as needed. The dental hygienist also documents findings with recommendations for follow up care with a dentist.

#### **Administration of Medication**

A medication authorization form is required for any medication (including any prescription, controlled or over-the-counter medicine preparation) to be given/taken during school hours. The form must be filled out properly and signed by both the parent/guardian and the health care provider. Forms are available in the school health room office or on the Bristol – Burlington Health District website at [www.bbhd.org](http://www.bbhd.org). All medication must be in the original container with proper labels. A request may be made to the pharmacist to prepare two separate

bottles, if medication is given at home and at school. Only a 90 day supply is allowed in school. A student may NOT transport medication to school under any circumstance. Medication must be brought to school and picked up at the end of the school year by a parent/guardian. Parents of students requiring medication during school should contact the school nurse.

A student with a verified chronic medical condition is permitted to self-administer prescribed medication. The appropriate section of the medication authorization form must be completed and signed by the health care provider and parent/guardian to give authorization and indicate that the student is capable of self-administering the medication. Self-administration means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan. The medication form must be submitted to the school nurse for review. The school nurse will assess the student's competency and deem it to be safe and appropriate for the student to self-administer medication.

A student with asthma may carry an inhaler or a student with medically-diagnosed allergies may carry a cartridge injector (epinephrine) in school at all times to ensure prompt treatment to protect the student against serious harm or death. A medication authorization form must be completed and signed by the health care provider and the parent/guardian. The appropriate section of the medication authorization form must be completed and signed by the health care provider and parent/guardian to give authorization and indicate that the student is capable of self-administering the medication.

Self-administration means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan. The school nurse's review of a student's competency to self-administer inhalers for asthma and cartridge injectors for medically-diagnosed allergies will not prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically-diagnosed allergies.

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

A school nurse, or in the absence of the nurse, a "qualified/school employee" (who has completed the required training) may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. A medication authorization form must be completed and signed by the health care provider and the parent/guardian.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from the health care provider. A medication authorization form must be completed and signed by the health care provider and the parent/guardian. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain provisions, administer glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. This would be limited to situations when the school nurse is absent or unavailable. A medication authorization form must be completed and signed by the health care provider and the parent/guardian.

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

At the end of the school year, medications must be picked up by parent/legal guardian or they will be destroyed. Medications will not be released to students.

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such a condition, parents will be required to submit a statement from the health care provider that their child has recovered sufficiently to prevent exposing others. Additional information concerning this may be obtained from the school nurse

### **Health Assessment Requirements**

A health assessment/physical examination is required for initial enrollment into Bristol schools. The health assessment /physical examination must be performed by a legally qualified practitioner of medicine such as a physician (M.D. or D.O.), Physician Assistant (PA), or advanced practice registered nurse (APRN) and must be documented on a Health Assessment Record form (blue form). Forms are available in the school health room office or on the Bristol – Burlington Health District website-at [www.bbhd.org](http://www.bbhd.org). If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the school nurse and district's homeless liaison.

### **Pre-Kindergarten and Kindergarten:**

- Any three (3) year old child entering a Pre-kindergarten program is required to have a health assessment/physical examination dated within 365 days of entering school.
- If a student enters a Pre-Kindergarten program as a three year old, the health assessment/physical examination *must* be repeated before entrance into Kindergarten within 365 days of entering school.
- Any four (4) year old entering Pre-Kindergarten for the first time is required to have a health assessment/physical examination dated within 365 days of entering school.
- Any student entering Kindergarten for the first time is required to have a health assessment/physical examination dated within 365 days of entering school.

### **Grades 6/7 and Grades 9/10:**

Students are required to have a health assessment/physical examination as follows:

- During sixth grade, as a requirement for seventh grade.
- During ninth or tenth grade as a requirement for eleventh grade.

### **Student Transferring Within the District:**

- A. Students within the district: *do not* need medical clearance from one school to the other.
- B. Students from parochial schools: *do not* need medical clearance from parochial schools to public schools within the district.

### **Students Entering From Outside the District:**

Students that are entering from outside the district within the State of Connecticut must have a current health assessment /physical examination that is in accordance with state mandated requirements.

**Students Entering From Outside the State:**

Students that are entering from outside the state must have a health assessment/physical examination that complies with the State of Connecticut law secs. 10-204 and 10-206, with required immunizations for the entering grade, and is completed within 365 days of **the entrance date** to the Bristol schools.

**Students Entering From Outside the Country -- (outside the United States /U.S. Territory):**

Students that are entering from outside the country (which is outside the United States and U.S. Territories) must have a health assessment/physical examination **performed** in the United States or U.S. Territories that is in accordance with the State of Connecticut requirements within 365 days of the entrance date of school. Immunizations for the entering grade will also be required. Immunizations received in their native country will be accepted if in compliance with the required immunizations of the State of Connecticut.

In addition, Tuberculosis screening or proof of a recent Mantoux tuberculin test and/or a negative chest x-ray will be required in accordance with the State of Connecticut guideline listing of high incidence countries for Tuberculosis. Test results and /or Chest x-ray (if necessary) must be obtained before entrance is allowed.

**United States Military Base:**

Students that are entering from a U.S. military base, may according to Connecticut General Statute 10-206, have a health assessment/physical examination performed by a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at a military base for enrollment in Connecticut schools

**Out of District Placement- Magnet /Private Placement:**

Students registered in the Bristol schools but **are not** physically attending school within the district, **medical clearance is not necessary**. It is the responsibility of school health services of the school the student attends to ensure compliance of the State of Connecticut requirements for health assessment/physical examination and immunizations.

**Returning from Out of District Placement:**

- A. **Within State:** Students returning from out of district placement, will need medical clearance in accordance with state mandated physicals if coming from out of district placement **within the state**.
- B. **Outside of State:** Students returning from out of district, **out of state** placement, will need medical clearance and must have a health assessment/ physical examination within 365 days of the **entrance date of school** as well as the required immunizations for the entering grade.

**Health Records**

The school nurse maintains individual student health records using the State of Connecticut "Cumulative Health Record". Information in these records are accessible on a need to know basis with permission granted by the school nurse or Health Director. Parents may request to inspect the health records of their child. Copies may be provided if requested.

When a student transfers to another school **within the state**, the original record is sent. A copy of the health record is maintained at the Bristol-Burlington Health District.

In the case of a student **moving out-of-state**, a copy of the health record, when requested, is sent to the school the student will be attending. The original health record is maintained at the Bristol-Burlington Health District.

Health records are maintained for at least six years after the student graduates.



The Health District does comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) to maintain the privacy of protected health information.

**Illness:**

It is important that parents call the school when their student is sick. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a healthcare provider. The school nurse is available to parents and students for conferences regarding health issues. If a child is dismissed from school by the school nurse and is not allowed to return the next day, the school nurse will complete an excused absence form for that day. If a student presents with a fever of 100 degrees or higher, the student is unable to return to school until FEVER-FREE FOR 24 HOURS.

**Health Reasons for Dismissal:**

The following are some common health reasons for dismissal. A student may also be dismissed for other health related issues

**Chicken Pox/Breakthrough Chickenpox:** A student may not return to school until all lesions are dry (usually 4-6 days after onset of rash).

**Fever:** A student will be sent home for a fever of 100 degrees or higher. A student must be fever free for 24 hours without fever medication in order to return to school.

**Fifth's Disease:** A student must be fever free for 24 hours without fever medication in order to return to school.

**Hand, Foot and Mouth Disease:** A student will not be allowed in school with draining hand lesions, blisters in mouth with drool or a fever of 100 degrees F or higher. A student may return to school when hand lesions are dry, drool free and fever free for 24 hours without fever medication.

**Impetigo:** A student must be treated with a prescribed antibiotic for 24 hours in order to return to school.

**MRSA (skin infection):** A student will be dismissed from school for open draining sores/boils that cannot be covered. The student may return to school if the affected area is covered and is fever free and has been on a prescribed antibiotic for at least 24 hours.

**Pediculosis (head lice):** A student will be dismissed if live lice have been found. The student will be able to return to school after appropriate treatment. The student and parent/legal guardian must report to the school health room upon return. The student will then be checked daily for the next 10 days. The student will not be allowed back to school if live lice are found.

**Rashes:** A student will be dismissed from school for a rash with fever and/or behavioral changes. A note from the health care provider is required in order to return to school.

**Ringworm:** A student may return to school once a prescribed treatment from a health care provider has been started.

**Scabies:** A student may return to school after a prescribed treatment from a health care provider has been started.

**Strep Throat:** A student may return to school when fever free and has been on antibiotics for at least 24 hours.

**Vomiting or Diarrhea:** A student will be dismissed from school. The student may return to school when symptom free (no vomiting, diarrhea) for at least 24 hours.

### **Immunizations**

All students are to comply with the State of Connecticut immunization requirements for enrolled students in Connecticut schools. Proof of immunizations are required for all new entrants. Requirements change from year to year. New entrant definition: new to Bristol school district including preschoolers and all students from another private, parochial, or charter school in the same or another community.

- One exception: students returning from private approved special education placements.

If a student should not be immunized due to medical reasons or medical contraindications, a medical exemption form statement from the health care provider must be completed and provided to the school nurse. This exemption is to be renewed annually.

If a student is not immunized due to contrary to religious beliefs, a religious exemption form must be completed, signed and officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney and submitted to the school nurse before enrolling in school for the first time and before entering seventh grade.

In addition to the required immunizations for initial entry into school for Pre-Kindergarten and Kindergarten, additional immunizations are required depending on the grade level or age. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact your school nurse.

### **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

### **Disabilities**

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

### **Homebound**

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

### **HOMELESS STUDENTS - POLICY 5118.1**

Students who are classified as homeless under federal law, McKinney-Vento Act, and do not have a fixed residence will be admitted pursuant to provisions in federal and state law. Transportation will be provided to maintain a student in the school district and school in which they resided. Please contact the school office directly with any questions or requests for transportation. The McKinney-Vento Coordinator is Carly Fortin, Director of Teaching and Learning. [carlyfortin@bristol.k12.org](mailto:carlyfortin@bristol.k12.org).

### **HOMEWORK - Policy 6154**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

### **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Bristol Public School assumes no liability from disputes arising from such contracts.

**INTERNET USE & SAFETY (Responsible Computer, Network and Internet Use) - Policy 6141.321**  
Responsible use of technology resources provided by the Bristol Board of Education is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with Board policy. Users should not expect that files stored on servers or disks will be private.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur.

- Use of electronic devices should be consistent with the Board's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material and threatening or obscene material
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of

directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Communications via ICT resources are often public in nature and general school rules and communication apply. It is expected that users will at all times comply with District standards and will act in a responsible and legal manner in accordance with District standards as well as with federal and state laws.

It is important that all users and parents understand that the District, as owner of the ICT resources, reserves the right to monitor and review the use of ICT resources. Such monitoring or review will be limited and done, as needed to ensure that the systems are being used for District-related educational purposes. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.

Monitoring access is for, but not limited to, the following reasons:

- Ensuring the safety and security of people and resources;
- Ensuring positive learning and work environments;
- Keeping schools safe from harassment, intimidation or threats;
- Ensuring ICT resources use relates to educational mission and goals;
- Preventing breaches of confidentiality;
- Prevention of copyright infringements;
- Ensuring appropriate Internet access;
- Ensuring appropriate communication messages, such as email, blogs, chats and discussion forums; and
- Ensuring appropriate file downloads and print requests.

### **Policy Violations**

The District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement

### **LIVE ANIMALS IN THE CLASSROOM Policy 6163.33**

The Board of Education (Board) supports the use of therapy dogs by teachers or other qualified Owner/Handlers for the benefit of its students subject to the conditions of this policy.

### **Definitions**

**Therapy Dog:** A “therapy dog” is a dog that has been individually trained and certified/registered to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy dogs are not “service animals” as that term is used in the American with Disabilities Act. Therapy dogs are individually trained and certified/registered to provide appropriate interactions with students and others at school. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are personal property of the owner/handler and are not owned by the school district.

**Owner/Handler:** The individual who owns the dog and is responsible for caring and supervising the therapy dog, which includes toileting, feeding, grooming, and veterinary care. The District is not

obligated to supervise or otherwise care for a therapy dog.

**Therapy Dog Standards and Procedures.** The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

**Request.** An Owner/Handler who wants to bring a therapy dog to school must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.

**Training and Certification.** Owner/Handler must submit the American Kennel Club's Canine Good Citizen Certification or its equivalent as determined by the Superintendent. The certification must remain current at all times.

**Health and Vaccination.** The therapy dog must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner/Handler must submit proof of current licensure from the local licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian.

**Control.** A therapy dog must be under the control of the owner/handler through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's safe, effective performance of its work or tasks. However, the therapy dog must be under the owner/handler's control at all times.

**Identification.** The therapy dog must have appropriate identification identifying it as a therapy dog.

#### **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in to the Main Office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported immediately to the main office.

#### **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the library at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

#### **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

Schools selected to participate in this national testing program must notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

#### **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational success. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours, with exception to fall and spring conferences, but every effort will be made to accommodate parent schedules.

#### **PARENT INVOLVEMENT/COMMUNICATIONS - Policy 1110.0**

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

#### **PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

PTA/PTO/PAC and SEPTO can be a useful link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA/PTO/PAC/SEPTO.

#### **PESTICIDE APPLICATION - Policy 3524.1**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child's school assignment area may contact the Facilities Office 860-584-7012. Notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

#### **PHYSICAL EXERCISE**

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

#### **PLAYSCAPE RULES**

1. The playscape will only be used at recess. Because of supervision issues, no one is allowed in the playscape area before or after school.
2. A teacher must be present before students can enter the playscape area.
3. Sneakers, rubber-soled shoes or other appropriate footwear must be worn.
4. Do not push, shove, or touch anyone.
5. Wait your turn and do not cut the line.
6. Hands and feet must be on the equipment at all times.
7. The wood chips must be left on the ground.
8. Other equipment is not allowed in the playscape area.
9. Slide feet first down the slide. Wait until the person at the bottom is out of the way.
10. Food or drink is not allowed in the playscape area.
11. No gloves can be worn while on the bars.

12. Get on the equipment by using the stairs or ladders.
13. If you cannot reach any bar or slide, no one can lift you to help you reach it.
14. Only go down the fireman's pole.
15. Do not hang upside down.
16. Do not stand or sit on top of the equipment.
17. The playscape may not be used when wet.

## **POSTERS**

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

## **PROMOTION, RETENTION AND PLACEMENT**

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents.

Criteria considered as a basis for elementary school promotion /retention shall be:

Student Work, Interview Information, Chronological Age, Academic Performance, Physical Size and Maturity, Parental Support, Assessment Data, Previous Retentions

### **Elementary School Procedures**

Whenever the possibility of retention exists, the following procedures will be implemented:

1. Information concerning the aforementioned will be collected.
2. A parent conference will be held to inform parents of findings and/or recommendations.
3. Every effort will be made to arrive at a mutually agreeable decision regarding either retention or promotion. However, the final decision rests with the school principal.

## **PROPERTY, LOCKERS, AND EQUIPMENT**

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

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

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

## **PSYCHOTROPIC DRUG USE - Policy 5141.231**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate

medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

### **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

### **REPORTING TO PARENTS-Statewide Proficiency/Mastery Examinations -Policy 6146.3/6146.2**

Required State Assessments & Progress Reports Policy #6146.2, #5124.

- a. Parents/Guardians will receive the results of their child's state assessments.
  - b. Written reports of student progress will be issued 4 times per year at the high school level and 3 times per year for grades K-8.
  - c. Parents will be advised no later than the beginning of the final marking reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.
6. School Accountability Index scores will be posted on school websites in the fall as part of each school's Accountability Plan

### **SAFETY/ACCIDENT PREVENTION**

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

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

### **SCHOOL ATTENDANCE AREAS**

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child, the Superintendent, within his/her sole discretion, may approve a student's attending a school in another boundary.

### **SCHOOL CEREMONIES AND OBSERVANCES**

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

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

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



Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

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

### **SCHOOL SECURITY AND SAFETY**

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

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

### **SCHOOL VOLUNTEERS - Policy 1240**

The Bristol Board of Education recognizes the importance of school volunteers. Volunteers can provide for expanded collaboration between the school and community, enhance the school's educational environment and ultimately enrich students' school experience. School volunteers provide services which enrich existing school programs. Volunteers may be parents, senior citizens or other persons interested in assisting in the school. The school volunteer is a non-paid person who helps in the school under the direction of the school principal or her/his designee. Volunteers shall comply with all Board policies including background checks and visitor protocols. Volunteers will be required to wear school issued identification while in the building.

### **SEARCH AND SEIZURE - Policy 5145.12**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and

alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

#### **SECLUSION/RESTRAINT - Policy 5144.1**

The Board of Education (Board) seeks to foster a safe and positive learning environment for all students. In compliance with the law, Board of Education employees will avoid the use of physical restraint or seclusion of students. However, physical restraint or seclusion of a student by trained school employees may be necessary in an emergency situation to maintain the safety of the student, where harm to the student or other is immediate or imminent. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative.

**Seclusion** means the involuntary confinement of a student in a room, physically prevented from leaving. Seclusion does not include an exclusionary time out.

**Physical restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports proscribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary timeout

#### **Exclusionary Time-out - Policy 5144.2**

The Board of Education (Board) recognizes that the use of exclusionary time out may be an effective method of behavior intervention for some students. A time out setting used for an exclusionary time out is an area for a student to safely deescalate, regain control, and prepare to meet expectations to return to his/her educational program. The time-out setting offers a quiet place to be used when students are overwhelmed, experiencing overstimulation or are out of control. Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

#### **SEXUAL HARASSMENT - Policy 5145.5**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student; 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. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: suggesting or threatening another student to perform sexual acts for or with them, touching another student in a private part of their body, or communication of sexual information verbally or through pictures in an unwanted manner. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Michael Dietter, Ed.D., 860-584-7007

**Sexual Harassment (Sexual Abuse Prevention and Education Program)**

The District shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with P.A. 14-196, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than October 1, 2015. The program shall include, but not be limited to:

1. Providing teachers with training that may include, but not be limited to:
  - a. The prevention and identification of, and response to, child sexual abuse and assault, and
  - b. Resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.
2. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct and to identify actions a child may take to reduce the risk of and report sexual abuse or sexual assault. Students will be:
  - a. Provided with resources and referrals to handle these potentially dangerous situations.
  - b. Provided access to available counseling and educational support.

The Board of Education directs the superintendent to develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault.

A student shall be excused from participating in classroom instruction specifically regarding sexual abuse and sexual assault upon receipt by the principal of a written request from the student's parent or guardian.

Any student exempted from the sexual abuse and assault lessons shall be provided, during the period of time in which the student would otherwise be participating in such instruction, an opportunity for other study or academic work.

**Definitions**

**Sexual abuse** refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Sexual abuse may include intimidation, threats of violence, manipulation, and/or the use of force. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

**Sexual assault** usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or manipulation. The offender often takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse - a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

## **SEXUAL OFFENDERS ON SCHOOL PROPERTY- Policy 3516.5**

A sexual offender is defined in Connecticut General Statutes §54-250 through §54-261 and/or is required per these statutes to register on the state's sex offender registry. A *parent/guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A *non-parent/non-guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

*School property* includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

### **Non-parent/Guardian Sexual Offenders**

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote; remaining only in that area of the school; and
2. to attend an open meeting [such as a Board of Education meeting].

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **Parent/Guardian Sex Offenders**

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote; remaining only in that area of the school;
2. to attend an open meeting;
3. to transport only his/her own child to and/or from school;
4. to attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP). The parent/guardian must report immediately to the school's main office upon arrival and when departing; and
5. With the Superintendent's prior written approval in the following instance: Under other circumstances on a case-by-case basis, as determined by the Superintendent.

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. *The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property.*

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

### **Student Sex Offenders**

1. The Superintendent or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools.

### **SPECIAL NETWORKING SITES**

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to: Facebook, Youtube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the district employs both Internet filters and firewalls.

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

### **SPECIAL PROGRAMS**

The district provides special programs such as but not limited to: gifted, bilingual, and students with disabilities. A student or parent with questions about these programs should contact the school principal. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

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

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study, will be developed by the PPT, which includes parental involvement. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraeducator attend PPT meetings.

### **STAFF QUALIFICATIONS and TITLE I- Policy 4111**

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

### **STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event or

events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 5 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the school principal.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Office of Special Services 860-584-7051.

### **STUDENT DRESS AND GROOMING - Policy 5132**

The Board of Education encourages students to dress in clothing appropriate to the school situation. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The District is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student and that dress code enforcement does not increase marginalization or suppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size.

Hats and hoodies are not to be worn inside any BPS buildings or programs.

The administration is encouraged to establish any needed regulations consistent with this policy through cooperative planning with staff, students and parents.

### **STUDENT PROCEDURES FOR TITLE IX - Policy 5145.6**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

The designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 is: Deputy Superintendent, Michael Dieter, Ed.D. may be reached at 860-584-7007 or [michaeldieter@bristol12.org](mailto:michaeldieter@bristol12.org)

### **Grievance Procedure**

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the District. Grievance procedures are set forth in Policy 9350 Hearings of the Bristol Board of Education. Appendix A provides a Title IX Complaint Form.

### **STUDENT IDENTIFICATION**

For the purpose of maintaining accurate school-wide student identification records, all students shall have a current digital photograph, as provided by school/yearbook personnel and filed annually in the school's database. This digital student photograph will be taken by school/yearbook personnel annually and will be maintained as part of the student's school record for the duration of the student's attendance in the Bristol Public Schools.

## **STUDENT RECORDS - Policy 5125**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

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

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

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

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

Parents/Guardians may request a copy of their student's record. The first copy is free and will be noted in the student's cumulative file. Additional copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights.

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

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

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPAA Privacy Officer is the Human Resources Director at 860-584-7019.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of



the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

Further details are available at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>

#### **SUICIDE PREVENTION - Policy 5141.5**

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or his/her designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

#### **SUMMER SCHOOL**

The Board of Education may sponsor summer school programs providing remedial and/or enrichment courses at all levels. A fee may be required for these programs.

#### **SURVEYS OF STUDENTS/STUDENT PRIVACY ISSUES - POLICY 6162.51**

With limited exceptions, no student may take part in a survey without written parent permission. A permission slip will be sent home with the beginning of the year information packet or when a student enrolls.

#### **TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades,

transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

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

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

#### **TITLE I PARENTAL INVOLVEMENT - POLICY 6172.4**

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

#### **TRANSFERS AND WITHDRAWALS**

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. Once proof of enrollment at a new school is received, records will be forwarded to that school. All books, materials, instruments, and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

#### **TRANSPORTATION - Policy 3541.5.**

School transportation is provided to students who meet the guidelines for distance (greater than one mile at the elementary level). School transportation is considered a privilege and students are expected to behave appropriately while waiting for and riding on the bus. Students may be suspended from transportation services for unsatisfactory conduct, while waiting for, or receiving transportation to and from school, which endangers persons or property or violates a Board policy or administrative regulation.

#### **Bus Conduct**

Passengers shall:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Sit while the bus is in motion.
4. Keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Respect property and not deface the bus and/or its equipment.
6. Keep head, hands, arms, or legs out of the window/aisles and not hold any object out of the window nor throw objects within or out of the bus.
7. Not eat, smoke, or use any form of tobacco on the bus.
9. Observe usual classroom conduct guidelines. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
11. Ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and

parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

For further information please visit the following link on Bristol Public Schools website: <http://www.bristol.k12.ct.us/departments/transportation>. You may also email your questions and/or concerns to the Director of Transportation Services, AnneMario Fippinger at 860.584.7078. [annemariofippinger@bristolk12.org](mailto:annemariofippinger@bristolk12.org).

### **Bicycles**

Bus students are discouraged from riding bicycles to school. Bus routes run through some heavily traveled and hazardous streets.

Student walkers, in designated grades, may ride bicycles to school. They must wear helmets, must have a bicycle permission form on file, and must walk their bicycles when they are on school grounds. Locks are also required. Students are not allowed to have skates and scooters on school grounds.

### **Dropping Off and Picking Up Children**

In the interest of safety for all students, it is imperative that you exercise reason and discretion when dropping off or picking up your child by car. The following should be kept in mind:

1. Do not leave your car in the middle of the driveway or double-park while you go off to look for your child/children.
2. Do not drive in designated bus lanes/circles.
3. Do not pass the bus while their red lights are flashing.
4. Do not park in areas designated as no parking areas or yellow curbed areas.

### **Students Going to Another Student's Home**

If your child is going to a friend's house after school on any particular day, a note is needed from both sets of parents. No bus transportation is available, even if the child is already a bus student, unless approval is granted by the principal and communicated to the bus company.

### **Vehicles**

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. (5131.1) Cars parked in undesignated areas will be towed at the owner's expense.

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

All complaints concerning school transportation safety are to be made to the Director of Transportation Services. A written record of all complaints will be maintained and an investigation of the allegations will take place. The bus operator for Bristol Public Schools is First Student (860-584-2225), located on Terryville Road in Bristol

### **TRUANCY - Policy 5113.2**

The District's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused" and "disciplinary" absences.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

**"In attendance"** shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

**"Chronically absent child"** is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**"Absence"** means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education.

**"District chronic absenteeism rate"** means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**"School chronic absenteeism rate"** means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

### **Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such children and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. (Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meetings may involve the school or District Attendance Team.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
- (b) a requirement to complete a summer school program successfully before being promoted to the next grade.

8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.

9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.

10. If in existence, refer the child to the children's probate court truancy clinic.

The Board, on or before 8/15/18, shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. Parents or other persons having control of each child shall be notified of such truancy model. **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

## **TUTORING**

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This does not apply to teachers of homebound children employed by the Board of Education.

## **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

### **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS - Policy 5131.111**

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas of the school property. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the District's discipline policy.

### **VISITORS**

Parents and other visitors are welcome to visit schools. All visitors must first report to the Main Office and be prepared to show valid photo identification (such as a driver's license, state ID, Passport, etc). Visitors will be required to display a visitor badge at all times. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

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

### **WEBSITES - Policy - 6141.322**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

### **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

**APPENDIX A: Student Title IX Complaint Form**

**Student Grievance Procedures (Title IX)**

**Complaint Form**

**The Bristol Board of Education and its designees shall respect the right to confidentiality, witnesses (if any) and the accused consistent with the school district's legal obligations.**

**NAME OF COMPLAINANT:**

\_\_\_\_\_

**ROLE OF COMPLAINANT: i.e. student**

\_\_\_\_\_

**DATE OF COMPLAINT:**

\_\_\_\_\_

**NAME OF ALLEGED TITLE IX VIOLATOR (Respondent):**

\_\_\_\_\_

**DATES AND PLACE OF INCIDENT(S):**

\_\_\_\_\_

**DESCRIPTION OF VIOLATION:**

\_\_\_\_\_

**NAME OF WITNESSES:**

\_\_\_\_\_

**EVIDENCE OF VIOLATION i.e., letters, photos:**

\_\_\_\_\_

\_\_\_\_\_

**ANY OTHER INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

**I agree that all the information on this form is accurate and true to the best of my knowledge.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit to:**

**Michael Dietter, Ed.D**

**Deputy Superintendent**

**Title IX Compliance**

**[michaeldietter@bristol12.org](mailto:michaeldietter@bristol12.org)**

**860.584.7007**

**APPENDIX B: Fundraising Form**

**BRISTOL PUBLIC SCHOOLS  
FUNDRAISING SUMMARY FORM**

**Name of Organization:** \_\_\_\_\_ **Sponsor:** \_\_\_\_\_

**Date(s) of Fundraiser:** \_\_\_\_\_

**Total Amount of Money Raised:** \_\_\_\_\_

**Amount of Profit:** \_\_\_\_\_

**Disposition of Profit:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Copy to Superintendent*

**APPENDIX C: Bullying Complaint Form**

**BRISTOL  
BULLYING INCIDENT REPORT**

**PUBLIC**

**SCHOOLS**

**Name:** \_\_\_\_\_ **Staff taking report:** \_\_\_\_\_



**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Briefly describe the incident(s):**

1. **Who was involved?**
2. **When and where did the incident take place?**
3. **What did you do?**
4. **Were there any adult or student witnesses?**
5. **What did the adults do?**

**Please be sure that all of this information is correct. False statements will lead to disciplinary action.**

**Signature** \_\_\_\_\_

