

WEST BRISTOL SCHOOL



**Parent/Student Handbook
2018-2019**

Welcome to West Bristol School



August 2018

Dear West Bristol Families:

Welcome to West Bristol School where we continuously strive for a **P.A.W.S.**itively, outstanding, school experience. The parent/student handbook contains operating guidelines for our school and Board of Education policies for the 2017-2018 school year. Please read the handbook thoroughly and review it with your child(ren). During the year you will find it a helpful reference regarding school policies, procedures, and activities.

Throughout the school year we will continue to develop our West Bristol character. It is important to provide each child with an opportunity to learn in an environment that is supportive, nurturing, and maintains a positive vision for all to enable *every* child the opportunity to achieve success. In addition to delivering academic instruction, our school-wide P.A.W.S. program provides a structure for students to learn safe, respectful and responsible behaviors that result in a positive school climate. Children are recognized for their efforts and provided supports when learning to navigate challenging situations.

The **entire staff** at West Bristol School wants your child to have an exciting and enriching school year. We have high expectations for every member of our school community and strive to meet the academic and behavioral success. Please don't hesitate to contact us to share successes or concerns. Together we can provide an exceptional academic experience for every child.

Sincerely,

Michelle LeVasseur
Principal

Martha Nowobilski
Assistant Principal

Kristine DeLeo
Assistant Principal

BRISTOL BOARD OF EDUCATION
SUPPLEMENTAL HANDBOOK
 2018-2019

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BRISTOL PUBLIC SCHOOLS MISSION STATEMENT

Teach and Learn with Passion and Purpose

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.

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.

Board of Education policies are located on the district website at <https://www.bristol.k12.ct.us>, Board of Education, BOE Policies.

EQUAL OPPORTUNITIES/NON-DISCRIMINATION

Nondiscrimination: Instructional Program

The school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations that will help to attain:

1. Equal rights and opportunities for students and employees in the school community;
2. Equal opportunity for all students to participate in the total program of the school;
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences;

4. Training opportunities for improving staff ability and responsiveness to educational and social needs; and
5. Opportunities in educational programs that are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability.

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, sex, religion or national origin, or physical disability. (Board of Education (BOE) Policy 6121)

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 person’s major life activities.
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment

Should you have any questions regarding Section 504, please call either your child’s school principal or the Civil Rights Coordinator, Dr. Catherine Carbone at 860-584-7007.

ASBESTOS

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

ATTENDANCE - 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 with written parent/guardian consent at age seventeen.

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 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 of work lays with 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 **between 7:30a.m. and 8:30 a.m. (860-584-7815)**. 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

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Arrival at School

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

Walkers/drop-off students should arrive at **school by 8:10**. Please establish an appropriate time for your child to leave for school.

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

Morning Arrival – 7:50 to 8:10

To ensure the safety of our students, families and staff these expectations will apply to personal vehicles transporting students to school.

- Drivers must proceed **with caution** at all times while in the parking lot – be alert to children and adults walking.
- Vehicles dropping off students must use the driveway immediately in front of the building, between the flagpole and sidewalk, pulling as far forward as possible along the sidewalk.
- Students must exit the vehicle onto the sidewalk from the **passenger side** of the vehicle only.
- Once students exit the vehicle, drivers should leave the drop off area to maintain the flow of traffic.
- **Parents/guardians who need to enter the building or assist students must park in designated areas rather than use the drop off lane.**

Important Safety Information:

- The drop-off lane is a **single lane**.
- Visitor parking is located in the **upper parking lot** in front of the building.
- Cones are used in parking areas to assist with safety and should not be moved.
- **Yield to pedestrians in crosswalks at all times.**

Dismissal - General

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 must send a written request to the office. When the parent or

guardian arrives to pick up the student, he or she must come to the office and present identification. The office will call the student from the classroom. The parent or guardian is required to provide a signature on the dismissal form.

If someone other than a parent/guardian picks up the student, the person appearing in the school office must bring written authorization from the parent or guardian if that request was not made previously. This person will also be required to provide a signature on the dismissal form.

Dismissal at End of Day

2:50 (M, T, Th, Fri)

2:25 (Wed.)

Students are expected to leave school grounds upon dismissal unless requested to stay by a teacher or unless parents/guardians have provided written notification they are involved in a supervised after school program.

Important Information:

For security purposes no one from the outside will be allowed to enter the cafeteria for student pick-up. Teachers will dismiss students from the cafeteria and kindergarten exit doors to parents/guardians.

PM Dismissal Procedures

K-5 students

- Parents/guardians will wait outside, at the designated cafeteria door (1-2, 3-4, 5) and side front door (K) for their child.
- Teachers will dismiss students to the authorized individual only.
- Multiple students may be dismissed by one teacher when prior written arrangements have been made.
- Any person picking up students must provide a photo identification and will be required to sign a dismissal log.

- If someone other than a parent/guardian is picking up a student, the person picking up the student should be listed as an emergency contact and/or bring written authorization from the parent/guardian.

6-8 students

Students will be dismissed by a teacher through the front doors.

Walkers

K – 2nd (Parent/Guardian Escort Required)

Students in K-2 **must be picked up** and escorted home by a parent, legal guardian, or escort(s) who has been designated in writing by the parent(s) or legal guardian(s).

3rd – 5th grade (Parent/Guardian Escort Required w/Exceptions)

Students in grades 3, 4, and 5 **must be picked up** and escorted home by a parent, legal guardian, or escort(s) that has been designated in writing by the parent(s) or legal guardian(s). This includes students who ride their bike to school.

(Exceptions) - Parent(s) or legal guardian(s) may provide written permission for students in grades 3, 4, and 5 to be dismissed to walk home unescorted.

K-8 students who are not picked up at dismissal time will be escorted to the main office and supervised by an adult staff member, until the parent(s) or legal guardian(s) arrives and signs the student out on the Main Office Dismissal Record.

Important Safety Considerations:

- Enter and exit the parking lot **with caution**
- Yield to pedestrians
- Park in designated areas only

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 are considered tardy and must report to the main office with a parent or guardian. A student who has not signed in at the office but is found on school grounds will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action, including suspension, if the principal determines that tardiness is excessive. **Students who are chronically tardy (3 or more in one month) to school will receive an office detention.** In addition, a parent conference may be held to rectify the problem.

Truancy

A student age 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 which needs to be communicated. 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 e-mail address. The system gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated.

BICYCLES See Transportation

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: Christopher Wilson

Vice-Chairperson: Karen Vibert

Secretary: Karen Hintz

Members: Jeffrey Caggiano, Jennifer

Dube, Kristen Giantonio, Joseph

Grabowski, Thomas O'Brien, Tina Taylor

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.

BREAKFAST PROGRAM

A full breakfast is **available to all children at no cost** each morning from 7:50 – 8:10 a.m. Participation in the program

BULLYING - Policy 5131.911, 5131.913

Bullying of a student by another student 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 official.

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.

- i. more than once against any student during the school year.

BUS CONDUCT - Policy 5131.1 - SEE TRANSPORTATION

CELL PHONES (See Electronic Devices)

CEREMONIES AND OBSERVANCES - Policy 6115

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

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

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 misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated 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 5141.4

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.

CHILDCARE PROGRAM

A licensed childcare program is available in every elementary school within the school district. They routinely run from 6:30 AM until 6:00 PM. For further information contact the school office.

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 his/her 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 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,[1] as detailed herein.[2]

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.

COMMON ASSESSMENTS (6-8)

Common assessments in core subjects will be administered three times during the school year; one during each trimester. Each common assessment will count significantly toward of the student’s final grade in each core subject for each trimester that an assessment is given. Common assessments are comprehensive examinations of curriculum and student learning over an extended period of time. Each common assessment is the identical assessment that is given at each middle school at the same time of the school year.

COMPUTER 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 a. 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 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 of 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.

Items that are specifically prohibited under this policy include but are not limited to the following:

1. Shoes, boots or sneakers which mark the floor or have wheels
2. "See through" style and/or mesh style shirts or blouses, midriff tops, backless tops, halter-tops or tank tops
3. Flip-flops or thong style sandals at the elementary level
4. Underwear worn as outerwear, including sleepwear
5. Jackets, coats or boots normally worn as outerwear
6. Hats, caps bandannas or headgear except those worn to established religious customs
7. Short shorts and cutoffs - **The shorts, including the side slit, must be no shorter than the longest fingertip rule (middle finger) with the arms fully extended at the side and the shorts above the hips.**
8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.
11. Backpacks – Students may not carry or wear backpacks after homeroom.

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 judgement 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 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 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 communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

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 interferes 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.

All electronic devices must be turned off prior to student entry into the building and may not be used during the school day. These devices must be kept in student backpacks during the school day. **If an electronic device is found on the student during the school day, it will be taken away by the teacher/administrator. A parent or guardian will be required to pick the device up at the main office.** At no time 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.

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 (www.bristol.k12.ct.us) 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 are to 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 LEARNERS (ELs)

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, and homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

EQUAL EDUCATION OPPORTUNITY

Pursuant to the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program of the Bristol Board of Education.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, orientation, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

EXEMPTION FROM INSTRUCTION

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

EXTRACURRICULAR ACTIVITIES

K – 5 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.

6-8 Co-Curricular Eligibility

An activity which occurs outside of the school day as an extension of curricula courses is a co-curricular activity. Students participate in the course during the school day and participation in the co-curricular activity is required as part of the course. This pertains specifically to student participation in band, orchestra and/or choral performances which are required for participation in the course. Students will be allowed to participate in such required performances even when on academic restriction for extra-curricular activities.

6-8 Extra-Curricular Eligibility

Extra-curricular eligibility policy pertains to not-for-credit activities which take place outside of the school day. This includes athletic teams, intramurals, clubs, performances in plays, adjudications, community concerts, and any other activity which takes place outside of the school day as a course requirement.

6-8 Co-Curricular and Extra-Curricular Eligibility

6-8 extra-curricular eligibility is determined by a student's overall performance in the core subjects and encore subjects. Students are issued a subject and citizenship grade for each core and encore subject and all these grades are considered. Incomplete grades constitute a failing grade of below 65 until incomplete grades are made up.

At the start of each school year, all students in grades 6-8, who were promoted to the next grade, are eligible for participation in extra-curricular activities for the first semester. Students' eligibility will be reviewed at the conclusion of the first and second trimesters. A mid-trimester review will be conducted for ineligible students; students can be reinstated only once during the school year.

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 days 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.

6-8 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:

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

6-8 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/intramurals, 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.
- Citizenship – A student has more than one grade of X (60) in citizenship 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. A mid trimester review will be conducted for ineligible students; students can be reinstated only once during the school year.

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.

FAMILY LIFE EDUCATION POLICY; AIDS EDUCATION POLICY

A copy of the curriculum is available for parental review in each Principal's office.

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.

FINES/CHARGES

The Bristol Board of Education recognizes its responsibility to purchase books and supplies to meet the needs of instruction in the schools of Bristol. The Board of Education also recognizes that it is the responsibility of each student to exercise care in the use of instructional materials. A student will be assessed costs of replacing any materials or property that is lost or damaged through his or her negligence.

Textbooks

1. The Board of Education recognizes the student's responsibility to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or upon the completion of its use.
2. If the student does not practice proper use or normal care, the student will be expected to pay a fee to cover the cost of replacement or repair.
 - a. **Damaged books**
The principal and the book custodian will determine the charges for damaged books.
 - b. **Lost book**
The student will reimburse the school system for the replacement cost of the book.

Fees for Materials of Non-Required Projects

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project.

Equipment

Students will be responsible for the care and safe return of equipment loaned to them. Students will be required to pay the full costs of repairs for equipment damage due to misuse or negligence. Students will be responsible for full replacement cost for lost equipment.

Fines for Inappropriate Use of Library Materials

If a book or other item is lost, the borrower will be charged for the replacement and reprocessing costs. In the case of damaged books or items, actual repair costs or replacement costs may be imposed.

Other Fees

In accordance with Board policy, the cost of the following items is to be borne by the student:

1. Yearbook;
2. Charity drives;
3. Materials used in club activities; and
4. Musical instruments for participating in a school band except those provided by the school.

(6161.21(a), abridged for elementary school)

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 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 5141.25

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

Elementary 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

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 interfere with a student’s opportunity to obtain an education shall be subject to appropriate disciplinary action.

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. All medication must be in 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, to 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 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 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 advance 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. 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 first time is required to have a health assessment/physical examination dated with 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 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 requirement.

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 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 (HIPPA) 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 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

Chickenpox/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 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 federal law. Transportation will be provided to maintain a student in the school district and school in which they resided. The local liaison for homeless children is Diana Berube, 860-584-7070.

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.

A daily planner is provided for students in grades three through eight to assist in keeping of assignments. It is expected that students use these.

Students must assume responsibility for work missed due to absences from school. If a student is absent for a day or two, it is expected that the student make up the work upon returning to school.

For absences of three days or more, parents may call the school office, school counselor, or team leader to request homework assignments. Assignments will be prepared and in the office by 3:00 p.m. the following day.

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 the 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 insure 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

INVITATIONS

Students and/or parents may not distribute invitations to out-of-school activities. In addition, school personnel may not provide student names, addresses or phone numbers.

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 student 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.

LOITERING/CAUSING DISTURBANCE

All visitors must register in the main office. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there.

Unauthorized persons shall not be permitted in the school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds. Such persons will be prosecuted to the full extent of the law. (1251)

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.

LUNCH

Lunch is served at midday. Children may eat hot provided by the school cafeteria or cold lunch brought from home. Menus are sent home at the beginning of each month and are available on our website.

Special dietary requirements should be brought to the attention of the building principal.

The lunchroom is a supervised activity. Students must follow established behavior standards which are periodically reviewed with the student body.

Payment for Lunches

West Bristol School participates in the "COMMUNITY ELIGIBILITY PROGRAM (CEP)" where all students are eligible to receive a breakfast and lunch at no cost to families.

MEDICATIONS (See Health Services)

MEDIA INVOLVEMENT - Permission

There will be times when The Bristol Press, The Hartford Courant, or other media representatives will visit the school to feature our students or the school community in a print article or photograph. In addition, teachers sometimes videotape lessons to be viewed by others to improve instructional practice. For permission or denial regarding your child's being photographed, interviewed, and/or videotaped, please indicate your preference on the form that is sent home via your child at the beginning of the school year.

MENTOR PROGRAM

The program involves adults from local businesses, retirees, homemakers, etc., who volunteer their time to help identified students in many ways. They may read to them; take them to the library; play games, discuss social skills and talk together. Mentors provide a one-to-one relationship with

each student. For more information contact the building principal.

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.

NON EDUCATIONAL MATERIALS

Any item that does not contribute to the school environment should not be brought to school. This includes skateboards, beepers, walkmen, electronic games, toys, gum, aerosol cans, scooters, roller blades, hee-lies with wheels.

If a student brings a non-educational item to school, the item will be taken from the student, and a parent will be required to retrieve it.

OPENING EXERCISES

The morning opening will include the Pledge of Allegiance. Those students who have made the personal decision not to recite the "Pledge" may be excused from participating. The Board of Education shall provide opportunity at the start of each day to allow those students and teachers who wish to do so, the opportunity to observe such time in silent meditation.

OUT OF AREA TRANSFERS

The Board of Education provides an opportunity for parents to request transfers to schools other than the one they are assigned to. This request must be processed through the schools and approved at the Central office level. If granted, this request must be made on a yearly basis with no guarantee for subsequent years. For further information contact the Human Resource Department located at the Board of Education building, 129 Church Street.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. 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 is a vital 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.

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.

PHONE

Students will always have access to the classroom phone in the case of an *emergency* situation. At other times, however, we need to limit student use of the phone.

Students often come to the office asking to use the telephone. This especially occurs during inclement weather, when there is an after school activity which the student wants to attend, and right after school dismissal. Therefore, please make plans with your child regarding transportation during inclement weather and early dismissal, after school activities which are announced in a timely manner and after school transportation so that he/she will know what to expect.

PHYSICAL EDUCATION

Your child's safety and welfare during physical education class is of utmost concern to the physical education instructor. He/she is always cognizant of situations that may cause harm to your child. To this end, jewelry is not allowed in physical education class.

Jewelry is being defined as rings, watches, earrings, bracelets, necklaces (include cloth or string types), barrettes, or other cosmetic or decorative items that are hard. Medical alert bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body so as to remain visible.

Because accidental bodily contact may occur during physical education class, and jewelry may cause lacerations, parents should not send their children to school with jewelry on days that they are scheduled for physical education. Children will not be able to participate in physical education class while wearing jewelry due to the above concerns.

If jewelry is worn to school, classroom and physical education teachers will not be responsible for the removal, safekeeping, and reattachment of such jewelry.

All students are required to:

- Participate in all physical education classes to the best of their ability
- To change for physical education class (gr. 6-8)
- Bring a note from a parent/guardian on the day of class in order to be excused from class
- Submit a doctor's note to the school nurse to be medically excused from class for any length of time
- Use their Physical Education assigned locker – **belongings MUST be locked at all times** (gr. 6-8)
- Any valuables should be given to the teacher for safe keeping
- Any problem with the locker should be reported to the teacher immediately.

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. Wait your turn and do not cut the line.
 5. Do not push, shove or touch anyone.
 6. Hands and feet must be on the equipment at all times.
 7. Students must walk at all times
 8. No tag or other contact games in this area.
 9. Other equipment is not allowed in the playscape area.
 10. Slide feet first down the slide. Wait until the person at the bottom is out of the way.
 11. Food or drink is not allowed in the playscape area.
 12. No gloves can be worn while on the bars.
 13. Get on the equipment by using the stairs or ladders.
 14. If you cannot reach any bar or slide, no one can lift you to help you reach it.
 15. Only go down the fireman's pole.
 16. Do not hang upside down.
 17. Do not stand or sit on top of the equipment.
 18. The playscape may not be used when wet.
- * "Playscape Rules"-- this information is generic, and may vary from school to school.

POSITIVE SUSTAINED SCHOOL CLIMATE

The foundation for learning and positive youth development and includes:

1. Norms, values and expectations that support people feeling socially,

emotionally, intellectually and physically safe;

2. People who treat one another with dignity, and are engaged and respected;
3. A school community that works collaboratively together to develop, live and contribute to a shared school vision;
4. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
5. A school community that contributes to the operations of the school and the care of the physical environment.(Policy #5131.911)

POSTERS

The Principal must approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action. (Policy #1325)

PROMOTION/ACCELERATION/ RETENTION

The Bristol Public Schools are dedicated to the continuous academic, social, emotional and physical development of all students. Students shall be placed in an educational program appropriate to their academic, social, emotional development as well as their age. The instructional program shall provide for the growth and development of students from grade to grade with most pupils spending one year in each grade. Reports of student progress shall be made to parents and students at least 3 times annually.

In general, students shall be promoted annually. At the high school level, students shall be promoted in keeping with the requirement set forth below and in Board Policy 6146 - Graduation Requirements.

Concerns regarding expected yearly progress will be reviewed by classroom teachers, the principal, reading specialists or other staff and in discussion with parents. Provisions shall be made for the prompt referral to a planning and placement team meeting (PPT) of students' whose grades have

been considered persistently unsatisfactory or at a marginal level of acceptance by the school district.

Retention shall not be used as an option until all possible alternatives have been exhausted. Instructional interventions may include: summer school, classroom modifications, support services, literacy or numeracy intervention and/or parent interventions.

In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision-making process. The Principal shall be responsible for making the final decision as to retention and assignment.

Promotion & Retention

Criteria considered as a basis for **K-5** promotion /retention shall be:

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

6 – 8 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, social studies and Spanish (if enrolled).

Retention Procedures

Kindergarten through Grade 5

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 decision of the Principal is final.

Sixth through Eighth Grade

Any student who fails four core classes (Language Arts, Math, Science, Social Studies) will be

retained. When a student fails one or more of the core subjects, the following summer school requirements apply.

Summer School Requirements (6-8)

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 specifies 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 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.

Promotion Review (6-8)

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 (6-8)

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.

PROPERTY/ LOCKERS/EQUIPMENT

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

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

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

Each student is assigned a desk, books, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year. These items should be kept in good order and not abused, and they may be opened and subject to inspection from time to time by school officials.

Students should not attempt to repair school equipment but should notify the main office immediately if something is not 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 large sums of money or valuables to school, and liability for money and/or valuables remains with the student.

(5145.12, 5131.5)

PSYCHOTROPIC DRUG USE

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

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.

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 ACCOUNTABILITY SCORES

Will be posted on school websites in the fall as part of each school's Accountability Plan.

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-BUSINESS PARTNERSHIP PROGRAM

This program was formed in 1988 as a joint venture of the Bristol Board of Education and the Bristol Chamber of Commerce. The program has grown to include five different services. They include: The Partners in Education Program; The Business/Education Foundation; The Mentor Program; The School to Career Program and the Speakers Bank. Further information concerning these activities can be obtained from the building principal.

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

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 if requested.

SCHOOL SCHEDULES

See **BRISTOL PUBLIC SCHOOLS SCHOOL TIME SCHEDULE** attached or visit our website www.bristol.k12.ct.us

SEARCH AND SEIZURE

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

The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

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. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. 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, Catherine Carbone, 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 #5141.4.

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. 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; to transport only his/her own child to and/or from school;
3. 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
4. With the Superintendent's prior written approval in the following instance:
5. 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.

SMOKING IN SCHOOL FACILITIES/EVENTS/FIELD TRIPS

The following rule shall apply to all facilities operated by the Bristol Board of Education, and at such events or on field trips. As used here, *smoke* or *smoking* shall mean the lighting or carrying of a lighted cigarette, cigar, pipe, or similar device.

"No person shall smoke anywhere on school property at any time."

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, learning disabilities and for those with other disabilities which affect a student's success at school. 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.

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, with parental involvement. Parents will be informed regarding the use of

scientific, research-based interventions. 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 paraprofessionals attend PPT meetings.

SPECIAL EDUCATION

Special education services and related services are provided by special education teachers, speech and language therapists, school psychologists, physical therapists, and occupational therapists. Under state and federal law, school districts are required to seek out and identify any child, from age 3 through 21 years of age, with a disability who may need special education services.

The parent of a child who requires or may require special education and related services is guaranteed a uniform process that complies with the federal law entitled *Individuals with Disabilities Education Act (IDEA)* and state laws and regulations concerning special education. Under these laws and regulations, the parent must be notified in writing before the school district proposes to, or refuses to, initiate or change the identification, evaluation, or educational placement of the child with regard to special education services. Such written notice must include a full explanation of procedural safeguards available to parents under IDEA. A copy of procedural safeguards is available from the school.

Children Five Years through Twenty-one Years Old

For children enrolled in school, routine and ongoing procedures are used to identify children with disabilities. Classroom observation, records of daily classroom performance, standardized tests, and vision and hearing screenings are just a few of the procedures used to locate students who may need special education services. Early intervention programs are in place at all elementary schools for the purpose of developing and implementing curriculum modifications to prevent over-identifying students with disabilities.

The members of a Planning and Placement Team (PPT), including the parent or guardian, will determine eligibility for special education services and make all educational decisions regarding students identified with disabilities. Evaluation and periodic re-evaluation will be provided in accordance with regulations found in the *Individuals with Disabilities Education Act*. The PPT meets at least annually to review progress. Eligibility is reviewed every three years.

In the event of a disagreement between the parents and the school the process outlined in the special education procedural safeguards will be followed.

Information Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination on the basis of an individual's disability. Section 504 reads:

No otherwise qualified handicapped individual in the United States shall, solely by the reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any Executive agency or by the United States Postal Service.

Program or activity includes all programs and activities of a State Education Agency or Local Education Agency receiving federal funds regardless of whether the specific program or activity is a direct recipient of federal funds.

Qualified handicapped individual is any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Our school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if a child is determined to be

eligible under Section 504, to afford access to appropriate educational services and/or reasonable accommodations.

Non-discrimination Statement

The Bristol Board of Education 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 laws.

STAFF QUALIFICATIONS - Policy 4111

Parents/guardians have the right to request information at the beginning of the school year about whether the student's teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher's certification.

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 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 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:

Assistant Superintendent Catherine M. Carbone, Ed.D. may be reached at 860-584-7007 or catherinecarbone@ci.bristol.ct.us

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 West Bristol School 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 HIPPA 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 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>

SUBSTANCE ABUSE

The Bristol Board of Education recognizes that students should be drug-free so that the most effective learning experiences may take place. This policy is an integral part of the Bristol Public Schools' Drug, Alcohol, and Tobacco Prevention Program and represents one component of a district-wide effort to respond effectively to drug, mood-altering substance and alcohol related activities that may occur at school or at school sponsored activities.

Any student is in violation of this policy, if on a school bus, school grounds, during a school session, or anywhere at a school sponsored activity such individual is under the influence of alcohol, drugs or mood-altering substances; or unlawfully manufactures, possesses, uses, dispenses, distributes, sells, or aids in the procurement of

alcohol, narcotics, restricted drugs, mood-altering substance, or any substances purported to be a restricted substance or drug paraphernalia. Such student shall be subject to discipline up to and including expulsion, referral for prosecution, and intervention pursuant to the provisions and procedures outlined in the Administrative Regulations. (ref.5131)

SUICIDE PREVENTION

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

Kindergarten through Grade 5

The Board of Education may sponsor a summer school program providing remedial and enrichment courses at all levels and review courses at the secondary level. Enrichment courses shall carry no credit. Under limited circumstances, credit may be accepted from other area summer schools.

Admission to elementary summer school classes will be limited to those students who will be enrolled in grades K-5 in September of the year of the summer school session.

The Board of Education may charge a reasonable fee to each child attending summer school

Students in grades 6-8 refer to page 26.

SURVEYS OF STUDENTS/STUDENT PRIVACY ISSUES - POLICY 6162.51

Without parental consent no student may take part in a survey. 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 be assessed 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 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.

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.

Bus Company

The bus operator for Bristol Public Schools is *First Student* (phone number 584-2225), located on Terryville Road in Bristol.

Bus Conduct

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops. Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a Board policy or administrative regulation.

Principals shall follow procedures in Policy 5114 Suspension/Expulsion/Removal when suspending student bus privileges.

The following list of rules is to be observed by all students riding school buses and is to be strictly enforced by all bus drivers:

1. The driver is in complete charge of the bus and the children being transported. The driver may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of his/her bus and its passengers.
2. Students must remain seated at all times while the bus is in motion. Students may leave their seats only when the bus is stopped and directed by the driver or stopped at their destination.
3. No student shall embark or disembark the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
4. Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible. Inappropriate behavior of any form or manner is not permissible.
5. Food and /or beverages may not be consumed on the bus.
6. Drivers will report any misconduct on their bus to the school principal.
7. Students who refuse to comply with regulations will be advised that they may be suspended from transportation services under the conditions set forth in the Suspension/Expulsion policy and regulation at 5114/5114.1 of this manual.
8. Student who damage or deface bus or equipment on the bus will be held liable for such damage.
9. Conversation with the driver while the bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior or conduct that might jeopardize the safety of one of its riders.
10. Students must not, at any time, extend their arms or heads out of a bus window.

11. The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law.
12. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
13. Bus windows shall not be opened without the driver's permission.
14. Upon entering or leaving a school bus, students will avoid crowding or disturbing others. Students boarding a bus at a point where others disembark from it will always stand back away from the door and let those who are getting off do so before they attempt to board the bus.
15. Students must not throw any articles away in or about the bus.
16. The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind that will clutter up the bus.
17. The aisles must be kept clear of book bags, instruments and other possessions.
18. Animals (pets) may not be transported on school busses.
19. Students disembarking from the bus will gain eye contact with the driver prior to crossing in front of the bus.
20. Electronic devices must be non-disruptive to the driver and other passengers.

Discipline

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 an administrator and the student will be held. The driver and the parent may be required to attend.
2. The administrator 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 a conference involving the administrator and the

student will be held. The driver and the parent may be required to attend.

4. The administrator 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.
5. 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 administrator 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). (3451)

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.**

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.

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, Greg Boulanger at gregboulanger@ci.bristol.ct.us.

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 child 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 previously 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 meeting 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."

VANDALISM

Vandalism by Minors

The parent of any minor/emancipated child who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of

personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability that exists in law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

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. 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.

Visitor Parking

***** VISITOR PARKING IS IN THE UPPER PARKING LOT ONLY*****

***** LOWER LEVEL PARKING IS RESERVED FOR STAFF ONLY *****

VOLUNTEERS

Volunteers will work under the supervision of staff, assisting with tasks that may include tutoring, chaperoning field trips, coaching, clerical support, mentoring, and other appropriate assignments.

In our continued effort to maintain a safe learning environment, all school visitors, including volunteers, must report to the office upon arrival and before departing. A sign-in and sign-out log will be maintained in each school office. Volunteers should record both arrival and departure times and indicates the purpose of their visit. Additionally, volunteers will be provided with identification badges that must be displayed during each visit.

Volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Board of Education policies. This includes, but is not limited to, use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment. (6162.4)

The building principal is responsible for conveying the contents of this regulation to all school volunteers. (1240)

WEBSITE

Visit the district website at: www.bristol.k12.ct.us

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. Student 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.

MISCELLANEOUS INFORMATION
GRADES 6-8

Report Cards

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

Grading System

Students receive numeric grades for each academic and Unified Arts class per marking period.

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

Grades are accumulated throughout the school year. A final mark is given to average the three marking periods. 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.

Incomplete

The marking period 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

In addition to grades for each subject, a student receives a grade for citizenship from every teacher. Citizenship ratings are:

<u>E</u> xemplary	95
<u>S</u> atisfactory	85
<u>N</u> eeds Improvement	75
<u>X</u> Expectations not met	60

Explanation of Citizenship Grades

95	<u>E</u> xemplary	Student meets all behavioral expectations; student is a positive contributor to the class.
85	<u>S</u> atisfactory	Student meets almost all behavioral expectations; student is increasing time engaged in learning.
75	<u>N</u> eeds Improvement	Student sometimes meets behavioral expectations; student behavior sometimes interferes with the success of self and others; student needs redirection by adult.
60	<u>X</u> Expectations not met	Student rarely meets behavioral expectations; student behavior often interferes with the success of self and others; student needs consistent redirection and correction by adult.

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 marking periods, letters are sent home to the parent/guardian of any student who is in danger of failing for the year. #5124.

PowerSchool Parent Portal

West Bristol School’s parents and guardians will be able to view their student’s progress using **PowerSchool** – Bristol’s Student Information System. The **PowerSchool Parent Access Portal**

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 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. You must come to the Main Office with identification in order to receive your user ID and password.

Honor Roll

At the close of each marking period, an honor roll is released. Core subjects are: Language Arts, Math, Social Studies, Science and Spanish. The following requirements are necessary to be listed on the honor roll (with exception of band):

High Honors A grade of 90 or above in all core and ENCORE subjects.

Honors A grade of 80 or above in all core and ENCORE subjects

Grade Weighting

Grade weighting is only available for the following 6-8 classes. Grade weighting is ONLY for the purpose of honor roll. The grade on the report card is the grade earned in the class.

Grade 8 Algebra+ is the only weighted course. A student can earn a grade of 87 in this course and as long as he/she has an average of 90 or above in all other core classes and ENCORE classes will earn high honors. A grade of 77 or above in Algebra+ and 80 or above in all other core and ENCORE classes will earn honors.

Participation in 8th Grade Activities

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 (Language Arts, Math, Science, Social Studies, Spanish (if enrolled) based upon 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 such as the eighth grade trip, the eighth grade dance, 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:

- 1) Five or more discipline referrals.
- 2) One or more suspensions [this includes in-school and out-of-school suspensions].
- 3) One or more incidents of truancy.
- 4) Excessive tardiness and/or absences.
- 5) Continual problems on the bus or at the bus stop.

APPENDIX A: Student Title IX Complaint Form

Sexual Harassment 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: _____

POSITION OF COMPLAINANT: _____

DATE OF COMPLAINT: _____

NAME OF ALLEGED HARASSER: _____

DATES AND PLACE OF INCIDENT(S): _____

DESCRIPTION OF MISCONDUCT: _____

NAME OF WITNESSES: _____

EVIDENCE OF HARASSEMENT, 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: _____

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