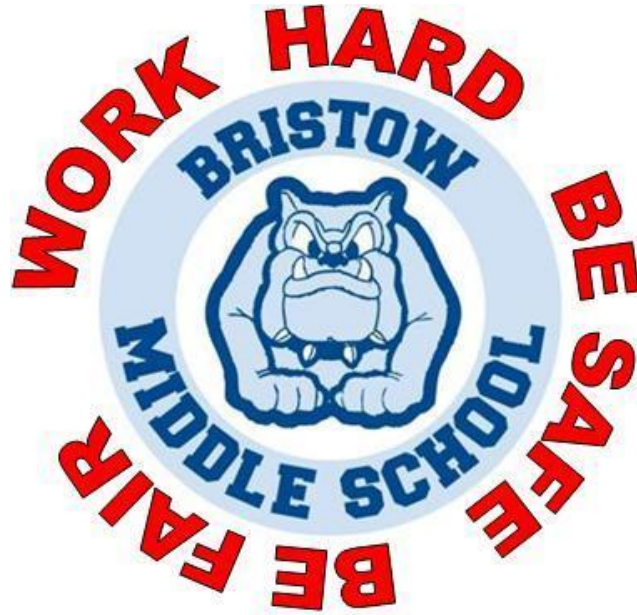


Bristow Middle School Family Handbook 2017-2018



34 Highland Street
West Hartford, CT 06119
860-231-2100

Mr. Steven Cook
Principal

Mrs. Jackie Colon
Assistant Principal

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A Message from the Principal

Dear Parents and Students,

On behalf of our entire faculty and staff, we would like to welcome you to the 2017-2018 school year. This is an exciting time at Bristow Middle School as we develop thinkers and community service oriented citizens. The start of each school year is always an opportunity for students to commit to working hard toward the achievement of challenging academic goals, as well as personal goals. As a school community, Bristow Middle School is committed to helping each and every child reach their full potential as we educate the whole child.

This handbook includes information that you will need in order to understand how our school functions on a regular basis. Please take some time to read it and discuss it with your student. **Then fill out the required sign-off page to be turned in by every student on or before Friday, September 8th.**

We make every attempt to create positive collaborative relationships with students and parents. Do not hesitate to contact us if you have questions or concerns. Communication and teamwork are the keys to student success!

Sincerely,

Steven J. Cook
Principal

Bristow Middle School

Mission Statement

The mission of Bristow Middle School, as a small learning community of choice that draws from every neighborhood school in West Hartford, is to empower all students to become passionate, lifelong learners and healthy, responsible citizens in an ever-changing world by engaging them in rigorous and innovative instruction within a supportive, dynamic environment that recognizes and respects each individual.

OUR BELIEFS

The Bristow Middle School staff shares the National Middle School Association's beliefs in...

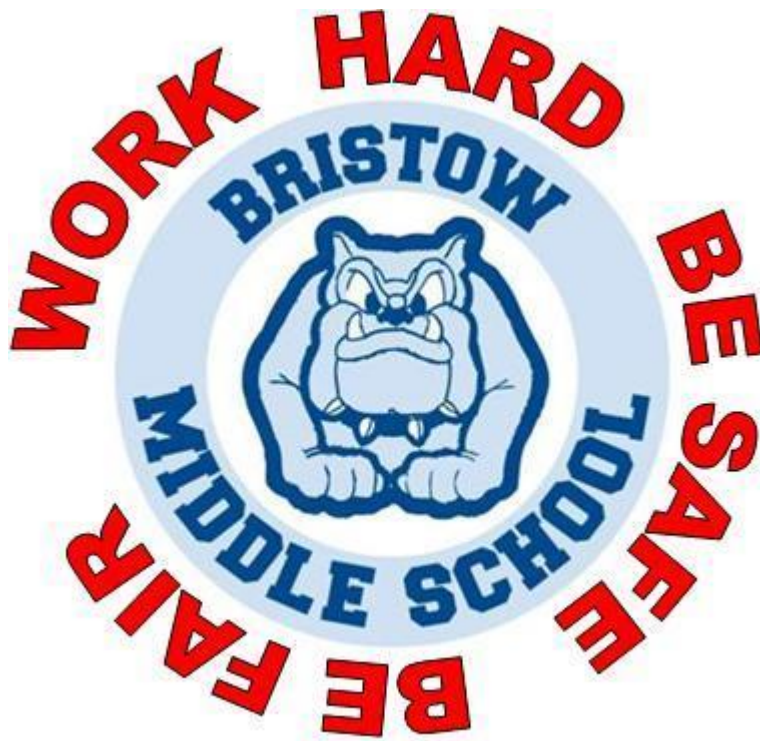
- Curriculum that is challenging, integrative, and exploratory;
- Assessment and evaluation that promote learning;
- Varied teaching and learning approaches;
- Flexible organizational structures;
- An adult advocate for every student;
- Comprehensive guidance and support services;
- A shared vision;
- High expectations for all;
- Positive school climate;
- Educators committed to young adolescents;
- Programs and policies that foster health, wellness, and safety;
- Family and community partnerships.

© 2010 *This We Believe...and Now We Must Act*, NMSA

Creating a Safe School Climate

Bristow Middle School, through our Positive Behavior Interventions and Supports System (PBIS), is dedicated to “promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe at school (Policy 5550).”

Bristow students are expected to abide by the Bristow motto at all times:



When students follow this motto, they contribute to a positive learning environment in which everyone is able to succeed.

IMPORTANT INFORMATION

Who do I contact?

Report an Absence860-929-5233
Academic performance..... call or email your child's Advisor
Adjustment to school/student concerns...call or email the guidance counselor or an administrator
Family Emergencycall or email guidance or an administrator
Parent/Teacher conference scheduling....call or email your child's advisor

Emergency Closing/Delayed Opening Information

In the event that the school day is disrupted due to bad weather or other emergency, announcements will be made on radio stations such as WTIC, WDRC, and WKSS between 6:00 and 6:30 A.M.

West Hartford Source Line - 860-233-2334

Email

All teachers, administrators, and most other West Hartford Public Schools employees can be reached via email using the following address protocol: `firstname_lastname@whps.org`

Voicemail/Homework Websites

Each staff member at Bristow Middle School has a voicemail and teachers have websites with information on homework and assignments that can be accessed from our school website.

Website <http://bristow.whps.org>

Bristow's website is always a great place to check for current school events as well as other important information, reminders and links.

School Hours

School begins each day at 8:00 a.m. and ends at 2:50 p.m. except on Wednesdays when dismissal time is 1:30 p.m. A warning bell rings at 7:55 a.m., at which time students should be in their advisory room. The day officially begins at 8:00 a.m.; students must be **in their advisories** at that time in order to be counted as on time to school.

BRISTOW STAFF DIRECTORY

Last Name	First Name	Room #	Subject
Anstett	Dawn	104	Technology Education
Beattie	Mary-Ellen		Para – special needs
Bennett	Tracy	232	7 th grade Math/Science – Team Leader
Camargo	Emily	351	Special Education
Carpenter	John	355	Quest
Cobb	Mike	326	8 th grade Math
Colleary	Maureen	353	Psychologist
Colon	Jackie		Assistant Principal
Cook	Steven		Principal
Cordero	Sasha	230	World Language
D'Attilio	Elizabeth	235	Special Education
DeMonti	Dino	323	8 th grade Science
DiNardi	John	150	Security
Egan	Kathleen	216	6 th grade Science
Ehler	Tara	309	7 th grade Lang Arts/Social Studies
Fitzgerald	Mackenzie	327	Special Education
Frewen	Katherine	211, Choir Rm	Music/Choir
Fromson	Nicole		Para – Special needs
Genova	Stacy	325	8 th grade Social Studies
Horan	Diane	316	Psychologist
Johnson	Megan	155	Guidance
Kneidel	Ashley	305	World Language
Lachance	Brian	217	6 th grade Math
LaVangie	Janice	306	8 th grade Math/Science-Team Leader
Leghorn	Brittany	219	Language Arts/Social Studies
Leghorn	Jared	Gym/213	Wellness
Li	Jessie	230	World Language
Light	Marcy	233	7 th grade Language Arts
Lillie	Kevin	Gym/213	Wellness
Manogue	Dawn	105	World Language
McKeown	Brenda	154	Guidance
McSweeney	Mary	Auditorium	Orchestra
Michaud	Teri	304	Reading
Ochman	Chelsea	220	Social Studies
Oliver	Libba	317	ESOL Tutor
Omartian	Jennifer	307	8 th grade Lang Arts/Social Studies
Palma	Kathy	Office	Clerk
Pelliccioni	Marcelo	322	World Language
Premus	Joseph	234	7 th grade Math
Roche	Giovanna	Choir Room, 211	Music/Choir
Rule	Nicole	Office	Lead Secretary
Savoir	Rob	214	Head Custodian
Schofer	Cliff	Band Room	Performance Music - Band
Schwartz	Julie	102	Nurse
Smith	Chelsea	218	Language Arts – Team Leader
Smith	Jodie	Gym /213	Wellness
Smurthwaite	Kelly	103	Art
Sopp	Jillian	356	Speech
Teixeira	Lynsey	215	Special Education
Thom	Melissa	Library	Media Specialist
Truss	Jennifer	108	6 th grade Math/Science
White	Priya	231	7 th grade Science
Williams	Sloane	324	8 th grade Language Arts
Winslow	Sue	308	7 th grade Social Studies

ACADEMIC INTEGRITY

Middle school students sometimes work cooperatively, share, solve problems and help one another. However, there are also many times when students are expected to work alone. Bristow students are expected to demonstrate *academic integrity*. Academic integrity means being honest about doing and submitting one's own work. Passing in someone else's work as your own, giving one's work to another student to copy or not doing one's part as a member of a group is dishonest and violates the principle of academic integrity. All Bristow students are expected and required to be honest. Students who violate the expectations associated with academic integrity will be subject to disciplinary action.

Cheating and plagiarism are very serious violations of academic integrity. Cheating or plagiarizing on homework, class work, or a test will seriously impact students' grades in that subject. The teacher will confer with this student's parent/guardian. Repeat offenders may be referred to an administrator for further action.

ATTENDANCE

Attendance to school and getting to school on time are essential to the development of academic skills. Students are expected to arrive to school on time and be in their advisory classroom before the sounding of the 8:00 a.m. bell. Students who arrive to school after 8:00 a.m. need to report to the office, sign in, and present a note from a parent or guardian to determine if the tardiness is excused. Repeated unexcused tardiness will result in disciplinary action.

Experience indicates that regular school attendance is important for school success. These regulations reflect our belief that classroom learning activities are an essential part of the curriculum for all students and are intended to reduce tardiness and absence from class. (Section 5310 of School Code) **The Connecticut State Board of Education adopted new definitions for an absence to be considered excused (see table below). It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the tenth and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.**

In cases of an excused absence other than family-initiated travel, appropriate provisions will be made by school staff regarding assistance with missed assignments, homework and tests. When an excused absence is the result of family initiated travel, teachers are under no obligation to provide advance assignments or to review work missed during the period of absence. However, students must be allowed to take make-up tests. The student's Assistant Principal must be notified in writing of extended absences due to family-initiated travel.

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days**
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.

2	10 and above	<ul style="list-style-type: none"> • Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length</i>). • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre approved by district administrators. (Opportunities must meet certain criteria). 	Parent or guardian note and in some cases additional documentation (see details of specific reason).
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* **Note:** The total number of days absent includes both excused and unexcused absences. **Suspensions do not require documentation.

REPORTING A STUDENT'S ABSENCE

A parent or guardian should report a student's absence using the voice mailbox system 860-929-5233. Parents will need to leave their child's name along with the reason for the absence. An absence note signed by the parent/guardian should be submitted to the office within **10 days** of the student's return to school.

Early dismissal from school should be requested only when absolutely necessary. A written request signed by a parent or guardian must be presented to the office by the student before 8:00 a.m. A parent or guardian must come to the office when picking up a student for early dismissal and sign the student out in the Early Dismissal Book. The student must not leave the school building or grounds before the close of school without having signed out in the Early Dismissal Book.

Please refer to pages 44-45 for the West Hartford Board of Education attendance policy.

BACKPACKS/BOOK BAGS

Backpacks/book bags are extremely useful for transporting books and supplies between school and home and we encourage their use. For reasons involving safety and security, all backpacks and book bags must be stored and securely locked in lockers during the school day.

BICYCLES, SKATEBOARDS, & OTHER VEHICLES

Bicycle riders must walk their bicycles while on school property. Bicycles must be locked to one of the bicycle racks. Reminder: It is a Connecticut state law that all bicyclists under the age of 16 must wear a helmet.

Other Vehicles: Skateboards, scooters, and inline skates ("rollerblades") are not to be ridden on school property at any time.

CAFETERIA

Breakfast

Breakfast is served from 7:40 – 7:55 a.m. daily in the cafeteria. Students must arrive no later than 7:50 a.m. to be served. Students participating in the breakfast program must adhere to the cafeteria expectations.

Lunch

There are three 30-minute lunch waves at Bristow, each one accommodating a single grade. Students must arrive to lunch on time; if a student is late, he or she must have a pass. Upon arrival, students proceed to their table and remain seated until given permission to proceed to the lunch line if they are buying lunch or food items. If a student needs to purchase **only one item**, he/she may do so upon arriving, before being seated. Students must stay seated during the entire lunch period but may get up with a teacher's permission. During lunch, students are expected to demonstrate good manners and appropriate dining etiquette.

The Nutrition Services Department provides a full hot and cold lunch service at Bristow Middle School. Please check the district website for the monthly menu. The cost of a student lunch with milk or juice is \$3.25. A la carte milk is \$0.50. In addition, there is a daily salad bar option for \$3.75.

Lunches brought from home should include healthy food choices. Soda is not allowed. Candy consumption is discouraged but it may be eaten in moderation and only in the dining hall. Gum is not allowed in the dining hall or anywhere else in the school without permission from a teacher.

On occasion, students have brought in cake or other treats to share with friends during lunch – often to celebrate a birthday. Due to our commitment to healthy nutrition, we don't endorse this practice but at the same time, we recognize the "specialness" of one's birthday so we do allow treat sharing under these conditions: Foods should be divided and wrapped for easy distribution **before** bringing them to school (Cutting cake at school is problematic because knives are not allowed, it is messy, and can be unsanitary). The sharing of treats should be limited to a student's own dining hall table and **only after first eating a healthy lunch**. All needed utensils and paper goods should be supplied by the student.

CARE OF SCHOOL PROPERTY

Bristow students are responsible for all textbooks, materials, and lockers that are assigned to them. Students who lose or abuse school property will be charged for damage or replacement.

CLUBS

Various clubs and extra-curricular activities will be available based on student interest and advisor availability. See the Bristow Middle School website for information about clubs. Students are encouraged to submit suggestions for clubs to the principal or assistant principal for consideration.

CURRICULUM

Most students are scheduled for language arts, mathematics, science, social studies and world language. In addition, students take the following courses through the unified arts program: art, wellness (health & physical education), music, and technology education. During learning lab, students may choose to participate in band, choir or orchestra. Students who participate in QuEST, the gifted/talented program, also meet during learning lab.

Study skills are an important part of the middle school program of studies. They are taught in each of the major academic areas. Technology skills, (keyboarding, word processing, and curriculum related software) are integrated into classroom instruction. Career education, conflict resolution and problem solving are presented through our guidance department in conjunction with classroom teachers.

For more specific information about West Hartford Public Schools' curriculum at the middle schools, please visit this link on our website.

DISCIPLINE AND BEHAVIOR

A Positive Behavior Interventions and Supports System (PBIS) will be implemented to enable students to follow the expectations of **Work Hard, Be Safe, Be Fair**. This proactive approach will contribute to establishing a positive learning environment and a safe school climate in which everyone is able to achieve academically and socially. Consistent school wide expectations will be taught, modeled, and reinforced in all settings (please refer to the **Expectations by Setting** matrix for specific details).

The Bristow staff realizes that no one is perfect and that students will certainly make mistakes. Rather than being entirely negative experiences, we try to treat students' mistakes as learning opportunities. For that reason, we will frequently require students to "fix the problem they made". This method of applying "logical consequences" works well for many offenses but at times "administrative consequences" are necessary that may include restrictions of activities and/or privileges, detentions (either after or before school), or suspensions (either in-school or out-of-school).

The majority of student infractions are addressed by teachers. Students may be referred to administration if they are resistant to teacher-level interventions, if their behaviors become chronic, or if they interfere with the safety or rights of other students or staff. Administrative consequences are assigned at the discretion of the Principal or Assistant Principal.

Social/Academic Probation

Students receiving an F in one or more classes will be placed on **academic probation**.

Students who are not following school behavioral expectations are subject to be placed on **social probation**. This includes the loss of the privilege to attend social functions during and after the school day (assemblies, presentations, dances, intramurals, musical performances, etc.).

Both are designed to support students to make better choices academically or behaviorally. Each student will be looked at on an individual basis. The student, parent/guardian, teacher, and administration will work together to develop a plan for success

Administration, teachers and school counselors will discuss student progress towards improvement bi-weekly.

Detention

At home, some parents/guardians "ground" the child who has chosen to disregard the rules; at school, this punishment is called a detention. There are two kinds of detentions: teacher-issued detentions and office detentions. A teacher-issued detention means a student is to report to a particular teacher at the end of the school day or any other designated time. Office detentions are more serious and they are usually assigned to students who have failed to comply with all of the

guidelines in this handbook. It is the student's responsibility to remember when and where they have a detention.

Office detentions are held from 2:55-4:00 p.m. Students will have at least 24 hours' notice of an office detention in order to provide for parent notification and transportation. Office detentions can be administered on any day that late buses are provided and also as on days they are not, with a parent's consent. If a student receives an office detention, he or she is expected to arrive no later than 2:55. If a student arrives between 2:55 and 3:00, dismissal will be later. Students arriving after 3:00 p.m. will not be admitted and will be rescheduled for another day along with the assignment of an additional consequence. Failure to appear to an assigned office detention will result in the assignment of an additional office detention.

Suspension

Suspensions are administered for more serious offenses or when detentions are no longer effective. *In-school suspension (ISS)* is exclusion from the classroom and/or activities and after-school privileges. Students are in school, but remain in a room with adult supervision. Academic work and lunch are provided. Students are evaluated on cooperation and work production while in ISS. The student in ISS must earn the privilege of returning to the regular school program. *Out-of-school suspension* is reserved for extremely serious offenses.

The severity and repetitiveness of behavior will determine the type of suspension, number of days, and if there will be an expulsion and/or police referral. When a student is suspended, the reason(s) for the suspension will be fully explained to the student and to his/her parent/guardian.

Expectations by Setting

	Auditorium	Dining Hall	Hallway	Locker Room	Restroom	Bus	Classroom
Work Hard	<ul style="list-style-type: none"> Sit in assigned area and demonstrate respectful body posture Listen, watch and learn 	<ul style="list-style-type: none"> Keep area clean Use good manners 	<ul style="list-style-type: none"> Use your locker appropriately Walk efficiently to your next destination 	<ul style="list-style-type: none"> Arrive to class on time Transition to the next class on time Be prepared and change quickly Take care of locker and property 	<ul style="list-style-type: none"> Allow others their privacy Return to class in a timely manner 	<ul style="list-style-type: none"> Arrive to the bus stop on time Be calm and courteous at all times 	<ul style="list-style-type: none"> Demonstrate respectful body posture Listen, watch and learn
Be Safe	<ul style="list-style-type: none"> Demonstrate self-control Walk safely Take your seat quickly and quietly Exit auditorium as instructed 	<ul style="list-style-type: none"> Demonstrate self-control Walk safely Raise your hand for permission to move from the table Follow directions to clear the table 	<ul style="list-style-type: none"> Demonstrate self-control Stay to the right of the stairs and in the halls 	<ul style="list-style-type: none"> Demonstrate self-control Walk safely 	<ul style="list-style-type: none"> Demonstrate self-control Wash hands 	<ul style="list-style-type: none"> Demonstrate self-control Stay seated at all times Use indoor voices 	<ul style="list-style-type: none"> Demonstrate self-control Respect classroom materials and equipment
Be Fair	<ul style="list-style-type: none"> Arrive on time with your teacher and classmates Applaud appropriately Treat others respectfully 	<ul style="list-style-type: none"> Respect your neighbor's food Include students to sit at your table Use indoor voices 	<ul style="list-style-type: none"> Treat others in a respectful and positive manner Keep hallways clean and take care of school property 	<ul style="list-style-type: none"> Treat others respectfully Share locker space Maintain a quiet and respectful locker room 	<ul style="list-style-type: none"> Treat others respectfully Clean the area when you are finished 	<ul style="list-style-type: none"> Treat others respectfully Share a seat with others Ride only your assigned bus 	<ul style="list-style-type: none"> Treat others respectfully Respect the rights of others to learn

DRESS GUIDELINES

The fundamentals of good taste and safety should govern what students wear to school. State law requires that students wear shoes in all areas of the school building. Attire or grooming that is disruptive or distracting to the educational environment may result in disciplinary action. **The final decision regarding dress that disrupts or distracts the educational process rests with school administration.**

Suggestions for parents and students to make good decisions about what to wear to school:

- Shorts and skirts should be of an appropriate length for a school environment. While the knuckle serves as a general guide for appropriate length, all clothing must allow the student to safely walk, sit, bend, ascend & descend stairs without unintended exposure.
- The bottom of shirts and tops must either cover the waistband of pants or skirts or must be tucked in. Midriffs must not be visible.
- Tank tops, spaghetti straps, halter tops, tube tops may only be worn over or under another T-shirt, shirt, or blouse. *Guideline - shoulder straps must be at least 1" wide to be worn without something under or over them.*
- Underclothing must be covered at all times.
- Pants are to be worn at the waist to allow for safe movement.
- Transparent, mesh clothing or clothing with excessive tears or holes is not appropriate for the school setting.
- Coats/jackets intended for outdoors are not to be worn in school during the day.
- Head coverings of any kind including, but not limited to, scarves, bandannas, masks, kerchiefs, athletic headbands, hats, caps or hoods are not acceptable. Exception: head coverings worn for religious purposes.
- Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products or alcoholic beverages are not acceptable. Also prohibited is clothing or accessories containing violent, sexually suggestive or potentially offensive messages.
- Footwear that marks or damages floors or is a safety or health hazard is not to be worn in school.
- Sleepwear/Pajamas/Flannel Pants are not appropriate for the school setting.
- Chains and accessories that hang from belts or belt loops are not permitted.

Field Trips and Dress Code

Generally, the venue of a class trip will dictate the appropriate attire; for example, casual dress is permissible on a class picnic or on a visit to an arena event, whereas more formal attire is suggested on a visit to the State Capitol or to an art museum. Teachers will provide specific guidance before each trip. For trips deemed to require more formal attire we suggest a collared button-down or polo-type shirt with khaki pants, a dress, more formal skirt, or pants with appropriate blouse, dressy top or sweater. It is recommended that all students wear comfortable and appropriate footwear. **Jeans and T-shirts are discouraged.**

Students dressed inappropriately may be excluded from the field trip unless immediate accommodations can be made.

ELECTRONIC DEVICES

The *Administrative Guidelines for Use of Technology* as set out in the Board of Education Policies are contained on pages 39-41.

Students have access to state-of-the-art technology. The privilege of using these tools depends upon students' continued demonstration of good judgment and care of the equipment. Communications on the school network should be considered to be public in nature; therefore, school rules for behavior and appropriateness of communication apply. Users must comply with all of the **West Hartford Public Schools *Bring Your Own Device Guidelines***.

Cell Phones and Electronic Devices

Students are not permitted to carry their cell phones or electronic devices during the school day UNLESS a teacher has specifically directed them to bring it to class. Students are expected to power down their cell phones and secure them in their locker for the duration of the school day. This will ensure the devices are safe. Any student in violation of the cell phone policy will have their cell phone confiscated and he or she will be referred to the administration.

Students may not have a cell phone on them at any time during the school day. Students who need to make an occasional phone call to a parent or guardian may do so in the office during a non-instructional time.

West Hartford Public Schools *Bring Your Own Device Guidelines* – Revised July 2016

1. Any student who wishes to use a personally owned electronic device within West Hartford Public Schools must: Read and sign with parent/guardian, submit signed agreement to homeroom teacher/Advisor.
2. The student takes full responsibility for his or her device. The school is not responsible for the security of the device. Each school will develop guidelines for acceptable use.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated WHPS School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. West Hartford Public Schools reserve the right to monitor BYOD activity while using the district network.
5. Violations of any WHPS School Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with all staff requests regarding their use of electronic devices (e.g., bring to class, shut down, put away, hand to staff).

7. The student will not be allowed to charge their device while at school without permission of a teacher or staff.

8. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.

9. During school hours the student should only use their device to access classroom related activities or within established school guidelines. Accessing classroom related activities on a mobile device looks like:

- The device is used only for academic purposes
- The device is on the desk and visible to everyone in the classroom
- The device is only used when the teacher prompts students
- When accessing audio content, ear buds are used
- The device is NOT under the desk or hidden while in use

10. The student will use the “WHPS_Wifi” wireless network while in school. Use of 3G & 4G wireless connections is not allowed.

EMERGENCY CLOSINGS & DELAYED OPENINGS

Due to emergencies, such as inclement weather, electrical outages, and other unforeseen circumstances, it is sometimes necessary to make changes to the school day for the safety of our students. Please take the time before an emergency arises to develop a contingency plan in the event of a school delay, early dismissal, or cancellation and discuss it with your child. There are multiple information sources that will provide you with changes to the school day:

- CT Weather Center Cancellations Website: <http://www.ctweather.com>
- WHPS Source Line: 860-233-2334
- WHPS Connect-ED Rapid Notification Service. Visit <http://www.whps.org/page.cfm?p=1693> for more details.
- All local radio and television stations

Please do not call the school for emergency closing information.

EMERGENCY DRILLS

Fire drills and lock-down drills are scheduled throughout the school year. The procedures for these drills are designed to enable students and visitors practice on what to do in actual emergency situations. Drills are to be taken very seriously. Violations of emergency procedures may result in the assignment of an after-school “Safety Lesson” or other administrative consequences. Students and visitors are expected to follow the directives of Bristow staff during drills. Each classroom contains an “Emergency Folder” containing specific information about a variety of emergency situations. Teachers will review the procedures with students regularly to ensure that they remain familiar with procedures.

FIELD TRIPS

Field trips are sometimes planned as an extension of the material students learn in class. These field trips are educational and enjoyable. We expect students to learn more about a topic through firsthand experience. We want all students to attend Bristow field trips. If financial help is needed, we may be able to provide scholarship funds. Please contact the teacher who is responsible for organizing the trip for more information.

Teachers reserve the right to exclude students from field trips based on poor behavior in school. Students who do not participate in the field trip will have related work to do with teacher supervision at Bristow.

FOOD AND DRINK

To reduce the risk of pest infiltration and allergic reactions, food and drink is restricted to the dining hall except for teacher-approved classroom celebrations and learning activities. **Gum and candy are prohibited in school as are soda, coffee, and “energy drinks”**. If food or drink is brought to school for a celebration or learning activity, the items should be brought to the classroom before advisory where they will be stored appropriately. Teachers and the school nurse are aware of students with food allergies; they should be contacted if there are any questions about the safety of a given food item. As an additional precaution, food or drink items containing nut products should **never** be brought to classroom events.

GRADING

Students receive report cards at the end of each quarter. An honor roll for each grade level is determined each quarter and students obtaining an average above 3.00 are notified of having achieved honor roll status. A “General Honors” notation is indicated on the report card for students who maintain an average of 3.00 to 3.59. A “Maximum Honors” notation is indicated on the report card for students who maintain an average of 3.6 or higher. Students with a D, F, or INC will not be eligible for honors. All subjects are included in computing the point average with an “A” worth 4 points, “B” 3 points, “C” 2 points, and “D” 1 point. To monitor your child’s grades you can access The PowerSchool Parent Portal at <https://powerschool.whps.org/>. You will need your assigned user name and password.

Social/Academic Probation

Students receiving an F in one or more classes will be placed on **academic probation**.

Students who are not following school behavioral expectations are subject to be placed on **social probation**. This includes the loss of the privilege to attend social functions during and after the school day (assemblies, presentations, dances, intramurals, musical performances, etc.).

Both are designed to support students to make better choices academically or behaviorally. Each student will be looked at on an individual basis. The student, parent/guardian, teacher, and administration will work together to develop a plan for success. Administration, teachers and school counselors will discuss student progress towards improvement bi-weekly.

GUIDANCE

A guidance counselor is available to each student. The role of the guidance counselor is multifaceted and includes assistance with academic, personal/social and career development needs. Students may schedule a meeting with their guidance counselor during or after the school day by stopping by the counselor's office.

HEALTH SERVICES

The health room is open during school hours for those students who become ill or injured during the day. Students wishing to visit the nurse must obtain a pass from their teacher except in the event of an emergency. In order to better meet children's health and educational needs in school, please inform the school nurse of any health related issues.

Vision and scoliosis screenings are conducted for all students each year. Hearing screenings are conducted for eighth grade students. The purpose of these programs is to identify any problems as early as possible so that the need for intervention can be determined. Parents will be notified if the findings require further evaluation from a physician.

In accordance with Connecticut State Law, a health assessment is required prior to entering 7th grade. Students must have a physical examination and immunization update during their fifth or sixth grade year. The health assessment information must be on the blue State of Connecticut Department of Health Assessment Record form and on file in the nurse's office. Please be advised, your student will be excluded from school if immunizations and health exam are not current.

The nurse is not allowed to give prescriptions or over-the-counter medications without a written doctor's order and signed parent permission. Over-the-counter medications are not stocked in the health room. If a student requires medication during the day, an authorization from the student's doctor and parent permission form must be signed and on file in the health room. Middle school students are allowed to carry asthma inhalers with a signed authorization form on file in the health room. No other medication may be self-carried, including Epipens. Students with mild sore throats and/or coughs are allowed to carry and use throat lozenges while in school with a written note from the parent.

Physical education excuses given by the parent, and confirmed by the nurse, are effective for one week. Any excuse longer than one week will require a doctor's written note, which should include when the student can resume participation in physical education class.

If a student requires crutches or a wheelchair for an injury or illness, contact the nurse to arrange for an elevator pass. Children on crutches are not allowed to use the stairs or take their regular school bus. Contact the Transportation Department at 561-6647 to arrange for van transportation.

HOMWORK PRACTICES

The Bristow Middle School faculty believes that...

- Homework is intended to provide opportunities for students to *extend* learning beyond the regular school day
- Students, teachers, and parents must be able to communicate openly and regularly about homework in order to maximize its benefits
- Students should be able to complete their homework with minimal (if any) support from others
- The amount of homework a student receives should be between 1 and 1½ hours per school day
- The purpose of homework may include one or more of the following:
 - Reinforce/practice what was learned in the classroom
 - Prepare students for future learning by developing background knowledge
 - Enable students to apply their skills to new situations
 - Integrate various learned skills into a single outcome

The Bristow Middle School faculty will...

- Create assignments that are relevant and meaningful
- Provide feedback to students on completed homework
- Consider students' strengths, learning styles, and preferences when we assign homework
- Provide opportunities for student choice in homework when appropriate
- Communicate among ourselves to stay aware of the types and amounts of homework other teachers assign

The Bristow Middle School faculty expects that...

- Students will complete all of their homework on time and in a quality fashion
- Students will express to us any confusion about their homework assignments *before* they leave school for the day and we will provide an opportunity for them to do so
- Students and/or their parents will contact us if homework regularly is too difficult or requires more than 90 minutes (on average) to complete.

Please contact your child's teacher if your family's experience with Bristow Middle School homework does not align with the statements above.

Materials and assignments for absent students (except those absent for family initiated travel) are collected by the teachers at the request of parents only if it is anticipated that the student will be absent for three days or more. Assignments requested will be available for pick up in the office by 3:00 p.m. the day following the request.

If a student is out for only a day or two, they can check teacher websites and with peers for homework information.

HUMAN RIGHTS, PERSONAL FREEDOMS, RESPONSIBILITIES & EXPECTATIONS

Human Rights

- The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected. Our school is a safe place for property as well as people.
- The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
- The right of privacy

My Personal Freedoms

- Freedom from physical abuse and mental abuse such as name-calling, intimidation, or harassment
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason
- Freedom to express yourself in school-sponsored activities as long as that expression is not obscene, vulgar, or disruptive to our education process

My Responsibilities at School

- Respect others and treat everyone the way you wish to be treated
- Be polite and attentive
- Take time to be neat and clean in the bathroom and in the cafeteria
- Help visiting teachers by paying attention to the day's assignments
- Follow all safety rules, especially during emergency drills and on buses
- Participate in an after school activity
- Walk in the hallways quietly; be careful of others
- Follow the expectations for school attire
- Make Bristow Middle School your "home away from home"
- Show respect to everyone and everything

Expectations

In order to be successful at Bristow, students will need to follow these simple requirements:

- Attend school each day
- Be on time for school
- Come to class prepared to work: have a 3-ring binder, pens, pencils, rulers and calculator; keep textbooks covered and in good condition
- Pay careful attention in class; listen, ask questions, participate, and note the homework
- Do all homework when assigned; study, and hand in work on time
- Demonstrate respect for teachers and classmates by raising hands to speak, speaking one at a time, and by addressing teachers and classmates properly
- Carry passes when in the hallways during class time

- Use lockers before Advisory and at times designated by teams
- Get involved in after school sports and other activities
- Follow the rules of the Bristow handbook

INTRAMURALS

Students are encouraged to participate in after-school intramurals. The intramural program is designed to allow students to participate whenever and as often as they would like. A student may join intramurals at any time during the year. Announcements about intramurals are made daily during morning announcements. Students who are not exhibiting appropriate behavior at intramurals can be excluded from participation. Students participating in Intramurals can take the last bus home. Please note that late buses routes are different from your student's normal bus route. Late bus routes can be found on our website and in the office.

ITEMS PROHIBITED IN SCHOOL

In addition to the prohibited items identified in the Board of Education Policies/Regulations section of this handbook, other items prohibited during school hours are:

- Electronic devices (cell phones, iPods/mp3 players, gaming devices, cameras [unless used for a teacher-authorized project within the BYOD Policy.]

Items prohibited *at all times* on school property:

- Shoes with retractable wheels (a.k.a. "Heelies")
- Laser pointers (subject to confiscation)

Possession of any of these items during the school day will result in temporary confiscation and possible disciplinary action for repeated offenses. Because we cannot guarantee the security of property, locker storage of electronics is not recommended and is done at students' own risk.

LOCKERS

Each student is assigned a locker. Students may use their lockers before school and at other times designated by their teams. **Students should not tell anyone their combination nor should they ever try to open anyone else's locker.** Damage to lockers will result in cost to the student. It is the student's responsibility to keep the locker neat, in good condition, and locked at all times. If the locker fails to operate properly, students should report it to the office. Personal property, outdoor clothing, and books, when not in use, may be kept in lockers. All gym clothing should be kept in the student's PE locker. PE lockers are available in the boys' and girls' locker rooms.

Valuable items should not be stored in lockers.

Please note: The West Hartford Public Schools reserves the right to inspect students' lockers when there is reasonable suspicion of violation of school rules. Please remember that the lockers belong to the school.

LOST AND FOUND

There are two lost and found stations in the school: One is in the main hallway near the dining hall and is intended for clothing, books, lunch boxes and other similar items; the other is in the office and it is for more valuable items such as jewelry, watches, electronics and money. Students who

find any property that does not belong to them are expected to turn it in. If they are unsure about which lost and found station to use, students should bring the item(s) to the office.

MONEY

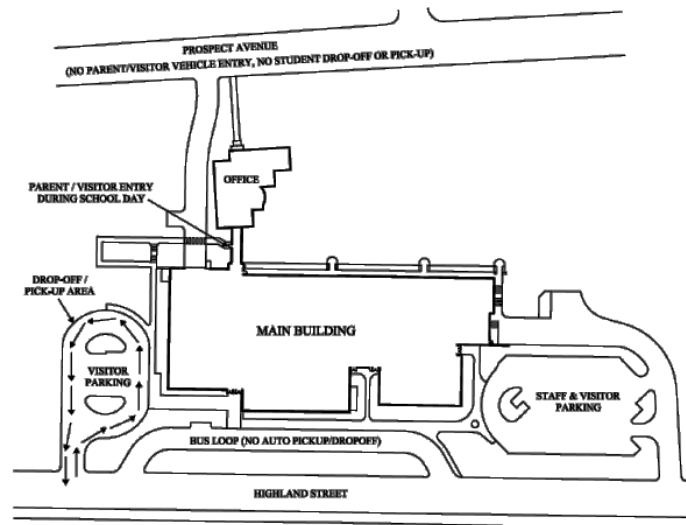
Students should not normally carry more money than they need for lunch. Should it be necessary to bring a larger sum of money to school, students should bring it to the main office so that it can be placed in a safe location until dismissal time. If a student finds money, he/she must turn it in to the office.

PARKING/STUDENT DROP-OFF AND PICKUP

Student safety is of paramount importance at Bristow Middle School. The traffic pattern at the school has been carefully planned to allow for safe drop-off and pick-up of students from cars. Anyone dropping off or picking up a student must follow the established pattern. The diagram below shows the traffic flow and designated bus and automobile drop-off points.

- **THERE IS NO STUDENT DROP-OFF OR PICK-UP ON PROSPECT AVENUE.**
- **THERE IS NO STANDING OR PARKING IN THE DROP/OFF/PICK UP AREA.**
- **EXITING FROM THE DROP OFF/PICK-UP AREA IS RIGHT TURN ONLY.**

If parents or visitors are coming into the school they must park in the designated spaces. Bristow's drop-off/pick-up area has limited space. We encourage parents to have their children ride the bus to school or walk, if they live close to the school.



PASSES

Students who need to be out of class for any reason must request a pass from their teacher. Students must have a pass in their possession when traveling in the halls during class times.

PROGRESS REPORTING

Parents/guardians will be informed of students' progress through report cards, personal notes, phone calls, email, and conferences. Report cards are carried home by students in November, January and April. The last report card is mailed home in late June. Parents/guardians are requested to sign the receipt accompanying each report card and send it via their child to their child's Advisor. Parents should talk with the advisor, guidance counselor, teachers, or the school administration if there are concerns about student progress or adjustment to middle school. Parents/guardians may arrange a conference with the academic team and/or guidance counselor at any time by calling their child's advisor. Parent conferences are held in November and March for every student.

PROMOTION & RETENTION GUIDELINES

The educational program at the middle school is intended to prepare each student for success at the next grade level. To ensure that success, some students may need additional support, which may include intervention such as alternative programs, Summer School, and/or retention. In determining what is in a given student's best interest, school personnel will consider:

- Grades/academic progress
- Acquisition of literacy skills
- Acquisition of mathematics skills
- Social/emotional maturity
- Attendance

School personnel will consider all five categories and also discuss any extraordinary circumstances. They will then meet with parents and ultimately make a decision about whether or not to retain the student.

STUDENT SUCCESS TEAM

The Student Success Team is a group of teachers, administrators and support staff who assist in planning interventions for at-risk students. Questions about the SST and its referral process should be directed toward a guidance counselor or school administrator.

SUPERVISION – BEFORE & AFTER SCHOOL

Students may not be on school grounds before or after the school day unless they are participating in a school activity. Students should not arrive earlier than 7:40 a.m. and should be picked up by 3:10 p.m. unless they have made special arrangements with a teacher.

TRANSPORTATION

Bus Transportation

Students who live more than one and one-half miles from Bristow Middle School are eligible for bus transportation to and from school. Late buses are available for *all* students – those who normally walk and those who ride a bus. Late Buses leave the school each day at 4:15 p.m. (except Wednesdays). Late bus routes are different than your student's normal bus route. Students who do not qualify for a bus normally are allowed to take a late bus. Routes are published on our website

and also available in the office. The Daily Bulletin will announce any changes to the late bus schedule.

Bus Conduct

The bus is an extension of the school; therefore, all school rules apply when riding the school bus and at the bus stop. The safety of all passengers on the school bus depends upon the driver and student cooperation. Students must follow the following expectations:

- Ride only their assigned bus;
- Arrive to the bus stop at the designated time;
- Demonstrate self-control when boarding and exiting the bus;
- Stay seated at all times and use indoor voices;
- Keep head, arms and hands inside the bus at all times;
- Treat others respectfully and follow the instructions of the bus driver;
- Share a seat with others;
- Do not throw objects or eat food;
- Appropriately use electronic devices;
 - Electric devices may not be used to record, transmit, or post comments, photos or video of a person or persons on the bus.
 -

Students who violate these rules will be subject to disciplinary action.

Parent/Guardian Transportation

All vehicles need to go through our parking loop to ensure student safety.

There is no student drop off allowed at the Prospect Avenue entrance at any time.

Morning Drop-off:

- All vehicles entering the parent loop should pull forward as far as possible when dropping students off to allow for all vehicles to enter off the street.
- Please wait your turn and unload students only at designated sidewalk areas
- This lane is for drop-off only; if you need to come into the building or have a discussion with your student, please pull into a parking space.
- Vehicles must stay in a single line; cutting through the center section is not allowed and puts students and drivers at risk.

Afternoon Pick-up:

- Please pull all the way forward in the loop and **REMAIN IN YOUR CAR**; this allows the line to keep moving forward once students find their rides.
- Vehicles must stay in a single line; cutting through the center section is not allowed and puts students and drivers at risk.
- Once students have entered the vehicle, please proceed forward and exit the loop safely onto Highland.

Reminders:

- Please be alert and respectful of other drivers.
- Look for students crossing the driveway; pay attention as you enter and exit the lot.
- Follow the direction of the staff members on duty.
- Please talk with your student to discuss the plans for Drop-off and Pick-up so they know what to do and where to go.
- To increase the efficiency of the parking lot, please note that it is a *Right-Turn Only* exiting the lot during drop-off and pick-up.

VISITORS & VOLUNTEERS

Parking for daytime visitors is in the north lot with overflow in the south lot. For security reasons, all doors except for the one at the glass connector between the Shepard House and the main building remain locked during the school day. All visitors and volunteers must report directly to the office upon entry to the school and must wear an orange visitor sticker at all times while in the building. Staff members will question those who are not wearing badges and direct them to the office. The safety of our students is the reasons for this practice. **Students are not allowed to bring guests to school.**

WELLNESS (Physical Education and Health)

All students participate in physical education classes unless excused by a medical doctor (note required). Proper dress for physical education classes includes gym shorts or sweat pants, shirts, socks, and sneakers. Students must be properly dressed in order to participate in class. The same dress is required for before or after school sports activities. *Please remember to take your physical education clothes home frequently for washing.*

BOARD OF EDUCATION POLICIES/REGULATIONS

First Amendment Rights (Regulation 5730 June 2006)

The intent of the Board's policy is to encourage student expression in school sponsored, classroom, and other activities. The Board of Education recognizes that students have the right to express themselves verbally, in writing, and by posting of materials in the schools. Such expressions shall be subject to review by the appropriate authority to determine that the content and the form are not obscene, libelous, vulgar or substantially disruptive to the educational process.

1. The administration is charged to create an oversight process that would disallow only those forms of expression that would be judged obscene, libelous, seriously disruptive, or vulgar, and thus, interfere with legitimate pedagogical process.
2. If a staff member or principal's designee decides to disallow the student's expression, the student may appeal such action to the principal. The appeal should take place within three school days of the student's request.
3. Should the principal uphold the original decision, the student may request a review of the decision to a panel consisting of the Deputy Superintendent, the Department Supervisor of English of the other high school, and the student representative to the Board from the other high school that is involved in the review question. A majority vote of the panel is required for an action. A hearing shall be held within five school days except under extenuating circumstances, and a decision shall be rendered within five school days after the conclusion of the hearing.
4. The appeal process must be completed in a timely fashion so that the mechanics of due process do not accomplish a rejection de facto.
5. These regulations will be published in the student handbook annually.

For administrative guidance, herein are illustrated terms used in #1:

Obscene:

Those expressions that contain:

- overt or explicit displays of sex

Libelous:

Those expressions that contain:

- unsubstantiated character assaults on individuals or groups of people
- statements that are personally insulting

Seriously disruptive:*

Those expressions that:

- advocate violence, use of alcohol or drugs
- attack individuals, races, religions, creeds, ethnic or sexual groups, or others

Vulgar:

Those expressions that use:

- sex, anatomy or slurs in the form of "jokes," parodies or other forms that degrade individuals, racial, ethnic, religious or sexual groups
- expletives
- lewdness

* In the opinion rendered in *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969), the judges stated that the criteria for determining what is seriously disruptive must be concrete. "Undifferentiated fear or apprehension is not enough to overcome the right of freedom of expression."

District/School/Classroom Rules

In general, standards of good conduct and respect for persons, property and the educational process are in effect. Disciplinary action may result when a student's conduct endangers persons or property, disrupts the educational process or violates a publicized policy of the West Hartford Board of Education.

West Hartford's Suspension and Expulsion Policy, Administrative Procedures for Suspension/Expulsion, Student Drug Regulations and Sexual Harassment Policy are reviewed regularly. These documents list some of the rules of conduct and disciplinary procedures for students in all of West Hartford's schools.

The first two documents, which are quite lengthy, are available in school offices. The last two documents are printed in a school's student handbook.

Other rules and procedures, called "school rules", cover a wide variety of issues pertaining to safety, security, failure to report, building cleanliness, and issues related to the teaching and learning environment. Violations of school rules result in disciplinary consequences. Types of consequences include loss of certain privileges, removal from class, time after school with a teacher, assignment to office detention, Saturday detention, restitution, internal suspension, or out-of-school suspension. Each teacher also establishes classroom rules and procedures which he/she explains to students.

Fights/violence; vulgarity directed at a staff member; possession of a weapon or firearm; a dangerous instrument; possession of alcohol, drugs or tobacco products; theft; gang or mob action; or the intentional damage to property will result in an out-of-school suspension and could result in a policy referral and further disciplinary action including a recommendation for expulsion. Most school rules are included in a school's student handbook.

Definition of Terms

- A. **Suspension:** an exclusion from school (i.e., an out-of-school suspension), school privileges or from transportation services only for no more than ten (10) consecutive school days.
- B. **Expulsion:** an exclusion from school or school privileges for more than ten (10) consecutive school days.
- C. **After School Detention:** time assigned by and with a teacher in his/her room at the end of the school day. May range from 15 minutes to one hour.
- D. **Office Detentions:** time assigned by an administrator or designee with the detention supervisor at the end of the school day.
- E. **Saturday Detention:** (Conard and Hall) time assigned by an administrator or designee and served from 8:00 am to 12:00 PM in school on a Saturday.
- F. **Internal Suspension:** (King Philip, Sedgwick and Bristow) an exclusion from team and or activities, school and after-school privileges. Students are in school, but remain in a room where they are to do work and behave according to specific guideline.

Suspension and Expulsion/Due Process (Policy 5320, Nov. 1996)

The disciplinary policies of the West Hartford school system are intended to protect the rights of all West Hartford students. Primary among those is the right to a safe school environment and one that is most conducive to the learning process. The board respects that students have rights they do not relinquish upon entry to school. However, disruptive or destructive activities that interfere with the primary mission of the schools to teach will not be tolerated.

An authorized member of the administrative staff may suspend a student from school privileges or from transportation services whose conduct on school grounds or at a school-sponsored activity, during or outside school hours is violative of a publicized policy of the Board of Education, or is seriously disruptive of

the educational process or endangers persons or property, or whose conduct off school grounds is violative of a publicized policy of the Board and is seriously disruptive of the educational process.

Expulsion

The Board of Education may expel any student whose conduct on school grounds or at a school-sponsored activity, during or outside school hours, is violative of a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process provided that a formal hearing is held under Conn. Gen. Stat. § 4-177 through 4-180 plus 10-233d.

Mandatory Expulsion: It shall be the policy of the Board to expel a student for one full calendar year if the Board finds that the student (a) on school grounds or at a school-sponsored activity, during or outside school hours, was in possession of a firearm as defined in 18 U.S.C. 921, as amended, from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in section 53a-3, as amended; (b) off school grounds was in possession of such a firearm in violation of Conn. Gen. State. § 29-35 or did possess and use such a firearm, dangerous instrument or weapon in the commission of a crime; or (c) on or off school grounds offered for sale or distribution a controlled substance as defined in Conn. Gen. Stat. § 21a-240(9) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278. The Board may modify the period of expulsion on a case-by-case basis.

A person is in violation of Conn. Gen. Stat. § 29-35 as defined in section 53a-3, as amended, if he/she is in possession of a deadly weapon or firearm without proper permit authorizing such possession consistent with federal and state statutes. As used in this paragraph, a "firearm" means (1) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a muffler or silencer; or (4) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½" in diameter). A "deadly" weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. "Dangerous instrument" means any instrument, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a "vehicle." "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octogon sai, tonfa or chinese star.

Mandatory Expulsion: In keeping with the intent of the federal Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for bringing a "weapon" to school. For the purposes of this paragraph, a "weapon" is defined to mean (1) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a muffler or silencer; or (4) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½" in diameter.) The Board may modify the period of expulsion on a case-by-case basis.

TOBACCO, ALCOHOL, AND DRUGS

STUDENT DRUG REGULATIONS - 5520

REVISED: JULY, 2017

Drug(s): Any alcohol, tobacco products, controlled drug, illegal substances, inhalants or any medication for which the student does not have a prescription from a health professional, or a substance or medication which is misused. For purposes of these regulations, drugs may include facsimiles.

IN CASE OF MEDICAL EMERGENCY DUE TO DRUG USE, THE STANDARD EMERGENCY PLAN WILL BE USED.

GOAL: TO ELIMINATE DRUG USE, POSSESSION, OFFER AND DISTRIBUTION BY STUDENTS.

Drugs and other addictive substances are dangerous and are prohibited by the West Hartford Public Schools. This prohibition extends to students on or off school property.

Although disciplinary consequences are a necessary part of this policy, other efforts – among them prevention, assessment, help, intervention and counseling, are the major focus of this regulation. Students and others who possess, use, and/or offer/distribute drugs or drug paraphernalia may be experiencing personal and/or other problems. In addition, in many cases, they may be breaking the law.

Because of the dangers of repeated possession, use, offer or distribution, violations are cumulative while a student is enrolled in a school level (elementary level, middle school level, high school level). Records of violations at any level will be forwarded to the Drug Alcohol Tobacco Team (DATT) at the next school level. Violations may impact the student's participation in student activities and athletics (see Student-Athlete Handbook).

These regulations will be implemented by administrators and staff in an attempt to assist the student in solving their problems and becoming more responsible in their decision-making and behavior.

ACTIONS TO BE TAKEN WHEN THERE IS SUSPICION OF ALCOHOL, DRUG OR DRUG PARAPHERNALIA, POSSESSION, USE, OFFER OR DISTRIBUTION BY A STUDENT

The administrator or designee will inform the student the school suspects they possess, are using, and/or offering/distributing.

In the case of a student who appears to be under the influence of drugs during the school day, the health services office will evaluate the student's condition and make recommendations for further medical involvement, if necessary.

The student will be asked to:

- a) Give the administrator any drug(s) or drug paraphernalia on their person.
- b) Give the administrator any drug(s) or drug paraphernalia that are stored in school or on school grounds, including vehicles.
- c) Identify who the student gave/offered or from whom the student received/has been offered any drug(s) and/or drug paraphernalia.

The administrator or designee will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved.

The administrator or designee will contact a parent or guardian to inform them of the suspicion and may ask for a meeting with them.

The administrator or designee will refer all concerns to the Drug Alcohol Tobacco Team (DATT). The DATT will provide the family with a list of potential help agencies.

The administrator or designee will conduct a search of the student and his or her belongings. This can and may include a vehicle parked on school premises.

ACTIONS TO BE TAKEN WHEN THE ADMINISTRATOR DETERMINES THAT DRUG OR DRUG PARAPHERNALIA, POSSESSION, USE, OFFER OR DISTRIBUTION BY A STUDENT HAS OCCURRED

1st Offense

In the case of a student possessing or using alcohol, drug(s) or drug paraphernalia, or misusing other substances during the school day, the health services office will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on their person.
 - b) Give the administrator any drug(s) or drug paraphernalia that are stored in school or on school grounds, including vehicles.
 - c) Identify who the student gave/offered or from whom the student received/has been offered any drug(s) and/or drug paraphernalia.
2. The administrator or designee will conduct a search of the student and his or her belongings. This can and may include a vehicle parked on school premises.
3. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the police any of these confiscated items.
4. The administrator will make a reasonable effort to contact a parent or guardian to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent or guardian may be asked to come to school within 24 hours to meet with an administrator.

5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **three day suspension**. The administrator or administrator designee will follow up with the athletic director and student activities coordinator, if applicable, to determine loss of privileges and additional consequences as appropriate. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
7. For offer or distribution of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. Student with parent/guardian may be required to attend a re-entry meeting with an administrator upon return to school.
8. The administrator will refer the student for an assessment by a qualified professional which may include the family primary care physician, Wheeler Clinic or other persons approved by the principal or designee. The family will pay to complete their own assessment, that is approved by the school, if the family refuses the school's recommended assessment.
9. The administrator will refer the case to the Drug Alcohol Tobacco Team (DATT). The administrator will notify the student's school counselor. The student will participate in certain required DATT activities.
10. Documentation of the completed assessment and required activities must be provided to DATT. Failure to successfully participate in the assessment and in the required activities will lead to further consequences, which may include an additional six days of suspension. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.

2nd Offense

In the case of a student possessing or using alcohol, drug(s) or drug paraphernalia, or misusing other substances during the school day, the nurse will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on their person.
 - b) Give the administrator any drug(s) or drug paraphernalia that are stored in school or on school grounds, including vehicles.
 - c) Identify who the student gave/offered or from whom the student received/has been offered any drug(s) and/or drug paraphernalia.
2. The administrator or designee will conduct a search of the student and his or her belongings. This can and may include a vehicle parked on school premises.
3. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the police any of these confiscated items.

4. The administrator will make a reasonable effort to contact a parent or guardian to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent or guardian may be asked to come to school within 24 hours to meet with an administrator.
5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **five day suspension and 10 hours of community service**. The student must obtain approval from the administrator or administrator designee prior to beginning their community service. The administrator or administrator designee will follow up with the athletic director and student activities coordinator, if applicable, to determine loss of privileges and additional consequences as appropriate. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
7. For offer or distribution of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. Student with parent/guardian may be required to attend a re-entry meeting with an administrator upon return to school.
8. The administrator will refer the student for an assessment by a qualified professional which may include the family primary care physician, Wheeler Clinic or other persons approved by the principal or designee. The family will pay to complete their own assessment, that is approved by the school, if the family refuses the school's recommended assessment.
9. The administrator will refer the case to the Drug Alcohol Tobacco Team (DATT). The administrator will notify the student's school counselor. The student will participate in certain required DATT activities.
10. Documentation of the completed assessment and required activities must be provided to DATT. Failure to successfully participate in the assessment and in the required activities will lead to further consequences, which may include an additional six days of suspension. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.

3rd Offense

In the case of a student possessing or using alcohol, drug (s) or drug paraphernalia, or misusing other substances during the school day, the health services office will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on their person.
 - b) Give the administrator any drug(s) or drug paraphernalia that are stored in school or on school grounds, including vehicles.
 - c) Identify who the student gave/offered or from whom the student received/has been offered any drug(s) and/or drug paraphernalia.

2. The administrator or designee will conduct a search of the student and his or her belongings. This can and may include a vehicle parked on school premises.
3. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the police any of these confiscated items.
4. The administrator will make a reasonable effort to contact a parent or guardian to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent/guardian may be asked to come to school within 24 hours to meet with an administrator.
5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **seven day suspension and 10 hours of community service**. The student must obtain approval from the administrator or administrator designee prior to beginning their community service. The administrator or administrator designee will follow up with the athletic director and student activities coordinator, if applicable, to determine loss of privileges and additional consequences as appropriate. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
 After the suspension and/or expulsion has been served, the parent or guardian may be required to accompany the student to all classes and other daily activities for three consecutive school days.
7. For offer or distribution of a drug or drug paraphernalia, the student will receive a **10 day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
8. The administrator will refer the student for an assessment by a qualified professional which may include the family primary care physician, Wheeler Clinic or other persons approved by the principal or designee. The family will pay to complete their own assessment, that is approved by the school, if the family refuses the school's recommended assessment.
9. The administrator will refer the case to the Drug Alcohol Tobacco Team (DATT). The administrator will notify the student's school counselor. The student will participate in certain required DATT activities.
10. Documentation of the completed assessment and required activities must be provided to DATT. Failure to successfully participate in the assessment and in the required activities will lead to further consequences, which may include an additional six days of suspension. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
11. The family may be required to attend three meetings of either Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Families Anonymous or attend an additional support program that is deemed appropriate by administration and the DATT.

Subsequent Offenses

1. The administrator will suspend the student for **10 days**.
2. The administrator will refer the student to the Superintendent with a **recommendation** for **mandatory expulsion**.

ACTIONS TO BE TAKEN WHEN A STUDENT VOLUNTARILY DISCLOSES THEIR DRUG PROBLEM IN A SELF-REFERRAL TO A PROFESSIONAL EMPLOYEE
When a student, privately and in confidence, discloses to a professional employee during a self-referral their use, possession, offer or distribution of a drug, the employee shall not be required to disclose the information unless the student agrees to disclosure and signs a release. Any physical evidence from the student, however, shall be turned over to school administrators or law enforcement officials within two school days.

If the self-referring student allows for disclosure of information about their use, possession, offer or distribution of a drug or, if in the discretion of the professional employee such disclosure is necessary, the professional employee may report the student's name and problem to the school's DATT (Drug Alcohol Tobacco Team) and the student's administrator. (CGS Sec. 10-154a(b)).

DRUG AND ALCOHOL REGULATIONS FOR STUDENTS PARTICIPATING IN ATHLETICS, EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students who violate Board Policy #5520 ([Drug and Alcohol Policy](#)) are excluded from participation in extra-curricular, co-curricular and athletic activities for the duration of their suspension or expulsion. This regulation, however, is applicable whether the prohibited activity occurs on or off campus. **In the case of a student being ineligible to participate in a co-curricular activity due to violation of these regulations, the student's grade will not be affected due to missing a performance.**

If a student is involved in or has admitted to a drug and/or alcohol violation(s) during the academic year, exclusion from participation will begin immediately if the student is participating in an extra-curricular, co-curricular and/or athletic activity that meets at least two times a week when the violation occurs. In the case of athletics, if the violation occurs during the academic year when the student is not involved in an extra-curricular, co-curricular and/or athletic activity, the period of exclusion from participation will begin upon the commencement of the student's next athletic season. (Please note that students who participate in a fall activity in which the first practice/meeting is held prior to the start of the academic year are subject to these regulations as of the first practice/meeting.) In addition to regular school discipline, the following consequences of violating these regulations will be enforced. Violation will be cumulative while a student is enrolled at a school level (i.e., high school):

First Offense

- A. The student shall be suspended from the activity or team for a period of four consecutive calendar weeks. When applicable, days will carry over into the next activity or season.
1. The student will be referred to the Drug Alcohol Tobacco Team (DATT), and in a timely manner, the student and parent or guardian will meet with an approved drug and alcohol counselor for an assessment. If a student refuses to participate in the assessment or the recommended plan of assistance, the student will not be eligible to participate in the activity until both are completed. The family will pay to complete their own assessment, that is approved by the school, if the family refuses the school's recommended assessment.
 2. A student whose intention is to return to the team and/or co-curricular and extra-curricular activity at the end of the suspension must attend all practices. The student must also attend all contests and/or performances but may not participate.
 3. The student is restricted or removed from all school leadership positions for one calendar year to run consecutively upon the completion of the activity or team suspension.

Subsequent Offenses

Should a subsequent violation occur, the following will apply:

- A. The student shall be suspended from the activity or team for a period of sixteen consecutive calendar weeks. When applicable, days will carry over into the next activity/season.
1. The student will be referred to the Drug Alcohol Tobacco Team (DATT), and in a timely manner, the student and parent or guardian will meet with an approved drug and alcohol counselor for an assessment. If the student refuses to participate in the assessment or the recommended plan of assistance, the student will not be eligible to participate in the activity until both are completed. The family will pay to complete their own assessment, that is approved by the school, if the family refuses the school's recommended assessment.
 2. A student whose intention is to return to the team and/or co-curricular and extra-curricular activity at the end of the suspension must attend all practices. The student must also attend all contests and/or performances but may not participate.
 3. The student is restricted or removed from all school leadership positions for one calendar year to run consecutively upon completion of the activity or team suspension.
 4. The student must complete 10 hours of community service by the completion of the DATT process. The student must obtain approval from the administrator or administrator designee prior to beginning their community service.

Self-Referral

When a drug dependency problem is identified by the student or by a parent's referral and the dependency involves the use of substances that are in violation of the Board of Education's Drug & Alcohol Policy, the student will not immediately be suspended from the team and/or activity.

Self-referral may not be used to turn in oneself after violating the Drug & Alcohol Policy in an attempt to avoid penalty. The steps to be taken are:

1. The student will be referred to the Drug Alcohol Tobacco Team (DATT), and in a timely manner, the student and parent or guardian will meet with an approved drug and alcohol counselor for an assessment. The student and coach/teacher/advisor will collaborate with

- the Drug Alcohol Tobacco Team (DATT) to develop a program of assistance utilizing the school's resources and outside agencies. The DATT will then monitor and report progress.
2. If the student fails to complete the program of assistance and/or violates the Drug and Alcohol Policy, the consequences for a first offense will be applied.
 3. Self-referral will be held in confidence if desired by the student.

Referral Procedures

When a substance problem has been identified by a team member, fellow student participant, teacher, coach, administrator or other concerned individual the following procedures will be followed:

1. The student will be referred to the appropriate coach, activity advisor, teacher or administrator, where he or she will be informed of the charges.
2. An administrator meeting will be held within five days of the student's referral, where the student will be given the opportunity to present his or her side.
3. The administrator will investigate appropriately, and render a decision within five school days.
4. The student has the right to appeal the consequences of the violation of these regulations.

Appeals Process

1. The appeal of the designee's decision should be made in writing to the school principal within three school days of the designee's decision.
2. The student may appeal to the superintendent or designee within three school days providing there is new evidence to be submitted.
3. The superintendent will render a final decision within five school days.
4. During the appeals process, the original decision and/or consequences that are in place will continue, until the principal renders a final decision within five school days of the appeal.

TOBACCO REGULATIONS

In accordance with WHPS Board of Education policy, there will be no smoking, possession, or use of any tobacco related products at any school, school sponsored event, or on any school grounds in the town of West Hartford at any time.

NOTE: This rule also applies to school sponsored events off campus, sporting events, proms, etc.

All student infractions of the tobacco regulations are referred for review to the Drug Alcohol Tobacco Team (**DATT**). For violations of the tobacco regulations, the administrator will make a reasonable effort on all offenses to contact a parent or guardian to discuss the problem along with imposing the following sanctions:

Possession of tobacco will result in an extended 4 hour Wednesday Detention. A referral to DATT will be offered. Any subsequent offenses of possession of tobacco paraphernalia will be subject to additional consequences and require a referral to DATT.

1st Offense of Tobacco Usage:

1. The student will receive a minimum of an **1 day suspension**, which may be a combination of in/out of school suspension and/or Extended Wednesday Detention*.
2. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
3. The DATT will require that the student participate in tobacco education related activities.
4. Failure or refusal to complete the DATT required activities will result in additional consequences.

2nd Offense of Tobacco Usage:

1. The student will receive a minimum of a **3 day suspension**, which may be a combination of in/out of school suspension and/or Extended Wednesday Detention*.
2. Student with parent/guardian may be required to attend a re-entry meeting with an administrator upon return to school.
3. The DATT will require that the student participate in tobacco education related activities.
4. Failure or refusal to complete the DATT required activities will result in additional consequences.

3rd Offense of Tobacco Usage:

1. The student will receive a minimum of a **5 day suspension** which may be a combination of in/out of school suspension and/or Extended Wednesday Detention*.
2. The student along with a parent or guardian may be required to attend a re-entry meeting with an administrator upon return to school.
3. The DATT will require that the student participate in tobacco education related activities.
4. Failure or refusal to complete the DATT required activities will result in additional consequences.
5. The student may be referred to the superintendent for a discretionary expulsion.

Subsequent Offenses

1. The student will receive a minimum of a **10-day suspension**, which may be a combination of in/out of school suspension and/or Extended Wednesday Detention*.
2. The student may be referred to the superintendent for a discretionary expulsion.

* Extended Wednesday Detention is not an option at middle school level.

TERMS:

- a. **Assessment:** An evaluation conducted by a professional to determine the student's overall health and condition in relation to substance use.
- b. **Tobacco:** Any product made or derived from tobacco or nicotine that is intended for human consumption, including any component, part, or accessory of a tobacco product. This

includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, e-cigarettes, smokeless tobacco or tobacco/nicotine inhalants or vaporizers (vapes).

- c. Drug(s):** Any alcohol, controlled drug, illegal substances, inhalants or any medication for which the student does not have a prescription from a healthcare professional, or a substance or medication which is misused. For purposes of these regulations, drugs may include facsimiles.
- d. Controlled Drug(s):** Are those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the commissioner of consumer protection pursuant to Section 21a-243 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse and/or psychological or physiological dependence. Such controlled drugs are classified as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs.
- e. Drug Paraphernalia:** Refers to equipment, products and materials of any kind which are used, intended for use, designed for use or which could be reasonably perceived as designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing or, injecting, ingesting, inhaling, or introducing into the human body controlled substances (e.g. bongs, pipes, roach clips, miniature cocaine spoons, crack vials, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing, or distributing controlled substances.
- f. Drug Facsimile:** Any substance and/or object which could be reasonably perceived as an illicit drug as defined in **c** or **d**.
- g. Drug Alcohol Tobacco Team (DATT):** A committee of the Student Success Planning Team, composed of a specially trained school staff members, including administrators, school health professionals, school counselors, and psychologists and/or social workers.
- h. Possession:** Any possession which is unlawful under Connecticut State Law or West Hartford Board of Education policy.
- i. Distribution:** Actual transfer or actions leading to the transfer from one person to another.
- j. Confiscation:** When there are reasonable grounds to believe that a student is in possession of drugs, or drug paraphernalia, there is an obligation on the part of school personnel to search for and seize such drugs. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs or drug paraphernalia will be turned over to the police.
- k. Use:** Ingesting, injecting, inhaling or otherwise causing a drug to reach the bloodstream or digestive tract.
- l. Offer:** Make available, present for acceptance or rejection.

m. First Offense: The first violation of this procedure to occur during the following time period: Grades K-5, 6-8, 9-12. For example, if a student violates this procedure once in grade 5, and again in grade 7, and again in grade 9, the grade 7 and 9 violations, because they occurred at a different school level, are also considered a first offense. Further violations during each school level are counted as second or third offenses. Because of the dangers and medical consequences of repeated use, violations are regarded as cumulative while the student is enrolled in each school level.

EXAMPLES OF REQUIRED DATT ACTIVITIES

1. Meet with a community relations officer from the West Hartford Police Department who is assigned to the school to discuss the legal ramifications of substance abuse and possession of drugs and other substances.
2. Attend with parent/guardian or another adult, if appropriate, one of the substance- related group sessions/meetings listed below.

To secure information on these meetings:

Info line	211 860-522-4636
Alcoholics Anonymous	860-282-5924
Al-A-Teen	888-825-2666
Narcotics Anonymous	800-627-3543
Families Anonymous	800-736-9805
Cocaine Anonymous	860-522-4636
Co-Anon	860-522-4636

Consult the Info line directory of Community Services available in the West Hartford Public Libraries, or contact the school librarian.

3. Write a 3-5 page research paper and submit to the Drug Alcohol Tobacco Team. Materials are available at the town libraries, online services, school libraries and the Connecticut Clearinghouse, 334 Farmington Avenue, Plainville, CT.
Suggested topics are:
 - A. Addiction as a Disease
 - B. Adult Children of Alcoholics
 - C. Health Effects of Drug/Alcohol Abuse
 - D. Addiction: Hereditary or Environmental?
 - E. Substance Abuse as a Family Problem
 - F. Other approved topics
4. Interview a recovering alcoholic/drug addict and make a written report. Contact Alcoholics Anonymous (860-282-5924) or Narcotics Anonymous (1-800-627-3543).
5. Attend Hartford Hospital Smoking Cessation Program
6. Participate in other activities as may be identified by the DATT (counseling sessions, meetings with coaches or advisors, etc.)

Revised: July, 2017

SEARCH AND SEIZURE

Desks and school lockers are the property of the school, placed there for the temporary convenience of students. Parking personal vehicles is a privilege afforded to students. The right to inspect desks, lockers assigned to students, and personal automobiles parked on school property may be exercised by school officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students. An authorized school administrator may search a student's locker, desk, or personal automobile parked on school property under the following conditions:

1. There is reason to believe that the student's desk, locker, or personal automobile contains contraband material
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school
3. The student has been informed in advance that the school board policy allows desks, lockers, and personal automobiles parked on school property to be inspected if the administration has reason to believe that materials injurious to the best interest of students and the school are contained herein A student may be searched if there are "reasonable grounds" for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Sexual Harassment Policy for Students (Policy 5691, Dec. 1994)

It is the policy of the West Hartford Board of Education to maintain a learning environment free from discrimination and harassment where all students are treated in all respects without discrimination or harassment. Sexual harassment is forbidden by federal and state law and will not be tolerated in any form. All employees and students are on notice that any such behavior is inappropriate in the school setting. Individuals have different personal standards and sensitivities in regard to behavior and comments of a sexual nature. Therefore, it is best to avoid any conduct which is sexual in nature.

Sexual harassment shall include, but not be limited to:

- unwelcome sexual advances
- direct or indirect demands or requests for sexual favors
- direct or indirect sexual comments, gestures or other physical conduct of a sexual nature
- implied or explicit threats related to sexual harassment

All reported incidents of sexual harassment will be promptly and thoroughly investigated in an appropriately confidential manner.

Each administrator and teacher shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his or her school and department.

Safe School Climate Plan – Anti-Bullying (Policy 5550, Dec. 2011)

I. PURPOSE

The West Hartford Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe in school.

II. BULLYING PROHIBITED

- A. Bullying is prohibited on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the local or regional board of education.
- B. Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

III. DEFINITIONS

- A. "Bullying" means (1) the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or (2) a physical act or gesture by one or more students repeatedly directed at 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 student,
 - (d) Infringes on the rights of such student at school, or
 - (e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical 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.

- B. "Cyber bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile devices or any electronic communications.
- C. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.
- D. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

- E. “Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- F. “Out of the school setting” means at a location, activity, or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.
- G. “Safe School Climate Coordinator” means the individual appointed by the Superintendent of Schools from existing staff who is responsible for:
 - 1. Implementing the district’s Safe School Climate Plan;
 - 2. Collaborating with the safe school climate specialists, the Board of Education and the Superintendent of Schools to prevent, identify, and respond to bullying in the schools of the district.
 - 3. Providing data and information, in collaboration with the Superintendent of Schools of the district, to the State Department of Education regarding bullying, in accordance with state law; and
 - 4. Meeting with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Safe School Climate Plan.
- H. “Safe School Climate Specialist” means the principal of each school, or the principal’s designee, who is responsible for:
 - 1. Investigating or supervising the investigation of reported acts of bullying in the school in accordance with the district’s Safe School Climate Plan;
 - 2. Collecting and maintaining records of reports and investigations of bullying in the school; and
 - 3. Acting as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school.
- I. “School employee” means
 - 1. A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle, or high school; or
 - 2. Any other individual who, in performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle, or high school, pursuant to a contract with the local or regional board of education.
- J. “School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

IV. SAFE SCHOOL CLIMATE PLAN

The district’s Safe School Climate Plan consists of this policy as well as the administrative regulations developed by the Superintendent of Schools to implement this policy. This policy clarifies the legal mandates regarding the district’s response to bullying in its schools. The administrative regulations shall address the broader topic of school climate and may incorporate the National School Climate Standards or other applicable evidence-based standards. Revisions to any part of the Safe School Climate Plan shall be approved by the Board of Education.

A. Reporting Procedures

1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees.
2. Parents or guardians of students may also file written reports of suspected bullying.
3. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist (or another school administrator if the safe school climate specialist is unavailable), not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

B. Investigation

1. The safe school climate specialist shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.
2. The safe school climate specialist shall review any anonymous reports. No disciplinary action shall be taken solely on the basis of an anonymous report.
3. The investigator shall assess whether there is a necessity to take immediate measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.
4. The investigator shall remind involved parties that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.
5. After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by this policy.

C. Response to Verified Acts of Bullying

1. If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to, one or a combination of the following: counseling, awareness training, warning, reassignment, transfer, suspension, or expulsion.
2. Each school shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
3. Each school is required to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Except in rare circumstances, such meetings with parents and guardians should be held separately.
4. A student safety support plan shall be developed for any student against whom an act of bullying was directed. The plan shall address safety measures that the school will take to protect such students against further acts of bullying.

5. Case-by-case interventions shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.
 6. The principal of a school, or designee, shall notify the appropriate law enforcement agency when such principal, or designee, believes that any acts of bullying constitute criminal conduct.
- D. **Prevention and Intervention Strategy**
Students shall be provided with a variety of prevention and intervention strategies which may include, but are not limited to:
1. Implementation of positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the State Department of Education;
 2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts;
 3. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;
 4. Individual interventions with the bully, parents, and school employees, and interventions with the bullied child, parents, and school employees;
 5. School-wide training related to safe school climate.
- E. **Documentation and Record Keeping**
1. Safe school specialists shall establish a procedure for each school to:
 - a. Document and maintain records relating to reports and investigations of bullying in such school.
 - b. Maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. The public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.
 2. The district's safe school climate coordinator shall annually report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education.
- F. **Training**
1. All school employees must annually complete training on the prevention, identification, and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators, and pupil personnel who hold the initial educator, provisional educator, or professional educator certificate via in-service training. All other school employees shall receive such training as provided by the State Department of Education.
 2. As part of the prevention and intervention strategies, schools may also implement school-wide training related to safe school climate and student peer training, education, and support.
- G. **Safe School Climate Committee**
For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school shall establish a committee (or designate at least one existing committee in the school) to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal. Parents or guardians who serve on such committee shall not participate in the activities described in subparagraphs (1) and (2) below or any other activity that may compromise the confidentiality of a student. The safe school climate committee of each school shall:
1. Receive copies of completed reports following investigations of bullying;
 2. Identify and address patterns of bullying among students in the school;

3. Review and make recommendations to amend school policies relating to bullying;
 4. Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school;
 5. Educate students, school employees, and parents and guardians of students on issues relating to bullying;
 6. Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;
 7. Perform any other duties as determined by the school principal that are related to the prevention, identification, and response to school bullying for the school.
- H. Periodic Assessment of School Climate
1. On and after July 1, 2012, and biennially thereafter, each school in the district shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education so that the state can monitor bullying prevention efforts over time and compare each district's progress to state trends.
 2. Assessment tools may also be used by Safe School Climate Committees to review and make recommendations for revisions to the district's Safe School Climate Plan.
- I. Notice Requirements
1. At the beginning of each school year, each school will provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.
 2. Students and the parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
 3. Students shall be provided with notice of the definitions of bullying, cyber bullying, and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying.
 4. The district's Safe School Climate Plan shall be made available on the Board's and each individual school's Internet web-site and ensure that such plan is included in the school district's publication of rules, procedures, and standards of conduct for schools, and in all student handbooks.

Pledge of Allegiance (Adopted: Dec. 3, 2002)

In accordance with the Connecticut General Statutes Section 10-230(c), the Board of Education shall ensure that a period of time is set aside each school day for students to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance.

Administrative Guidelines for Responsible Use of Technology Revised August 2016

Responsible Use of Technology Guidelines/Internet Safety

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff will access a vast scope of information available in the school system, as well as connections to global resources via the internet. Since neither the West Hartford Public Schools nor any of its staff controls the content of the information available on the internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information should exit the site and contact their teacher or school administration. Individual users are

responsible for their own conduct. The use of computers is a privilege, not a right. As the owner of both the hardware and software, the West Hartford Public Schools reserves the authority to withdraw this privilege. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action.

Parent/Guardian Permission

It is assumed that parents/guardians grant their child the right to access the network unless a permission denial form is signed and returned. Furthermore, please note that under no circumstances will PreK-12 student photos on the West Hartford Public Schools website be identified with first and last name unless explicitly agreed to by the parents/guardians or by students over the age of 18.

Network

The District network includes wired and wireless devices and peripheral equipment, files and storage, email and Internet content (e.g. blogs, websites, email, apps). All use of the network must support student instruction, research and professional learning consistent with the mission of the District.

Use of Personal Electronic Devices

Connection of a personal electronic device to any network on school grounds is subject to all rules and guidelines in this document.

Acceptable Use

1. Use of the computers and related technology must be in support of education, business, or research within the educational goals and objectives of West Hartford Public Schools.
2. Users may access online services, use email and voicemail for school-related assignments, educational, administrative or other professional purposes.
3. Electronic communications (e.g. voicemail, email, Internet) should not be considered completely private and secure. Users should not, under any circumstances, transmit or reveal personal or confidential information about yourself or others, including but not limited to: home address, telephone number, password, social security number, credit card number, or confidential or sensitive information regarding students or staff.
4. The district has the ability and reserves the right to bypass individual user passwords and to monitor the use of such systems by students and staff. Therefore, students and staff should not expect to maintain personal privacy in the use of the system.
5. Users will comply with all school policies concerning acceptable behavior, state, federal and local laws, including copyright laws and those laws prohibiting harassment by computer (PA 95-143).
6. Users must not interfere with others' work or with the performance of the technology, both hardware and software. These actions include but are not limited to: attempting to illicitly obtain passwords or usernames, entering closed areas of the network, introducing computer viruses, or accessing or altering educational records.
7. All users will abide by the generally accepted rules of user etiquette and all applicable school policies.
8. Users of district Email systems are responsible for their appropriate use. All illegal or improper use of the electronic mail system, including but not limited to: offensive language or pictures, harassment, solicitation, gambling, violating copyright or intellectual property rights are prohibited. Use of the Email system for which the district will incur an expense without written permission of an administrator is prohibited.

9. Bulk posting to individuals or groups to overload the system (i.e., spamming or any similar actions) is prohibited, including but not limited to chain letters and pyramid schemes (chain letters with money).
10. Students may not install personally owned or created software on networks or networked computers. Staff may not install personally owned or created software on networks or networked computers.
11. Reproduction of copyrighted electronic resources should not take place without appropriate source documentation and permission.
12. Official representation of the school or school district (e.g. Internet home page) may be established by obtaining prior written approval of school administration. Approved representations will comply with copyright law.
13. Users may access their own personal online accounts, for educational purposes only, with advance permission and when it does not interfere with school-related activities.
14. Users will abide by the rules of other computer resources accessed through the school telecommunications systems.
15. Teachers will monitor the use of the Internet by students for grade level appropriate use.
16. Prior to publishing photos or student work on the Internet, teachers will obtain necessary paperwork from a parent or guardian.
17. All staff members will exclusively use their WHPS district email account when communicating by email with students and parents. (Board Policy 4090).
18. WHPS technology shall not be used for the creation, publication, posting, or distribution of any personal and/or non-school related written, visual, and/or audio correspondence or materials. (Board Policy 4090)
19. All other Board policies regarding the confidentiality of student information are in effect.
20. All state and local laws regarding technology are upheld and applicable.

West Hartford Public Schools ensures that students receive ongoing, systematic education in safe, responsible and effective use of technology.

Notice of Network Access by Students

Non-Participation Form

If you **DO NOT** want your child to have access to the network, student email or refuse to grant permission to publish documents and projects or for photos/videos on the school website, please print out this form and return the completed form to the main office. Print clearly and be sure to check the appropriate box(es).

School:	Grade:
Name of Student:	
Name of Parent/Guardian:	
Parent/Guardian Email:	
Parent/Guardian Phone #:	
Please initial only the categories for which you DO NOT wish to give access or permission:	
	I DO NOT wish to have my student utilize school network services such as using software, creating and saving files, and printing from network computers or searching for and retrieving information via the Internet.
	I DO NOT wish to have my child utilize school established, protected and monitored email accounts with acceptance and compliance of student email guidelines and acceptable use agreement.
	I DO NOT wish to have my child publish documents and projects on the Internet with limited identifying information as outlined in these guidelines.
	I DO NOT wish to have photos/videos of my student posted on district or school web sites.
Parent/Guardian Signature:	

Return ONLY if you DO NOT wish your student to participate in any of the technology activities listed above.

Notice of Parent/Student Rights Under Section 504 of the Rehabilitation Act of 1973

(Policy 6290, March 2012)

The West Hartford Board of Education is committed to providing students eligible under Section 504 with appropriate accommodations and services to afford them access to educational opportunities equivalent to their non-disabled peers. The Superintendent of Schools and/or his/her designee will establish and provide educational programs/services and school activities that do not discriminate against any person identified as disabled. Under Section 504, a disability with respect to an individual means:

1. A physical or mental impairment that substantially limits one or more major life activities such as, but not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, breathing, sleeping, walking, standing, lifting, bending, speaking, learning, reading, concentrating, thinking, communicating, and working;
2. A record of such impairment; or
3. Being regarded as having such an impairment.

Under Section 504, the Board has the responsibility to identify, evaluate, and if a student is determined eligible under Section 504, to afford access to appropriate educational services. The Administration shall establish regulations to ensure compliance with Section 504 of the Rehabilitation Act.

The District's 504 Coordinator is available to address any persons who feel they may have been discriminated against on the bases of their disability or have questions regarding Section 504.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] will make arrangements for access and notify the parents 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 parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel);

a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Student Directory Information

Unless notified in writing by a parent to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Notification of Rights Under the Protection of Pupil Rights Amendment ("PPRA")

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student's parent; or

- h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
- 3. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum;
- 4. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
- 5. the right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
 - b. the administration of any survey containing confidential topics (see #2, above, a-h); or
 - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities;
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the West Hartford school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

Attendance Rules and Regulations—Grades 6-8

(Regulation 5310, May 2003)

The following regulations reflect our belief that learning activities which occur in the classroom are an essential part of the curriculum for all students. Experience indicates that students who fail are generally those who arrive late or cut classes. The regulations are, therefore, intended to reduce tardiness and absence from class.

Definitions

Excused Absence – an absence from a regularly scheduled school day for:

- 1. personal illness,
- 2. an appointment with a health professional which cannot be made outside school hours,
- 3. observance of recognized religious holidays,

4. emergency family situations,
5. participation in a school-sponsored activity,
6. family-initiated travel,
7. court appointments,
8. in-school and out-of-school suspensions.

In cases of excused absence, other than family-initiated travel, appropriate provisions will be made by school staff regarding assistance with missed assignments, homework, and tests.

When an excused absence is the result of family-initiated travel, teachers are under no obligation to provide advance assignments or to review work missed during the period of absence. Students must be allowed to take make-up tests.

Unexcused Absence – any absence from an entire regularly scheduled school day for which absence is not excused as defined above.

Tardy – not present in classroom when bell rings.

Excused Tardy – lateness to class with a legitimate reason and a pass. The student must present a note to the office from a parent or guardian to determine if the tardiness is excused. If the tardy is excused, the student will receive an excused tardy pass.

Unexcused Tardy – lateness to class without a legitimate pass from a staff member.

Repeated unexcused tardiness to school and class may result in disciplinary action.

Class Cut – an unexcused absence from class when a student is present in the building.

In-School Suspension – the exclusion from regular school activities and placement in the in-school suspension room.

Out-of-School Suspension – the exclusion of a student from school for up to ten (10) consecutive school days.

Truant – an unexcused absence from all classes on a given day.

Attendance – Student Responsibilities

1. Attend all scheduled classes and homeroom regularly and punctually.
2. Bring a note to the main office before 8:00 a.m. if the student needs to be excused during the day.
3. Bring a note and obtain an admit slip from the main office after coming to school late.
4. Accept responsibility for all work missed by absence and catch up on all work missed.

It is the student's responsibility to approach the teacher to find out what work and assignments have been missed and to seek extra help or clarification from the teacher outside of class time.

Attendance – Parent/Guardian Responsibilities

1. Inform the school of absence using the voice mail system.
2. Provide the student with a note explaining the reason for the absence. The student is expected to bring this note to their homeroom teacher within 24 hours of returning to school.
3. Planned absences (i.e. vacation, surgery) should be reported to office as well as team prior to the absence.
4. Students absent from school may not participate or attend school-related events and activities.

Attendance – School Responsibilities

1. Record all tardies and absences, excused or unexcused.
2. The office will send a notice home when a student accumulates four (4) or more unexcused absences in one month.

3. When eight (8) unexcused absences occur a letter will be sent requiring a meeting. A parent/guardian conference will be held at school to develop a plan to improve attendance when the above occurs, or as needed.
4. When more than ten (10) unexcused absences occur, a referral to the Student Assistance Team (SAT) or Planning and Placement Team (PPT) will be made.
5. When twenty (20) unexcused absences occur within a school year, the student will be identified as a "habitual truant." The superintendent will file a written complaint with the superior court (a family with service needs referral).