

# Putnam High School 2020-2021



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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GREETINGS FROM THE PRINCIPAL

Dear Students and Parents,

As we begin the 2020-2021 school year, it gives me great pleasure, on behalf of the faculty and staff, to welcome you to Putnam High School and wish you the best for the coming year.

Please take the time to review the new 2020-2021 student handbook. This handbook is designed to assist you in understanding the policies and procedures of Putnam High School. ***Please be advised that this handbook is based on a traditional school year. Should we go to either a distance learning or hybrid schedule, modifications to sections of this handbook will be communicated to you separately.***

We are pledging our full support in helping you achieve Putnam High School's academic and social learning expectations and hope to provide you with a learning environment which encourages respect, responsibility, community, and integrity. Your commitment, dedication, and desire to be a learner is vital to helping us achieve our mission.

As with all things in life, your experience at Putnam High School is what you make of it. I encourage you to participate in extra-curricular activities, athletics, and community events. These are elements that may seem small, but they help open doors and create opportunities for you after high school.

High school is intended to be a tremendous growth experience for you and a time that you can reflect on in later years with pleasure. Your personal growth will be greatly enhanced if you become involved in a variety of school activities and get to know the people at PHS. Without a doubt, the students, faculty, and staff are our greatest resource, and each of us needs to make an effort to support each other.

Putnam High School is a school rich in tradition with an outstanding reputation for success. Help add to that tradition, and take full advantage of everything PHS has to offer. It is great to be a Clipper!

With Putnam Pride,

*Jacqueline A. Vetovec*

Jacqueline A. Vetovec, Principal  
Putnam High School

**2020/2021  
Putnam High School  
STUDENT HANDBOOK SIGN OFF SHEET**

This handbook contains important Board of Education policies and school procedures. It is important that you read and discuss these policies and procedures with your child. The Board of Education continuously updates their policies and a full version is available on our website [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us) under the POLICY tab. If you wish a paper copy of any policy, you may obtain one by calling the Board of Education office at 860-963-6900.

The Putnam Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of educating all students effectively, the schools and parents must work together as partners. Engaging parents is essential to improved student achievement.

**Student's name** \_\_\_\_\_

**Your signature below indicates that you have read the information in this handbook and reviewed it with your child. This information includes but is not limited to the following policies:**

- Administration of Medicine
- Admission/Placement
- AIDS Instruction
- Asbestos Management Plan
- Attendance and Truancy
- Breakfast/Lunch Program Charging Policy
- Bullying
- Child Abuse Reporting
- Conduct
- Discipline
- Distribution of Materials
- Dress Code
- Drugs and Alcohol
- Electronic Devices and Games
- Elementary and Secondary School Act
- English Language Learners
- Emergency School Closing Information
- Food Allergies
- Grading
- Green Cleaning
- Homeless Students
- Homework
- Immunizations
- Internet Access
- Interscholastic Athletics
- Magnet Schools
- Nondiscrimination
- Parent Involvement



- Pesticide Policy
- Promotion/Acceleration/Retention
- Psychotropic Drug Use
- School Volunteers
- Search and Seizure
- Section 504 Rehabilitation Act
- Sexual Harassment
- Smoke Free Environment
- Statement of Nondiscrimination
- Student Records
- Suspension/Expulsion
- Teacher and Paraprofessional Qualifications
- Transportation Safety
- Video Surveillance
- Visitors
- Weapons and Dangerous Instruments

**In addition to the above policies, your signature below indicates that you have reviewed the following sections in the Putnam High School Student Handbook:**

- General Information
- Grading
- Assessments
- Courses and Scheduling
- Student Responsibilities
- Athletics
- Student Activities
- General Procedures

---

*Signature of Student*

---

*Date*

---

*Signature of Parent/Guardian*

---

*Date*

**I have read and understand the information contained in this handbook. I understand that I may obtain further clarification by contacting the building principal.**

Please return this signed page by Friday, September 11, 2020.

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# PUTNAM PUBLIC SCHOOLS

## 2020/2021 School Calendar

**Blue Group M & W (rotate Friday)**

**White Group T & Th (rotate Friday)**

July 2020						
M	Tu	W	Th	F	Sa	
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(21) 48 43

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(19) (18) 103 96

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(16) 100 152

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<b>OPENING DAY FOR STAFF AND STAFF MEETING DAYS</b> August 24, 25, 26	
<b>FIRST DAY OF SCHOOL FOR STUDENTS</b> August 27 for BLUE - August 28 for WHITE	
<b>FULL DAY PROFESSIONAL DEVELOPMENT</b>	
September 4	No school for students
September 25	No school for students
November 3	No school for students
January 15	No school for students
March 19	No school for students

<b>EARLY RELEASE DAYS</b>	
October 30	(professional development)
November 25 & December 23	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(19) (18) 67 61

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(18) 121 114

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

(20) 180 172

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Please note that if there are four (4) or more school cancellations prior to January 29, 2021, there will be school on February 16, 2021. If there are five (5) or more school cancellations prior to March 1, 2021, there will be a 1/2 day on March 15, 2021.

Approved by Board of Education: 1/21/20  
179 Days for Students **REVISED 7/15/20**  
187 Days for Teachers

September 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(21) (19) 27 22

December 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(17) 84 78

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(23) (22) 144 136

June 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**HOLIDAYS - NO SCHOOL**  
July 4 - Fourth of July  
September 7 - Labor Day  
October 12 - Columbus Day  
November 26 & 27 - Thanksgiving Break  
December 24-Jan 1 - Holiday Break  
January 18 - Martin Luther King Jr.  
February 15 & 16 - Winter Break  
April 2 - Good Friday  
April 19-23 - Spring Break  
May 31 - Memorial Day

**HALF DAYS - END OF SCHOOL YEAR**  
June 7, 8, 9 (tentative last days of school)

See reverse side for school hours, open house, parent conferences and other information.



SCHOOL HOURS		
School(s)	START TIME – AM	END TIME – PM
<b>Putnam High School</b>		
Regular School Day	7:25	2:05
2-Hour Delay	9:25	2:05
Early Dismissal	7:25	11:05
Hybrid Schedule	7:25	1:05
<b>Putnam Middle School (Grades 7 &amp; 8)</b>		
Regular School Day	7:30	2:10
2-Hour Delay	9:30	2:10
Early Dismissal	7:30	11:10
Hybrid Schedule	7:30	1:10
<b>Grades 4-6</b>		
Regular School Day	8:10	2:50
2-Hour Delay	10:10	2:50
Early Dismissal	8:10	11:50
Hybrid Schedule	8:10	1:50
<b>Putnam Elementary School</b>		
<b>Grades K-3</b>		
Regular School Day	8:40	3:20
2-Hour Delay	10:40	3:20
Early Dismissal	8:40	12:20
Hybrid Schedule	8:40	2:20
<b>OUR SCHOOLS</b>		
<b>Putnam High School</b> <i>Jacqueline Vetrovec, Principal</i> 152 Woodstock Avenue Putnam, CT 06260 Phone: 860-963-6905 Fax: 860-963-6911 <b>PARENT CONFERENCES:</b> <i>Information will be sent out prior to conferences</i> October March 16	<b>Putnam Middle School</b> <i>Teri Bruce, Principal</i> 35 Wicker Street Putnam, CT 06260 Phone: 860-963-6920 Fax: 860-963-6921 <b>PARENT CONFERENCES:</b> <i>Information will be sent out prior to conferences</i> October 8 March 4	
<b>Putnam Elementary School</b> <i>Catherine Colavecchio, Principal</i> 33 Wicker Street Putnam, CT 06260 Phone: 860-963-6925 Fax: 860-963-6931 <b>PARENT CONFERENCES:</b> <i>Information will be sent out prior to conferences</i> October 15    October 16 March 25    March 26	<b>Family Resource Center</b> <i>Patricia Bryant, Director</i> 33 Wicker Street Putnam, CT 06260 Phone: 860-963-6940 Fax: 860-963-6922	
<b>Board of Education Office</b> <b>Daniel P. Sullivan, III, Superintendent</b> 152 Woodstock Avenue Putnam, CT 06260 Phone: 860-963-6900 - Fax: 860-963-6911		

## DISTRICT MISSION STATEMENT

The mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire lifelong learning by providing a diverse and engaging educational experience.

## PUTNAM HIGH SCHOOL MISSION STATEMENT

Putnam High School is a dynamic community with the privilege and obligation to transform students into motivated learners who have the knowledge, skills, and behaviors to thrive in a competitive arena.

### **Putnam High School Values:**

*Respect* – Behavior and language that is considerate and appreciative of others, self and property.

*Responsibility* – Being trustworthy, dependable and reliable while making good decisions.

*Community* – Working together while playing an individual role.

*Integrity* – Doing the right thing without being instructed to do so even if the act is unnoticed.

### **Putnam High School 21<sup>st</sup> Century Learning Expectations**

#### **Academic:**

##### **The Putnam High School student...**

- 1) Reads actively and critically
- 2) Communicates effectively in speech and writing
- 3) Works individually to achieve goals
- 4) Works collaboratively to achieve goals
- 5) Researches, analyzes, evaluates, and synthesizes information to solve problems
- 6) Uses technology appropriately throughout the learning process

#### **Civic and Social:**

##### **The Putnam High School student...**

- 7) Demonstrates personal and civic responsibility
- 8) Makes positive contributions within the school and community
- 9) Respects, promotes, and celebrates diversity

**PUTNAM HIGH SCHOOL FACULTY & STAFF**

**ADMINISTRATION**

Jacqueline Vetrovec, Principal  
Suzanne Sansoucy, Asst. Principal  
Dianne Nason-Doire, Secretary  
Laurie Bernier, Secretary

**ALTERNATIVE ED**

Erin Doran

**ART**

Sarah Potpinka

**ATHLETIC DIRECTOR**

Glenn Senecal

**BUSINESS/TECHNOLOGY**

Gerald Mailhot  
Amy Beth St.Martin

**CUSTODIANS**

Dave Boudreau  
Justin Herlihy  
Devon Pannekeet

**ENGLISH**

Erin Doran\*  
Gretchen Hess  
Shea Ogle

**FOOD SERVICE**

Patti Hempstead  
Mary Anne Paglione  
Ellen Pellegrini  
Lana Trudeau  
Jeannette LaPlume, Director

**GUIDANCE**

Chad Alder  
Courtney Prendergast  
Cecile Lee, Secretary

**MAINTENANCE**

Kevin Lamothe, Director  
Troy Mayo, Asst. Director

**MATH**

Alexandra Briden  
Shane Donahue\*  
Deeba Khatri  
Adam Mielniczuk

**MEDIA SPECIALIST**

Marianne Greenwood

**MUSIC**

Andrea Shabazian

**NURSE**

Linda Rochefort

**PARAPROFESSIONALS**

Robin Coderre  
Denise Dirkson  
Pam Geremia  
Sharon Hogue  
Karalynn Kilpatrick  
Joseph Martineau  
Cheryl Ray  
Martha Sabourin

**PHYSICAL EDUCATION**

Molly Panteleakos  
Michael Schiappa

**SCIENCE**

Lawrence Fabianski\*  
Julia Rodrigues  
Marisa Stankiewicz

**SOCIAL STUDIES**

John Allen  
Ruth Bosco  
Melissa Zablonksi\*

**SPECIAL EDUCATION**

Fran Bousquet  
Pamela Cody\*  
Rachael Noack  
Sherrie Sheehan

**STUDENT SERVICES**

Kristine Drew, Director  
Richard Douglas, Psychologist  
Lisa Mooney, Social Worker  
Janice Pettersson, ELL

**TECH SUPPORT**

Dan Boucher

**WORLD LANGUAGE**

Barbara Laudon  
Mary Thornton

\* Department Chairperson

# PHS BELL SCHEDULES

## Daily Bell Schedule

<u>Odd/Even Day</u>	
Period 1/2	7:25 – 8:56
Period 3/4	9:00 – 10:31
Period 5/6	10:35 – 12:31
L1	10:31 – 10:56
L2	11:18 – 11:43
L3	12:06 – 12:31
Period 7/8	12:35 – 2:05

## Intervention/Advisory Day Schedule

<u>Odd/ Day With I/A</u>	
Period 1/2	7:25 – 8:44
Period 3/4	8:48 – 10:07
I/a	10:11 – 10:54
Period 5/6	10:58 – 12:42
L1	10:54 – 11:19
L2	11:35 – 12:00
L3	12:17 – 12:42
Period 7/8	12:46 – 2:05

## Early Release Schedule

<u>Odd/Even Day</u>	
Period 1/2	7:25 – 8:14
Period 3/4	8:18 – 9:07
Period 5/6	9:11 – 10:00
Period 7/8	10:04 – 11:05
L1	10:00- 10:10
L2	10:25 – 10:35
L3	10:50 – 11:00

## 2 Hour Delay Schedule

<u>Odd/Even Day</u>	
Period 1/2	9:25 - 10:26
Period 3/4	10:30 – 11:31
Period 5/6	11:35 – 1:01
L1	11:31 – 11:56
L2	12:03 – 12:28
L3	12:36 – 1:01
Period 7/8	1:05 – 2:05

### **PARENT SQUARE NOTIFICATION SYSTEM**

Putnam Public Schools utilizes an automatic notification system called ParentSquare, which provides the school the ability to communicate via phone call, email and text messaging. This notification system allows schools to provide notifications to families regarding school closings, weather early dismissals, school delays as well as communicating upcoming events and other important information. Information to sign up for this feature will be available at the start of the school year.

### **SCHOOL CLOSINGS, DELAYS AND DISMISSALS**

Putnam Public Schools will use the ParentSquare notification system as well as local television stations and WINY (1350 AM) radio to broadcast school closings as well as delays and early dismissals. Below is the list of TV, Radio Stations as well as other means that the district uses to communicate information. We currently broadcast with:

**TV** WVIT (Channel 30), WFSB (Channel 3), WTNH (Channel 8)

**Putnam Website:** [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us)

# GRADING

## CLASS RANK

Class rank is established using weighted GPA's. Rank in class reflects a student's relative position in the class as determined by school performance. Quality points are awarded to the grades each semester and are used to determine rank in class. All subjects taken within the Putnam High School curriculum whether completed or not will be included in class rank with few exceptions (i.e. – pass/fail grades). In order to be recognized as class valedictorian (class rank: 1) or salutatorian (class rank: 2), a student must have been enrolled at Putnam High School for a total of two years by the time of graduation. Rank for valedictorian and salutatorian will be determined at the end of the third quarter of their senior year.

## GRADE POINT AVERAGE

A student's grade point average, or GPA, is a number representing the **average** value of the accumulated final **grades** earned in courses over time. It is calculated by dividing the total number of grade points earned by the total number of credits attempted.

## GRADE REPORTING

Grades reports are mailed to families eight times per year. Progress reports are issued mid-quarter, and report cards are mailed quarterly. Official report cards are issued at the end of each semester. Additionally, students and parents may access their online Tyler Portal at any time to view live grades. A passing grade at PHS is a 65. In order to involve parents in their student's progress, evening conferences will follow the distribution of progress reports each semester.

## GRADUATION

Graduation ceremonies will be scheduled by the Board of Education. Eligible seniors are required to attend all rehearsals relating to graduation ceremonies. Participation in these ceremonies is a **privilege** that may be revoked. Repetitive misbehavior or a relatively serious single disruptive behavior on or off school property by students could result in a student's loss of his/her privilege to participate in the graduation ceremony.

## GRADUATION REQUIREMENTS:

Students through the graduating class of 2022 are required to earn 24 credits in the categories below.

**English - 4 credits**

**Social Studies – 3 credits (.5 in Civics; 1 in US History)**

**Mathematics – 3 credits**

**Science – 3 credits**

**Fine Arts/Vocational Education – 1 credit**

**Computers – 1 credit**

**Health - .5 credits**

**PE – 1 credit**

**Electives - 7.5 credits**

Students beginning with the graduating class of 2023 are required to earn 25 credits in the categories below:

**Humanities – 9 credits**

**STEM – 9 credits**

**PE/Wellness – 1 credit**

**Health & Safety Ed – 1 credit**

**World Language – 1 credit**

**Mastery-based measure – 1 credit**

**Electives – 3 credits**

## HONOR ROLL

Putnam High School recognizes student academic achievement through Honor Roll. To be eligible for honor roll, students must take a minimum of 4 courses.

High Honors: must have no grade lower than a 90

First Honors: must have no more than two grades between 80-89 and all remaining grades above 90

Recognition Honors: must have no more than one grade between 70-79 and all remaining grades above 80

## **WEIGHTING**

Quality (weighted) points are awarded as follows:

Advanced Placement courses receive 11 quality points

Honors courses receive 6 quality points

College prep courses receive 1 quality point

# **ASSESSMENTS**

## **ASSESSMENTS: SEMESTER EXAMS AND CULMINATING PROJECTS**

Semester exams may be offered at the end of each semester. The purpose of the exam or project is to assess a student's overall level of mastery of the material learned in that grading period.

## **EXAM EXEMPTIONS**

A senior may be exempt from a semester exam if the student's average of both quarters is 90 or above, and with teacher approval. Some courses which award college credit may not allow exam exemptions.

An underclassman may be exempt from a semester exam based on their performance on PSAT, SAT or Physical Fitness Tests given in the Fall and Spring. These exemptions will be communicated to parents and students prior to exams.

## **MISSING SEMESTER EXAMS**

If a student is ill and cannot take the exam on the specified date and time, a parent/guardian must communicate the absence to the student's guidance counselor in order for the student to be eligible to make up the exam without penalty. Failure to communicate the absence on an exam day may result in a zero for the exam.

## **SCREENING NOTIFICATION**

The Putnam Public School District is dedicated to providing the highest quality of education for every student. To implement Scientific Research-Based Interventions (SRBI), our faculty will administer universal screens in reading, math, and writing to all students. These short assessments will be given in the fall and spring for high school students.

Universal Screenings, the first step in SRBI, are used to assess and monitor student progress to ensure success for all learners. The information gathered through these assessments will assist us to provide early intervention to struggling students as well as identify students who would benefit from accelerated academics. Results of assessments will guide instruction and keep the school and parents aware of student progress. Teachers will develop plans for each student as part of the SRBI process.

We look forward to sharing additional information as we progress through the school year. Your support is crucial to your child's success. As always do not hesitate to contact your child's teacher if you have questions or concerns. For further information, refer to our district website: [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us)

## **STANDARDIZED AND SPECIALIZED TESTING**

Standardized tests such as the NGSS, PSAT and SAT exams are administered to all grade nine, ten, and eleven students. Special examinations that are required by many colleges and the military, such as the SAT, PSAT/NMSQT, and the Armed Services Vocational Aptitude Battery (ASVAB), are held at Putnam High School. Ask your school counselor for further information and registration forms regarding any and all college-oriented tests.

# COURSES & SCHEDULING

## COURSE AUDIT

There is no provision for auditing a course at Putnam High School. All courses must be taken for credit.

## COURSE CHANGES

Students register for the following year's courses with their counselor in the second semester. The policy for course changes is as follows:

1. **Schedule changes may take place within the first ten days of the semester.** Administration may allow schedule changes after the ten-day window if there are documented extenuating circumstances.
2. Any students dropping a course following the ten-day window will receive a **Withdrawal Failure (WF)**, on his or her transcript.

Requests for schedule changes may be denied if:

- a student fails to have met prerequisites for the requested course
- there are no seats available
- the request takes place after the ten-day window
- students are choosing classes based on teachers

## COURSE SCHEDULES

Students are required to carry seven (7) credit-bearing courses on his/her schedule per semester, which may include an approved work study, online courses, or college courses. Students may carry one study hall on their schedule if deemed appropriate by the counselor, student and parent/guardian.

## COURSE SYLLABUS

Teachers will provide students with a brief outline of the topics to be covered in the course, specific grading procedures for the course, including weighting, and a few basic classroom rules each student is expected to follow in that particular classroom.

## INDEPENDENT STUDIES

- May be offered if there is a scheduling conflict with a current course offering
- May be offered to Juniors and Seniors only
- May be used as an extension of a current course for advanced studies (i.e. marketing, music)
- May be offered to students who have already met the graduation credits and have an interest in a specific subject area

## PALS PROGRAM

The Putnam Alternative Learning System (PALS) is a case-managed program consisting of alternative courses. A special team consisting of the PALS supervisor, school counselors, school psychologist, social worker, assistant principal, and principal make the final decision as to which students are admitted to this program.

## REQUEST FOR HOME INSTRUCTION

Home instruction may be approved for a student who is out of school for an extended period of time (minimum 10 consecutive days). A written request for home instruction, accompanied by a verifiable medical doctor's written explanation, should be submitted to the principal as quickly as possible. This request will then be communicated to the Director of Student Services, school counselor and school nurse. Written approval from the medical doctor must be submitted to the principal for the student to return to school.

## SUMMER SCHOOL

Putnam High School offers summer school courses which may be taken to replace a failure in a given class. Odysseyware is the online credit recovery program used for summer school. School counselors will make recommendations to students regarding participation in summer school.

**NOTE:** Students may only recover credit in courses they have previously failed, or with permission by the Principal.

## TEACHER ACADEMIC INTERVENTION

Teacher academic intervention may be assigned to those students that are currently falling behind in their regular class work. The classroom teacher will contact parents/ guardians when an academic intervention is required. The student must



report to the teacher's room who assigned the intervention. If a student fails to report to a teacher's academic intervention, an additional academic intervention will be assigned to make up past work. If two or more academic interventions are missed without just cause, the student will be referred to the assistant principal for further action.

## **STUDENT RESPONSIBILITIES**

### **ARRIVAL AT SCHOOL**

School doors open at 7:00 a.m. The main office is open at 7:00 a.m. and teachers are present in their rooms at 7:15 a.m. When students arrive on school property, they **must** report directly to the school building. Students are **not** permitted to loiter anywhere on school grounds or to leave the premises at any given time.

### **ATTENDANCE**

Students are required to attend school every day. Parent/guardians must communicate ALL absences to the main office. Students may be absent for any reason up to nine times in the school year with parent permission. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons only:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

**For more information, please reference the Attendance BOE policy 5113.**

### **ATTENDANCE: RETURN FROM ABSENCE**

Students are required to provide a written note from a parent or guardian following absences. This note must identify specific dates of absence and the reason for the absence. If no excuse is produced, the absence is recorded as unexcused, and work may not be made up. Students are responsible for all work missed during absence and must be made up within three days following return to school unless special circumstances dictate otherwise. Work that is not made up may be recorded as a zero.

### **BEHAVIOR AT SCHOOL EVENTS**

1. Students attending any school event are subject to the same rules, policies, and procedures as expected of all students during the regular school day.
2. Students must be present in school for at least half of the periods on the same day of any extracurricular or athletic event they attend. Exemptions may only be granted by an administrator.
3. Once students arrive at the event, they may not leave the building and return at a later time.
4. At athletic events, students must stay in the spectator area at all times.
5. Cheering from the stands is acceptable, but it must not be inappropriate. The supervising staff have full latitude to decide this issue.
6. No noisemakers may be used. No paper or other objects may be thrown from the stands at any time.

### **DISCIPLINE: THE BASIS FOR DISCIPLINE**

The best discipline is that which comes from within. At Putnam High School we hope that our students' conduct is rooted in the **Four Virtues**. If students base all their actions and interactions on **Respect, Responsibility, Community and Integrity**, they will never encounter a discipline problem during their high school years. All rules are founded upon one more of these virtues and nothing more is expected of our students.

### **DISCIPLINE: THE DISCIPLINARIANS**

Student control is the business of every school employee – administrators, teachers, aides, bus drivers, cafeteria personnel, custodians, and secretaries. All of these people have a right, and a duty, to help students obey the rules.

The levels of discipline used by our faculty and staff are reprimand, teacher detention, lunch detention, office detention, after-school detention, in school suspension, out of school suspension, and expulsion.

## DISCIPLINE: DETENTION

### **A. Teacher Detention**

The student must report to the room of the teacher who assigned the detention. He or she may be required to stay as little as five minutes and no later than 3:10. If a student has been given two teacher detentions, he or she should report to the teacher who gave him the first detention and go then to the second teacher on the next day. However, the second teacher should be notified in advance that the student has another teacher detention to serve.

### **B. Lunch Detention**

Lunch detention is held during a student's lunch period. Students must be in the assigned room after picking up their lunch from the lunchroom. They will remain in the room for the entire amount of time that they have been assigned. They must remain seated and not use their electronic devices at any time. Cutting lunch detention will result in progressive discipline.

### **C. Office Detention**

Office detention is held after school between 2:10 p.m. – 2:40 p.m. Students must be in the assigned room. They will remain in the detention room for the entire amount of time that they have been assigned. They must remain silent and seated, not use their electronic devices at any time, work only on school-related projects, and may not leave the room at any time. Cutting office detention will result progressive discipline.

### **D. Extended Office Detention**

Extended office detention is held after school from 2:10 p.m. – 3:10 p.m. Students must report to the assigned room. They must remain silent and seated, not use their electronic devices at any time, work only on school-related projects, and may not leave the room at any time. Cutting office detention will result progressive discipline.

## DISCIPLINE: IN SCHOOL SUSPENSION

In School Suspension runs from 7:25a.m. – 2:05 p.m. For a variety of reasons students will be assigned to In School Suspension. The student will be removed from the student body and placed in an alternate setting. The supervising teacher is available to provide tutorial assistance. Students are not to use their electronic devices at any time. Parents/Guardians of students assigned to In School Suspension will be notified.

## DISCIPLINE: OUT OF SCHOOL SUSPENSION

Out of school suspension takes effect immediately upon assignment. During the duration of the suspension, students cannot be on school grounds or attend school events during or after school hours.

## DISCIPLINE: INFRACTIONS AND CONSEQUENCES

During the 2020 -2021 school year Putnam High School will be participating in P.B.I.S. (Positive Behavioral Interventions and Support). Student behavior should be guided by the following four virtues: **Respect, Responsibility, Community and Integrity**. Common infractions are defined below by level. Please be advised that consequences may be more or less severe than those shown. Students who repeatedly violate the rules and/or disrupt the educational environment could be required to appear before a panel of adults or referred to Juvenile Court.

**Students at Putnam High School are expected to behave in a manner consistent with the four virtues previously mentioned. Any behavior on school property or at a school-related event that does not meet these expectations will be handled by Administration.**

The maximum consequence for any disciplinary infraction is a recommendation for expulsion.

<b>Infraction</b>	<b>Level</b>	<b>Definition</b>	<b>Minimum Consequence</b>
Class Tardy < 5	1	Arriving to class after the bell < 5 times. Student is not in class at the allotted start time with their whole person over the threshold of the door before the bell stops ringing.	1st tardy: teacher warning 2nd tardy: teacher detention 15 min 3rd tardy: teacher detention 15 min 4th tardy: teacher detention 15 min

Dishonesty - Non Academic	1	Student delivers message that is untrue.	Teacher warning Parent Contact Teacher detention
Disruption	1	Behavior that requires frequent teacher re-direction.	Teacher warning Parent Contact Teacher detention
Dress Code Violation	1	Apparel/Accessories that do not fit within the dress code guidelines and corrected without incident; see page 24 for details.	Warning/Conference with Administrator
Horseplay	1	Physical contact between 2 or more students that is nonviolent in nature but disruptive to the process of learning.	Teacher warning Parent Contact Teacher detention
Unacceptable Language	1	Whining/complaining, unintentional use of profanity.	Teacher warning Parent Contact Teacher detention
Mean Behaviors	1	Words or actions with the intention of inflicting emotional harm or to upset another individual.	Teacher warning Parent Contact Teacher detention
Mean Behavior using Technology	1	Using technology to communicate message with intention of inflicting emotional harm or to upset another student.	Teacher warning Parent Contact Teacher detention
Misuse of Cell Phone Device	1	Unauthorized use of cell phone. See Board Policy 5131.8	1st offense: Teacher warning 2nd offense: On teacher's desk 3rd Offense: Refer to office; office holds device until end of day

Misuse of Personal Technology	1	Unauthorized use of personal electronic equipment including chargers, earbuds, headphones and other smart devices. See Board Policy 5131.81	1st offense: Teacher warning 2nd offense: On teacher's desk 3rd Offense: Refer to office; office holds device until end of day
Misuse of School Technology	1	Unauthorized use or nondestructive tampering (i.e. unplugging, flipping switches, etc.) of school-owned electronic equipment. See Board Policy 6141.321	Teacher warning Parent Contact Teacher detention
3 Level-1 Behaviors	2	Student has accrued three level one behaviors in a classroom	Lunch Detention
Abusive Language/Behavior	2	Abusive or inappropriate language/behavior directed at peers, including but not limited to swears, racial slurs, offensive gestures.	Lunch Detention
Accessing inappropriate content	2	Accessing pornographic websites, hacking, disturbing the firewall, etc., or accessing questionable topics (i.e. bomb making, weapons, etc.)	Office Detention - 30 min
Class Skipping	2	Student intentionally does not to attend class.	Office Detention - 30 min
Class Tardy > 5	2	Arriving to class after the bell 5+ times.	Lunch Detention

Dishonesty - Academic	2	Willful copying of another author's work without proper citation and/or student deliberately uses information that is not genuinely his/her own.	Zero given on assignment; parent contact
Inappropriate Physical Contact	2	Interaction between two or more students that is potentially harmful.	Lunch Detention
Inciting	2	Encouraging or persuading others to act unkindly or violently towards another individual or to act inappropriately	Office Detention - 30 min
Harassment	2	Written, verbal, non-verbal or electronic communication directed to another individual that creates actual or perceived physical or emotional harm to the individual and/or his or her property that disrupts the educational process.	Office Detention - 30 min
Insubordination	2	Deliberate refusal to adhere to classroom expectations to the point of disruption.	Office Detention - 30 min
School Tardy > 5	2	Arriving to school after first bell 5+ times	Lunch Detention
Skipped office detention	2	Failed to serve office detention	Office Detention - 1 hour
Skipped teacher detention	2	Failed to serve teacher detention	Office Detention - 30 min
Willful damage to School property	2	Intentional or unintentional destruction of school property.	Office Detention - 30 min; restitution

Abusive Language/Behavior towards staff	3	Abusive or inappropriate language/behavior directed at staff, including but not limited to swears, racial slurs, offensive gestures.	In School Suspension - 1 day
Bullying	3	Repeated written, verbal, non-verbal or electronic communication directed to another individual that creates actual or perceived physical or emotional harm to the individual and/or his or her property that disrupts the educational process. See Board Policy 5131.911	In School Suspension - 1 day
Fighting/Physical Aggression	3	Engaging in physical contact with another individual that is aggressive and/or violent in nature that may result in injury.	In School Suspension - 1 day
Forgery	3	Deliberate signing an individual's name other than your own.	Office Detention - 1 hour
Leaving school property without permission	3	Deliberately leaving school grounds without permission from staff or parent/guardian.	Office Detention - 1 hour
Overt Defiance	3	Blatant disregard for school rules, failure to comply with repeated redirections which causes disruption to the educational environment.	Office Detention - 1 hour
Possession of Combustibles	3	Possession of combustibles (matches, lighters, fuel) on school property	Office Detention - 1 hour; confiscation

Possession of Weapons	3	Possession of weapons (guns, knives, brass knuckles, etc.) on school property. See Board Policy 5131.7	Out of School Suspension - 10 days
Possession or use of E-Cigarettes, Vapor Pens, Tobacco, Alcohol, or Drugs	3	Possession and/or use of illegal or unauthorized substances. See Board Policy 5131.6	Office Detention - 1 hour; confiscation
Theft	3	Unlawful taking of property belonging to another person, or passing on or removing private or school property without the owner's permission	Office Detention - 1 hour; restitution
Threatening towards students	3	Verbal or written threat, or gestures implying bodily injury or to intimate students.	In School Suspension - 1 day
Threatening towards staff	3	Verbal or written threat, or gestures implying bodily injury or to intimate staff.	Out of School Suspension - 1 day

# Putnam Public Schools

## Student Technology Device Policies & Procedures

The following procedures apply to the use of all devices (chromebooks, ipads, laptops, mp3 players, etc.) owned by Putnam Public Schools (PPS) used on or off school property. Students are expected to follow these procedures when using any device owned by PPS. All devices owned by PPS are district property provided to students for a period of time as deemed appropriate by the PPS administration. PPS allows students to use District devices on or off school property. District devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with applicable Board of Education Policy when using the District's devices, and accessories.

Students must comply with and agree to the following conditions prior to being issued a device or accessory:

Prior to being issued one of the District's devices, students must sign the **Student Device Form** and agree to all outlined procedures.

- Students must **NOT** attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student member.
- Students are expected to prevent damage and theft to all District electronic equipment assigned to them. Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Students must provide access to any equipment and/or accessories they have been assigned upon the District's request.

### Suggested Precautions for General Device Use

- Do not place drinks or food in close proximity to your device.
- Extreme temperatures or sudden changes in temperature can damage a device. Do not leave your device in a vehicle.
- When using your device, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using some technology devices directly on a bed can cause damage due to overheating.
- When charging a device always keep it plugged into a surge protector.

### Suggestions on How to Avoid Theft

The size and portability of any devices make it especially vulnerable to theft. Below are some tips on protecting devices from being stolen:

- Do not leave a device or any electronic equipment in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your device with you when you leave a meeting or conference room, do not leave it unattended.
- Never check a device as luggage at the airport.
- If a theft does occur, immediately notify your school's main office.

The District reserves the right to update and/or modify these procedures at any time.

# Putnam Public Schools

## Student Device Permission Form

- I understand that all devices (chromebooks, ipads, laptops, mp3 players, etc.) owned by Putnam Public Schools (PPS) provided to my student are the property of the PPS.
- I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior consultation with the school administrators.
- I agree to return the equipment, assigned to me, to the District in the same condition in which it was provided to my student (excluding normal wear and tear) upon my departure from the District.
- I understand that I am personally and monetarily responsible for any damage to or loss of any device (chromebooks, ipads, laptops, mp3 players, etc.) assigned to my student due to intentional vandalism or negligence.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my student's use of the District's devices, equipment or accessories. I also understand any violation of the terms of this agreement may result in disciplinary action.

<b>Parent/Guardian (print):</b>	
<b>Parent/Guardian Signature:</b>	
<b>Student Name:</b>	
<b>Device Pick-up Date:</b>	
<b>PPS Device #</b>	
<b>Comments: (overall condition—scratched, dented, bent, missing keys, missing parts)</b>	
<b>Device Return Date</b>	
<b>IT Acceptance Signature</b>	

## DRESS CODE

Putnam High School adheres to a simple dress code designed to ensure appropriate and non-distracting school attire. Safety concerns are also addressed. The guidelines include:

- \* **Headwear:** Hoodies, hats, bandanas, and du-rags can be worn at any time **except:** a) when it is disruptive to the school operations; or b) in a classroom where the teacher requests its removal. Students asked to remove headwear for whatever reason, must keep these items away and out of sight during the school day.
- \* **Shirts:** Shirts must not expose the torso (front, back or sides) during normal range of motion. Bare midriffs and bare backs are not allowed. All shirts must have supportive straps worn on the shoulders. Shirts meant to be worn off the shoulder must have an attached strap worn on the shoulders.
- \* **Pants:** Pants must be pulled up around the hips so as not to expose underwear. (Wear a belt if necessary.)
- \* **Shorts and skirts:** Shorts and skirts may not be shorter than fingertip length.
- \* **Dresses:** Dresses may not be shorter than fingertip length, may not be low cut, and must comply with the shirt rule.
- \* **Shoes:** With respect to school health and safety issues, shoes or sandals should be worn.
- \* **Sunglasses:** Sunglasses may not be worn over the eyes at any time while in the school building. (Only documented medical exceptions will apply).
- \* **Chains:** For public safety reasons large chains and spiked bracelets may not be worn.
- \* **General:** No item of clothing may make reference to drugs, alcohol, tobacco or weapons, may not be profane or sexually suggestive, and may not contain messages, which defame other persons or groups. No item of clothing may be see-through unless worn as an accessory (i.e. – see-through sweater).

The administration reserves the right to determine appropriateness of attire in a given situation and may direct a suitable change of clothing.

## HALL PASSES

During class time, all students must use a hall pass and sign out/in when leaving/returning to their designated area. Students using a hall pass should make every effort to minimize time out of class and should not make additional stops. Students who violate pass/hallway guidelines repeatedly may be placed on pass restriction, which may include limiting their ability to leave the classroom for a period of time, and/or requiring escorts.

## STUDY HALL RULES

Students assigned to a study hall must adhere to the following rules and guidelines set by the proctor:

1. Students must report to study hall with study materials and are expected to work quietly.
2. Passports to the library must be obtained from the library prior to the study hall period.
3. Students may be assigned seats in the study hall.

## TARDINESS TO SCHOOL AND TO CLASSES

Being on time is a life skill that all people should develop. For this reason, Putnam High School strongly encourages its students to be on time to school and to every class. Specifically:

1. A student who is late to school must report directly to the main office to sign in and receive an admit slip.
2. If there is a legitimate reason for the tardiness, parents can provide a note at the time of the tardy arrival. Reasons such as oversleeping, the alarm clock not going off, etc. are not legitimate excuses.
3. A parent conference may be required after the fifth instance of an unexcused tardy to school.
4. A tardy that results in a student missing more than twenty minutes of a period will be recorded as a full unexcused absence for that period.
5. The individual classroom teacher will assign consequences for tardiness to class for the first four occurrences in a semester. All subsequent tardies will be referred to administration.



## **UNAUTHORIZED ITEMS**

The following items may not be brought to school: guns, knives, instruments primarily designed as weapons, illegal drugs, drug paraphernalia, tobacco products, alcoholic beverages, aerosol spray cans, laser pointers, and vapor pens/devices. Music devices, external speakers, video games and other electronic devices defined under BOE policy 5131.81 may only be used during school hours with expressed permission from a staff member. Refer to the Board of Education policy for details of acceptable use. Students may not possess prescription drugs; they must leave these items with the school nurse.

## **VIRTUAL BEHAVIORAL EXPECTATIONS FOR STUDENTS**

In the upcoming school year, students may be asked to engage in virtual class sessions on video conferencing platforms, predominantly Zoom. Virtual class settings are an extension of our physical classrooms, therefore, to ensure a positive and productive learning environment during these sessions, it is important that all students adhere to the following behavioral expectations.

- Always be respectful and courteous to other students and teachers during virtual sessions. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during virtual sessions will not be tolerated.
- Students must use their Putnam district email account to send communications and log into Microsoft TEAMS and virtual sessions using your Putnam account.
- When in a virtual sessions, ensure that your background is appropriate and free from distractions (loud noises, family members, pets, etc).
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a virtual session, including not posting on any social media platform.
- Login credentials must not be shared. Sharing of login information violates other students' and teachers' rights to confidentiality, and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- Students who are disruptive and/or "trespass" virtual sessions will receive appropriate consequences in accordance with the Putnam High School Student Handbook. Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in virtual sessions. Students receiving this consequence would have assignments provided to the student's parent/guardian.
- Students should adhere to the provisions identified under the Putnam Board of Education Policy 5131.81 Electronic Devices

# ATHLETICS

## ATHLETIC OPPORTUNITIES

Interscholastic athletics is an extracurricular program, which offers all students a wonderful opportunity to participate in some of the most challenging and rewarding experiences of their high school career. For those who are interested, the following sports are available under the sponsorship of a coach appointed by the Putnam Board of Education:

FALL:	Football Girls Volleyball Girls Soccer Cheerleading	Boys Soccer Boys Cross Country Girls Cross Country
WINTER:	Boys Basketball Cheerleading	Girls Basketball Gymnastics Wrestling
SPRING:	Boys Baseball Girls Softball Golf	Boys Track Girls Track Boys Volleyball

## ATHLETIC ELIGIBILITY

**Refer to Student Activities section for ELIGIBILITY REQUIREMENTS FOR ATHLETICS, SENIOR PRIVILEGES AND FIELD TRIPS.** A pupil cannot at any time represent a school unless taking at least four (4) quarter Carnegie-Units of work or its equivalent.

## ATHLETIC RULES

1. During an athlete's season, for possession, use or being in a situation where drugs or alcohol are present, the penalty will result in an immediate 10-day suspension from game activities and loss of practice time that covers the suspended period. A second offense, at any time during high school, will result in dismissal from all athletics for 365 calendar days. The penalty for a third offense at any time will result in an additional 365 days from athletic competition at Putnam High School. For distribution of drugs or alcohol, the penalty will be a minimum dismissal from all athletics for 365 calendar days to a permanent ban from athletic competition at Putnam High School.
2. For poor and/or uncooperative attitude or behavior (unsportsmanlike conduct), suspension from team for one game minimum, dismissal for season maximum at the discretion of the coach in combination with the athletic director and/or administration.
3. Any act of stealing during an athlete's season will result in immediate dismissal from the team.
4. For wanton destruction of property, an athlete must pay for damages and suspension from the team for one game to entire season (must remain suspended until restitution is made).
5. Use of tobacco products during an athlete's season will result in suspension for one game to entire season from team and other consequences as directed in the Student Handbook.
6. For tardiness and absenteeism from practice or game, suspension from one game to entire season (case situation) at the coach's discretion.
7. Indecent exposure at practice, at games, etc. will result in immediate removal from related event or sport for the year.
8. Fighting at practice, at games, in locker rooms, etc. see student discipline code and possible suspension or removal from team at coach's discretion.
9. Disrespectful behavior at any time is unbecoming of a Putnam athlete, one game to entire season suspension from team.
10. For not conforming to team's dress code at home or on the athletic road, discipline at discretion of the coach.
11. For threatening and/or intimidating a coach, or official, etc. immediate dismissal from the team.
12. For forging information, possible suspension of one game to entire season from team and other actions as stated in the Student Handbook.
13. All Putnam athletes will also adhere to their school rules, the CIAC rules and any other team rules that their coach, the administration and their team feel are in the best interest of the athlete. One game to entire season suspension from the team for non-compliance.
14. Unauthorized leaving of campus on the day of the game will result in an automatic suspension from that day's game or meet. If Friday is the day of the violation, the penalty will be applied for the weekend.

## **ATHLETIC INJURIES AND INSURANCE**

Each practice or game injury, however minor, must be reported at once to the coach. The coach files a report on each injury and submits one copy to the school nurse and another copy to the principal. Information concerning parents' medical insurance covering the athlete should be submitted to the doctor or the hospital at the time of treatment. The school district provides free supplemental sports insurance for each athlete which will take care of some bills not completely covered by the parents' medical insurance. The school nurse completes the school portion of the insurance claim form when the accident report is submitted to her for processing. The completed form is then sent home to be signed by parents who mail it to the insurance company in the envelope provided. At this point, an insurance claim is established. Parents should contact the school nurse for further instructions if there are medical bills resulting from an athletic injury not completely covered by the parents' insurance. Prescriptions and doctor and hospital fees cannot be charged to the school.

## **ATHLETIC PHYSICALS**

Before students try out for a sport, they must have a physical examination. These physical examinations are given on the premises by the school physician at no cost to the student, and all tests and screenings will be done by the school nurse. A student who wishes his or her family physician to give this physical examination bears the cost and files the doctor's report with the school nurse before practice, try-out, or play of a sport. Athletic and assessment physicals are interchangeable.

## **TEAM EQUIPMENT**

It is the responsibility of each team member to care for the equipment issued and to return this to the coach at the end of the season. Part of the training for any team or squad includes cleanliness of clothing, equipment, and locker.

## **TEAM LOCKERS**

A locker is provided in the locker room for each team member. A lock may be secured from the coach, or the individual may provide his/her own lock, subject to the coach's approval. Lockers should be locked at all times. Wallets, jewelry, and other valuables must be given to the coach for safekeeping. The school is **NOT** responsible for any losses if these procedures are not followed. Students who place such valuables in lockers do so at their own risk.

## **TEAM PRACTICES**

Practices are conducted after school hours daily during the season under the supervision of an official coach. Teacher detention, special help, and appointments with teachers take precedence over practice. Practices on Sundays are permitted only if they are voluntary, begin after 1 p.m. and are approved by the Principal.

## **TEAM TRAVEL**

Each team travels by school bus, when provided, to and from athletic contests. Team members who wish to accompany parents to or from a game must make prior arrangements with the coach, athletic director, or the principal. Requests should be in writing and signed by a parent.

## STUDENT ACTIVITIES

**Note: Students must be present for half of the amount of periods offered that day to participate in an extracurricular activity, including athletics, on that day except by approval of the principal and faculty advisor in charge of the event.**

### **DANCES/PROMS**

Dances are held in the high school cafeteria, gymnasium, or Blackbox Theater and are open to eligible Putnam High School students. Attendance to prom is not subject to eligibility criteria. Proper attire is required. Each Putnam High School student may bring one guest. **Guests must be under the age of 21** and must be registered in the high school office prior to the dance. Guests at dances/proms must abide by the same rules as Putnam High School students.

Students must attend school for **half** of the amount of periods offered that day in order to attend the dance/prom held on that night. If the dance/prom is held on a weekend, the student must be present in school for **half** of the amount of periods offered the Friday before the weekend dance. Extenuating circumstances must be discussed with the principal during the school day. Once students leave the event, they are not permitted to return. Students must not be under Out of School Suspension or Expulsion. Attending school dances/proms is a privilege; administration may revoke this privilege for disciplinary reasons.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETICS, SENIOR PRIVILEGES, DANCES AND ELECTIVE FIELD TRIPS**

The Putnam School District is an educational institution with the primary function of educating students. Athletics, senior privileges, dances (excluding prom) and elective field trips are of a secondary nature when it comes to the academic standards we wish to instill in our students. Participation in athletics and elective field trips, attending school dances (not including prom), as well as receiving senior privileges, are considered privileges. Students wishing to have the above privileges must meet the following criteria:

- Must maintain a minimum overall average of 65 with no more than one failing grade on his/her grade report
- Have less than 5 unexcused tardies to school per grading report period
- Have less than 3 events leading to office discipline referrals per grading report period
- Must serve all assigned office discipline obligations

The following grades will be reviewed, at which time those students deemed ineligible will be notified: Progress Report 1, 2, 3 & 4; Quarter 1 and 3; and Semester 1 and 2. Eligibility will be re-evaluated after a two-week ineligibility period for academics only. Students must submit a petition for academic review in the second week of the ineligibility period demonstrating that they are no longer failing two or more courses. Petitions will not be accepted outside of this five-day time period. Ineligible students will continue to be ineligible if they are not able to demonstrate passing criteria for the duration of the marking period, or approximately 5-6 weeks. If at the next marking period those ineligible students have met the above criteria, eligibility will be reinstated. Incomplete grades will be evaluated on a case-by-case basis.

Students who do not meet Putnam High School's criteria, but do meet the criteria of the Connecticut Interscholastic Athletic Conference, may practice with a team but may not compete in any games, matches, or competitions until the above criteria is met. All students moving from the middle school to the high school will be allowed to participate in athletics, dances and field trips during the first grade report period of their freshman year.

*Please note:* This policy applies to all students who participate in athletics and other similar activities which require students to make a continuous commitment.

## **EXTRACURRICULAR OPPORTUNITIES**

In addition to extracurricular opportunities offered in the area of athletics, Putnam High School sponsors a variety of other extracurricular activities as well. Students are strongly encouraged to enrich their high school experience by becoming involved in one or more of these activities.

<b>Art Club</b>	<b>Leos Club</b>
<b>Debate Club</b>	<b>National Honor Society</b>
<b>Drama/Theater Club</b>	<b>Robotics Club</b>
<b>Future Business Leaders of America (FBLA)</b>	<b>S.A.D.D. (Students Against Destructive Decisions)</b>
<b>Gay Straight Alliance (GSA)</b>	<b>School Newspaper</b>
<b>Interact</b>	<b>Student Council</b>
<b>Knitting Club</b>	<b>Yearbook</b>

## **NATIONAL HONOR SOCIETY**

The Putnam High School National Honor Society is perhaps the most prestigious organization at the high school. Candidates from junior and senior classes are chosen by a faculty committee on the basis of demonstrable merits to which the faculty can attest in the areas of service, character, and leadership.

Candidates must be nominated by at least two faculty members. The Student Activity Information Form on which candidates must list extracurricular activities, leadership positions, community activities, work experience, recognition, and awards will be used in part to determine selection. Also, a one-page typewritten, double-spaced, self-evaluation report in which the candidate appraises his/her service and leadership qualities must be forwarded to the Faculty Committee. The Faculty Committee's discussion, review, and selection or non-selection of candidates is and will remain strictly confidential.

The following procedure is used to select students to the National Honor Society:

- 1) Selection for membership is by a faculty council, whose members are appointed by the principal. The council shall consist of five faculty members whose term shall be one year. Members may be appointed to consecutive terms.
- 2) The selection of student members into the chapter shall be by a majority vote of the faculty council.
- 3) Students may not apply for membership in the National Honor Society.
- 4) The following criteria must be considered in order for a student to be selected for membership:
  - a) GPA: 85 (weighted)
  - b) Leadership roles in the school and/or community as follows:
    - Resourceful in solving new problems, applying principles, and making suggestions.
    - Promotes school activities.
    - Influences peers in upholding school ideals.
    - Contributes ideas that improve the civic life of the school.
    - Able to delegate responsibilities.
    - Exemplifies positive attitudes.
    - Inspires positive behavior in others.
    - Demonstrates academic initiative.
    - Successfully holds school offices or positions of responsibility.
    - Demonstrates leadership in the classroom, at work, and in school.
    - Is thoroughly dependable in any responsibility accepted.
  - c) Service activities in school and/or community as follows:
    - Is willing to uphold scholarship and maintain a loyal school attitude.
    - Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged.
    - Volunteers, dependable and well-organized assistance is gladly available, and is willing to sacrifice to offer assistance.
    - Works well with others and is willing to take on difficult or inconspicuous responsibilities
    - Cheerfully and enthusiastically renders requested service to the school.

- Is willing to represent the class or school in interclass and interscholastic competition.
- Participates in committee and staff work without complaining.
- Shows courtesy by assisting visitors, teachers, and students.

**d) Character:**

- Takes a schedule of challenging courses every semester.
- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, behavior, etc.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Have powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, does not cheat, and shows unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

- 5) A list of eligible students is provided to each faculty member for his/her nomination to the National Honor Society. A minimum of two faculty nominations is required for membership consideration.
- 6) Students who have attained eligibility are sent a letter informing them that they are scholastically eligible for nomination to the National Honor Society.
- 7) Each scholastically eligible student is asked to submit a student activity information form, and a one-page, double-spaced, typewritten description of his/her qualifications in the area of leadership, character, and service. This information packet will be kept in strictest confidence.
- 8) Each faculty council member then reviews each candidate's packet of materials individually. After each faculty council member has reviewed the information packet of each candidate, the faculty council meets as a group for the final review of the nominees. The faculty council makes a judgement in selecting nominees. All faculty council meetings are confidential and not subject to review, except by the principal.
- 9) The faculty council shall submit the names of the prospective members to the principal, who shall inform each nominee of his/her selection as a member of the Putnam Chapter of the National Honor Society.
- 10) Schools are not obliged to share with parents and students information concerning non-selection of specific students. The principal may reconvene the faculty council if a procedural mistake has been made. This might include inadvertently leaving a student off the qualified list, erroneous GPA calculation, or the like. Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society, and that the faculty council is entrusted with making selection decisions.
- 11) Continued membership in the National Honor Society is predicated upon the maintenance of a 3.4-weighted GPA and on-going evidence of the leadership, service, and character components in school and community conduct. Abridgment of any of the above could necessitate a student membership evaluation at any time. Grades, etc. will be reviewed each semester for all members by the faculty advisor.

# GENERAL PROCEDURES

## ACCIDENTS

An accident in the building or on school grounds should be reported immediately to the school nurse.

## BREAKFAST/LUNCH PROGRAM/CHARGING POLICY (BOE Policy 3542.43)

The district provides both a breakfast and hot lunch program. *Under a new state program, Community Eligibility Provision (CEP), Breakfast and Lunch meals for all students at all schools will be provided free of charge. No application is required. Students are not allowed to charge a la carte items.* All students have an account with the cafeteria. A four-digit PIN number is assigned and used to access the account. No money is accepted at the cashier station during service time. Prepayment for a la carte and snacks must be put in a lock box first thing in the morning to be applied to a student's account. Parents can also pay through the on line payment center, [myschoolbucks.com](http://myschoolbucks.com). This secure service is highly recommended. More information can be found on our website.

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The District uses an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low balance notifications, as well as make deposits to their child's school meal account.

Federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors).

This policy shall be placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and regular priced meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age and grade group.

Charging is not encouraged by the Board, but on those occasions that a student does not have money, he/she will be permitted to charge up to six (6) meals. After the sixth meal, the student will not be allowed to charge any further meals and will not be served meals until their balance is cleared. The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. In the event of hardship situations, parents or guardians shall contact the Food Service Director or Building Principal to discuss an application for free or reduced price meals.

Breakfast is served in the PHS cafeteria from 7:00 a.m. to 7:20 a.m. No breakfasts may be purchased at any time during the rest of the morning. All food and drink purchased must be consumed there. Students are expected to clean up after themselves.

Putnam High School has three lunch periods every day, which lasts 25 minutes. Students will be assigned 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> lunch. They must eat and drink in the cafeteria or in good weather, in the adjacent picnic area. (Use of the picnic area is a privilege which will be lost if the area is not kept clean.) Trays must remain in the cafeteria.

## BUS TRANSPORTATION

### *Privileges*

The Putnam Public Schools provide bus transportation to those students who qualify. To be eligible for bus transportation a student must reside more than two miles from Putnam High School. If a student has a written medical excuse issued by a physician, he or she may be excluded from this regulation. Medical excuses are presented to the principal for processing and are valid for one term only.

Any other student who does not have authorization from the high school office may not ride on a school bus.

Because of a tight schedule, buses do not wait for students who are not at the pick-up station on time. After boarding, students must remain seated until the bus arrives at its destination. Except in an emergency, students are not to exit from the back door of the bus. The bus driver is authorized to assign students to specific seats if deemed necessary.

Students must keep head, hands, and feet inside the bus. Smoking and consumption of food and beverages are not allowed on school buses. Shouting, pushing, swearing, and horseplay are likewise not allowed. Poor conduct on the bus can result in denial of bus riding privileges for a period of time.

### ***Transportation safety compliance/procedures (BOE policy 3541.5-9)***

The Board of Education will provide transportation for students under provisions of state law and regulations for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means. Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned or contracted facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

### **Federal Compliance**

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board. Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

### ***Bus Conduct (BOE Policy 5131)***

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus and only at that time does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building Principal by the Supervisor of Transportation. The building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

### **Video Cameras on School Buses**

The Board of Education recognizes the District's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles. Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established district student records procedures including access, review and release of such records.

### ***Bus Rules***

All school rules will pertain while students are riding the bus. Additionally the following lists of rules are to be observed by all students riding school buses and are to be strictly enforced by all bus drivers:

1. Students must remain seated at all times while the bus is in motion.
2. No student shall leave the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
3. Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible.
4. Students who damage or deface bus or equipment on the bus will be held liable for such damage.
5. Conversation with the driver while the bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior that might jeopardize the safety of one of its riders.
6. Students must not, at any time, extend their arms or heads out of a bus window.
7. State law prohibits the use of tobacco, drugs or any controlled substance in any form on a school bus.
8. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
9. Bus windows shall not be opened without the driver's permission.



10. Upon entering or leaving a school bus, students will avoid crowding or disturbing others. Students boarding a bus at a point where others disembark from it will always stand back away from the door and let those who are getting off out before they attempt to board the bus.
11. Students must not throw any articles away in or about the bus.
12. The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind that will clutter up the bus.

#### ***Bus violation consequences***

1. Verbal Warning(s)
2. Written Warning(s)
3. Suspension from transportation services
4. Possible suspension or expulsion from school

A student on bus suspension will be prohibited from riding all buses during the suspension period. Suspensions range from 1 to 10 days depending on the severity of the offense. Parent/guardians will be mailed a copy of the suspension including the dates of the suspension. Students must continue to attend school on bus suspension days.

The transportation department may choose to assign seats to some or all students. Putnam Public Schools employs a transportation coordinator who may be reached at (860) 963-6925. Any concerns or complaints should be reported to the transportation coordinator

#### **FINANCIAL OBLIGATIONS TO PUTNAM HIGH SCHOOL**

All financial obligations of students to the school, e.g. book costs, fines, class dues, uniforms, food service debt, etc., must be paid when due. In the case of a graduating senior, the participation in the senior class trip and senior prom may be withheld until financial obligations are met.

#### **INSURANCE**

Every September students are given the opportunity to purchase school medical insurance. There are two types of coverage: "School Time" covers the insured during the school day and to and from school activities during the school year. "Twenty-Four Hour" covers the insured for a calendar year, 24 hours a day. All premiums are paid in September for the term of the insurance.

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

The PHS print collection is made up of over ten thousand fiction and nonfiction volumes as well as encyclopedias, magazines, newspapers, career information and test prep, and maps. The non-print collection includes audio and eBooks, DVD's, VHS tapes, and online access to free and subscription databases such as iConn.org and ProQuest.org. Faculty and students also have access to a variety of computer programs at workstations throughout the library. There are two Computer Labs that are equipped with 30 desktop computers, a projector and an interactive whiteboard. There are two laptop carts that are also available for teacher and student use. Additional projectors, interactive whiteboards, video and document cameras, CD players, iPods, and MP3 players are available for classroom use and may only be checked out to faculty and staff.

Students can access the Library Media Center before and after school and during their study hall. During school hours, all students are expected to arrive with a pass and must sign in at the Circulation Desk. Students are welcome to come in for quiet reading, research, study, and book selection. Classes doing research gathering have priority and may sometimes preempt other students.

Regular books circulate for one month and can be renewed if there are no hold requests for the item. Reference books and magazines do not circulate unless by special request. Students may check out audio books but DVD's and VHS tapes can only be checked out by faculty and staff. Students are responsible for the timely return of materials in an acceptable condition. Students will be charged for lost or damaged items.

#### **LOCKERS**

Each student is assigned the use of a specific hall locker for coats, bags, and textbooks, as well as a gym locker for gym clothes. All lockers remain the property of the school. The school has the right to search the locker at any time (Connecticut Statute Section 10-221). The security of the locker and anything found in it are always the student's own responsibility. Locks are made available to all students for academic and gym use. Students may use only the locker which is assigned to them. Items in unassigned lockers will be considered abandoned and be discarded. ***Students are strongly encouraged to put a lock on their locker door and not to share the key or combination with anyone.***

## **LOST AND FOUND ARTICLES**

Any lost or found article should be reported to the high school office as soon as possible. *Students should not bring large sums of money, expensive jewelry, electronic devices, or other valuable items such as expensive jackets and clothing to school.* Should it be necessary to bring these articles to school, the owner may bring these to the high school office for safekeeping. The school does not accept responsibility for any losses incurred by students.

## **MEDICAL: NURSE, MEDICATION, & PHYSICALS**

The school health office is designed to provide care to students who become ill or are injured while in school. School health office hours are 7:15 a.m. – 2:20 p.m. You may call them directly at 963-6905.

In the event of illness or injury, it is the nurse who will contact the parent(s)/guardian(s). It then becomes the responsibility of the parent or guardian to provide transportation home for his/her child. All adults are to report and check in at the main office and sign their student out before going to the Health Office.

If a student is to be excused or limited for an extended period from participating in school activities, he/she is required to bring a statement signed by a physician. In the event your child experiences an injury which requires special accommodations at school, a student assistance planning meeting may need to be held prior to your child's return to school. The school nurse is available to parent/guardian(s) and students for conferences regarding health issues.

Students with any medical condition, which within the school setting may expose others to diseases, or directly communicable conditions may be excluded from school and referred for medical diagnosis and treatment.

Before a child may return to school, parent/guardian(s) may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

A student who wishes to see the nurse must sign out from the room to which he or she has been assigned, obtain a hall pass from the teacher, and sign in and out of the nurse's office. Students must report immediately and by the most direct route to the nurse's office and must return in the same manner. Students are not allowed to remain in restrooms during periods of illness without immediate notification of the office prior to, during, or immediately after leaving the restroom.

Each year every student is required to complete an "Emergency Information Health Form" which is signed by parents or guardian. In case of emergency, this completed form authorizes the school nurse to contact persons indicated by the parents.

Connecticut law prescribes a physical examination for every student in grade 10. It must have taken place after January 1<sup>st</sup> of the 9<sup>th</sup> grade year and be completed before the end of the 10<sup>th</sup> grade year. These physical examinations are offered by the school physician at no cost to the student and all tests and screenings will be done by the school nurse. A student who wishes his/her family physician to give this physical examination bears the cost and files the doctor's report with the school nurse. Forms are available in the guidance office, the nurse's office, and online. Students transferring from an out of state school must have a physical and immunization update before entering school.

The health personnel also conduct vision and hearing tests. Parent/guardian(s) will be notified if a problem is suspected. It is the parent's responsibility to have further testing done and to notify the nurse of the results.

The parents of students dismissed from school, due to illness will be contacted by the nurse to make arrangements for transportation home. **DO NOT LEAVE SCHOOL BECAUSE OF ILLNESS UNLESS AUTHORIZED BY SCHOOL PERSONNEL.**

## **MEDICAL: ADMINISTRATION OF MEDICATION (BOE policy 5141.21)**

Medicinal preparations shall be administered in the schools only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian.

Personnel authorized to administer medicinal preparations shall be limited to the school district medical advisor (M.D.), a school nurse (RN), any other nurse licensed pursuant to the provisions of chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, the principal, licensed athletic trainer, or a licensed practical nurse (L.P.N.) if approved to do so by the school district medical advisor or school nurse. In the absence of these medical personnel, the principal, a designated teacher or a licensed physical or occupational therapist employed by the District shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto and satisfactory completion of the required criminal history check. Coaches are also authorized to administer medication to students

participating in intramural and interscholastic athletics, pursuant to the regulations of the State Board of Education. School health aides are not allowed to administer medicinal preparations. In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (M.D.) may be called to take appropriate emergency measures.

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

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

Students in grades 5 through 12 may carry and self-administer medicinal preparations provided that:

1. A physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant provides written orders for self-administration of medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian;
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan of general supervision of such self-medication;
4. The student and school nurse have developed a plan for reporting and supervising self-administration of medications by students and teacher notification;
5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication;
6. Medication is transported and maintained under student control within guidelines. Authorized medicinal preparations may be administered during school activities as well as during school hours.

A specific paraprofessional, through a plan approved by a school nurse supervisor and school medical advisor, may be designated to administer medication administered with a cartridge injector, to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The approved plan also requires the written authorization of the student's parent/guardian and be pursuant to the written order from the student's doctor or APRN or physician assistant licensed to prescribe medication.

Directors, or their designees, of school readiness programs and before or after-school programs that are District-administered or administered by a municipal agency or department and are located in a District public school may give medicine, pursuant to State Board of Education regulations, to children enrolled in these programs.

A child attending any before or after school program, day camp, or day care facility administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's doctor, or advanced practice registered nurse or physician's assistant licensed to prescribe medication, will be provided and supervised by the District staff member trained to administer medication with a cartridge injector. Such administration shall be to a particular student diagnosed with an allergy that may require prompt treatment to avoid serious harm or death. The selected staff member shall be trained in the use of cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse.

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council. In addition, the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

## **PARKING**

Students must register their vehicles with the main office to be able to park in student-designated areas. Student drivers and their passengers are not to remain in their automobiles once they have arrived at school. They are to immediately leave their vehicles and enter the building. Students may not access their vehicles during school hours without permission from the administration. Students are to drive slowly (under 15 miles per hour) on school property. Pedestrians always have the

right of way and good judgment must be exercised especially upon leaving school grounds during dismissal time because of increased traffic and congestion. Parking privileges may be suspended at a length of time to be determined by administration for any infractions.

### **PRINCIPAL/ASST. PRINCIPAL OPEN DOOR POLICY**

The Principal/Asst. Principal have an open-door policy. Students and parents/guardians should request a meeting through the office secretaries. If the administrator is not available, students and parents/guardians are encouraged to schedule an appointment. Please note, however, that students may not walk out of class to take advantage of this policy.

### **RESTROOMS AND RESTROOM USE**

The appropriate time for restroom use is before school, after school, during passing periods, and during lunch, not during class time. If use during class time is necessary, students should follow the Hall Pass protocol outlined in this handbook.

### **STUDENTS AT THE AGE OF MAJORITY**

Students at or above the age of majority who live at home with their parents are under their parents' control. The administration will not accept excuses whether verbal or written without parental involvement and parental signatures on notes and special requests.

Any student at or above the age of 16 who leaves the home of his or her parent or guardian and takes up independent residence in this school district must submit a certificate of residency to the principal upon enrollment or within five calendar days from the day of the move. The certificate of residency must be attested to by the owner, renter, or lessor of the property, and be notarized. In such cases, the school administration will normally accept written excuses or special requests without parental involvement or parental signature. However, the administration retains the right to refuse to accept an excuse for absence from a student regardless of a student's age.

### **UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

No one except members of the school community may legally be in a school building or on school grounds during school hours except by permission of an administrator. Such unauthorized presence is considered both trespassing and loitering, and is subject to the penalties of the law. Violators will be prosecuted in accordance with Connecticut law. Any person having legitimate business in school must, immediately upon entering the building, make his or her presence known in the main office and request a visitor's pass. Depending on the nature of the request, the pass may or may not be granted. Such passes, if granted, must be presented to any faculty or staff member upon request. Loitering in or around the building is not permitted and must be reported to the main office.

### **VISITORS (BOE 1250)**

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

### **WORK PERMITS**

To obtain a work permit:

- You must appear in person (parent cannot do this for you)
- You must bring a Promise of Employment Letter from the company that will be employing you. It must be on their letterhead or legibly stamped with their company name. The employer needs to state what your actual position will be as well as the hourly rate of pay and hours of work.
- Need to present Valid Proof of Age: Birth Certificate, Driver's License or Passport to:  
Superintendent's Office  
152 Woodstock Avenue  
Putnam, CT 06260  
860-963-6900 (Call ahead to make sure that the designated agent is available)  
Hours: 8:00-4:00

Minors 14 and 15 years old **do not need** a working permit unless they are employed by a golf course (14 year olds) or retail/mercantile establishments as baggers, cashiers or stock clerks (15 year olds). For all students/minors ages 16-18, a working permit is required for all types of employment.

## NOTIFICATIONS AND POLICIES

### **ADMISSION/PLACEMENT (BOE policy 5111)**

The Board of Education (Board) recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or gender identity or expression. Students who are classified as homeless under federal law, or an unaccompanied youth, as described in 42 USC 11434a, and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system. All resident children under the age of twenty-one who have not obtained a high school diploma are entitled to attend a District school. The parent/guardian of any child who is denied admission to the district's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

According to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, state-issued identification document, driver's license or passport, physician's certificate verifying a child's age, or immunization records. Completion of immunization and health assessment requirements are required prior to a child's attendance in school, but are not considered as pre-requisites for enrolling a child who resides in the District and is of appropriate age to attend school.

If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency. In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No. 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

Children who have attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

**Note:** *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children. Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

### **AIDS INSTRUCTION**

The Putnam Board of Education has a policy that offers our students instruction relative to a number of infectious diseases, including ongoing and systemic instruction on Acquired Immune Deficiency Syndrome (AIDS). These experiences are offered as part of health and science programs. Board policy further states that pupils will be exempt from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon written request of the parent or guardian in accordance with state and local regulations. If you wish to have your child exempted from instruction on AIDS, please send a written request to your child's school office.

### **ASBESTOS MANAGEMENT PLAN**

Building occupants, or their legal guardians, will have access to information each school year concerning asbestos related inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. This information is contained in asbestos management plans for each school building. Management plans are available to the public for inspection without cost or unreasonable restriction. A reasonable cost may be charged to make copies of management plans. Plans are available and accessible to the public at the central office of each individual facility, as well as the Superintendent's Office.

### **ATTENDANCE (BOE policy 5113)**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);

6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

### **BIKE SAFETY**

Parents should be aware that Connecticut State Law requires all children under the age of 12 to wear a bike helmet while riding bicycles on any roadway. In the interest of health and safety, Putnam Public Schools also require all students to wear helmets while riding bicycles on school grounds. Students will not be permitted to ride bicycles on school grounds unless they wear proper helmets. Students cannot ride double on bikes.

### **BREAKFAST/LUNCH PROGRAM/CHARGING POLICY (BOE Policy 3542.43)**

The district provides both a breakfast and hot lunch program. *Under a new state program, Community Eligibility Provision (CEP), Breakfast and Lunch meals for all students at all schools will be provided free of charge. No application is required. Students are not allowed to charge a la carte items.* All students have an account with the cafeteria. A four-digit PIN number is assigned and used to access the account. No money is accepted at the cashier station during service time. Prepayment for a la carte and snacks must be put in a lock box first thing in the morning to be applied to a student's account. Parents can also pay through the on line payment center, myschoolbucks.com. This secure service is highly recommended. More information can be found on our website.

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The District uses an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low balance notifications, as well as make deposits to their child's school meal account.

Federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors).

This policy shall be placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and regular priced meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age and grade group.

Charging is not encouraged by the Board, but on those occasions that a student does not have money, he/she will be permitted to charge up to six (6) meals. After the sixth meal, the student will not be allowed to charge any further meals and will not be served meals until their balance is cleared. The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. In the event of hardship situations, parents or guardians shall contact the Food Service Director or Building Principal to discuss an application for free or reduced price meals.

### **BREATHALYZER TESTING (BOE policy 5145.124)**

This policy provides the basic structure for the use of passive alcohol sensors in this District to detect alcohol consumption by students.

The District does not consider the use of a passive alcohol-screening device as constituting a "search"; therefore the issue of trespass or intrusion into a student's privacy is not a factor in the use of this device.

Administrators will use such a device only when reasonable suspicion exists that a student is under the influence or has used alcohol. Reasonable suspicion shall refer to any of the following:

1. Observed use or possession of alcohol;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors; or
4. Involvement in, or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

All due process rights of students will be observed. Further, the Board allows the use of passive alcohol sensor devices at school, on school buses or at any school-sponsored activity. The passive screening device shall be checked for accuracy regularly and for full calibration semi-annually. Only designated school personnel and/or the school resource officer(s) will be trained in the use of such instruments. Students, parents/guardians and staff will be notified of the intended use of the passive alcohol sensor device. This notification shall be done through announcements, written documentation, assembly demonstration or classroom discussions.

When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given the option to take a passive alcohol sensor screening. If screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the screening, when reasonable suspicion exists, he/she shall be subject to appropriate disciplinary action as set out in the District's disciplinary policies.

### **BULLYING (BOE policy 5131.911)**

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

#### **Definitions**

**"Bullying"** means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or,
- C. infringes on the rights and opportunities of an individual at school.

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

**"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**"Teen dating violence"** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

**"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.

**"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, photoelectronic or photo-optical system.

**"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

**"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**"School employee"** means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school 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 (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.



**“School climate”** means the quality and character of school life based on patterns of students’, parents’ and guardians’ and school employees’ experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

**“Positive school climate”** means (A) a school climate in which the norms, values, expectations and beliefs that support feelings of social, emotional and physical safety are promoted, (B) students, parents and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (C) educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning, and (D) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school.

**“Emotional intelligence”** means the ability to (A) perceive, recognize and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.

**“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

#### **CHILD ABUSE (BOE policy 5141.4)**

Connecticut General Statutes §17a-101, as periodically amended requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm, or sexually assaulted by a school employee to report such abuse and/or neglect in compliance with applicable state statutes.

#### **DISCIPLINE (BOE policy 5144.1)**

##### **Use of Physical Force-Physical Restraint(s)/Seclusion**

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment. The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion to provide a safe environment for students.

#### **DISTRIBUTION OF MATERIALS (BOE policy 1140)**

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

### **DRESS CODE (BOE policy 5132)**

#### **Dress and Grooming**

The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student.
2. is disruptive to school operations and the education process in general.
3. is contrary to law.

### **DRUGS AND ALCOHOL (BOE policy 5131.6)**

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

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

### **ELECTRONIC DEVICES AND GAMES (BOE policy 5131.81)**

#### **Use of Private Technology Devices by Students**

Students may possess privately owned technological devices on school property in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools. The Putnam Board of Education ("Board") considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board's acceptable use and student discipline policies.

Parents and/or guardians must read and sign the attached agreement form before a student may be permitted to bring to school a privately owned technological device.

#### **Definitions**

##### ***Board Technology Resources***

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students.

##### ***Privately Owned Technological Devices***

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, cellular telephones, and any other electronic devices.

##### **Use of Privately Owned Technological Devices**

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Privately owned technological devices may not be used during school recess or on a school bus.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyberbullying;
- Taking pictures without the specific permission of the subject of the picture;
- Using a privately owned technological device to violate any school rules; or
- Taking any action prohibited by any Federal or State law.

### **Search of Privately Owned Technological Devices**

A student's privately owned technological device 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. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school. Furthermore, the Board shall not be liable for any data plan charges or any other costs associated with the use of private technological devices. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Students shall take full responsibility for their device and shall keep it safely stored when not in use. Classroom teachers will determine the best storage location for such devices. Students are required to take home their privately owned technological devices at the end of each school day.

### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or in a manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

### **Access to Board Technology Resources**

It is the policy of the Putnam Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

### **Harm to Board Technology Resources**

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

### **Closed Forum**

This policy shall not be construed to establish a public forum or a limited open forum.

### **Student Agreement**

"Bring Your Own Device Student Agreement" will be distributed and collected from students annually, starting with the 2013-2014 school year, at the high school and middle school.

## **ELEMENTARY AND SECONDARY SCHOOLS ACT**

In accordance with federal law, any parent may request information regarding the professional qualifications of their children's classroom teachers. Please contact the Principal's office for this information.

### **ELL (BOE policy 6141.311)**

In accordance with the Putnam Board of Education's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services which meet state and federal statutory guidelines. Limited English Proficient students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district. The Superintendent or his/her designee, in conjunction with appropriate stakeholders shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals
2. Student enrollment procedures
3. Assessment procedures for program entrance, measurement of progress, and program exit.

At the beginning of each school year, the District shall notify parents of students qualifying for LEP services regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communication with parents shall be in the language understood by the parents, whenever possible. In this policy, the word "parent" also includes guardians involved in supervising the child's schooling. The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event that the schools close due to inclement weather or an emergency, it is extremely important that parents/guardians tune into TV and Radio stations and our Putnam Website to keep abreast of emergency closings. The parent notification system will be used in case of an emergency. Below is the list of TV, Radio Stations as well as other means that the district uses to communicate information. We currently broadcast with:

**TV** WVIT (Channel 30), WFSB (Channel 3), WTNH (Channel 8), Fox 61

**Putnam Website:** [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us)

Local Connecticut television stations can send a text message to your mobile phone. If you are interested in this service, you will need to sign up on a station's website. You may also listen to WINY (1350 AM) radio for information. Times for early release for inclement weather are 11:05 AM for Putnam High School, 11:10 AM for Putnam Middle School and 12:00 PM for Putnam Elementary School.

## **FOOD ALLERGIES (BOE policy 5141.25)**

### **Students with Special Health Care Needs-Accommodating Students with Special Dietary Needs**

The purpose of this policy is to establish a safe environment for students with food allergies and to support parents regarding food allergy management. In accordance with applicable law, it is the policy of the Board of Education to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

## **GRADING SYSTEM (BOE policy 6146.1)**

A student's grade point average, or GPA, is an average of all accredited high school courses a student has taken. When a student's overall course grade average is calculated without any adjustment, this is the simple GPA. However, Putnam High School offers courses on three levels. In order to differentiate between the three levels and encourage students to take more challenging courses, a weighted GPA system is also used. In this system, quality points are added to a student's passing numerical grade earned in a course.

In order to be considered as class valedictorian or salutatorian, a student must have been enrolled at Putnam High School for a minimum of three consecutive years by the time of graduation.

Beginning with the graduating class of 2024, Putnam High School will no longer calculate or communicate class rank. Senior class valedictorian and salutatorian titles will be determined and communicated at the end of the third quarter of the student's senior year.

## **GPA CALCULATION, WEIGHTED GRADES, AND CLASS RANK**

A student's grade point average, or GPA, is an average of all accredited high school courses a student has taken. The GPA value shown below and the credit value of the course are used to make this calculation.

When the values from the chart are used without any adjustment, this is the simple GPA. However, Putnam High School offers courses on three levels. In order to differentiate between the three levels and encourage students to take more challenging courses, a weighted GPA system is also used. In this system the GPA values below are assigned to college prep

courses. If a student takes an honors course, 0.5 is added to the GPA value. If a student takes an AP course, 1.0 is added to the GPA value.

Class rank is established using weighted GPA's. Since Putnam High School accepts grades from other schools in calculating GPA's, there is no minimum enrollment time required for a student to receive a class rank. However, in order to be recognized as class valedictorian (class rank: 1) or salutatorian (class rank: 2), a student must have been enrolled at Putnam High School for a total of two years by the time of graduation.

<u>GRADE</u>	<u>STANDARD</u>	<u>ADVANCED</u>	<u>HONORS</u>
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D	1.00	1.50	2.00
F	0.00	0.00	0.00

**GREEN CLEANING--(BOE policy 3524.2)**

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Putnam Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools.

It is the policy of the Putnam Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

**Definitions**

**“Green Cleaning Program”** means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

**“Environmentally Preferable Cleaning Products”** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general-purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

Annually the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

The Board will also make available on its website a copy of this green cleaning policy. *(If no website is available the Board must make the policy publicly available or available upon request.)*

The Board will report to the Commissioner of Education on its green cleaning program, in a manner and frequency prescribed by the Commissioner.

### **HOMELESS STUDENTS (BOE policy 5118.1)**

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency or due to barriers such as fines, fees and absences. No Board policy, administrative regulations, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District in compliance with federal and state law. Access to District programs include public preschool programs administered by the District.

Any homeless child or youth denied school accommodations shall continue in attendance or be immediately enrolled in the school selected by the child in the school district. The homeless child or youth or the parent/guardian of such homeless individual shall be provided with a written explanation of the reasons for the denial of accommodations in a manner and form understandable to such homeless child or youth or parent/guardian. Information shall also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth shall be entitled to continue in attendance in the school district during all available appeals.

In addition, if a homeless child or youth is denied school accommodations, such homeless child or youth shall be entitled to a hearing conducted pursuant to C.G.S. 10-186.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent and detailed in the administrative regulation accompanying this policy. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. Currently, Putnam Liaison for homeless children is Mrs. Kristine Drew, 860-963-6900.

### **HOMEWORK (BOE policy 6154)**

Homework is a necessary reinforcement to classroom instruction by providing time for practice and application of knowledge. Homework can aid in the development of positive behavioral traits as student responsibility, self-discipline and intellectual independence. Recommended homework schedule:

For Grades 9-12, the recommended guideline should be regularly assigned as follows: 30-45 minutes per academic class, three to four times per week. Homework should be coordinated among departments to avoid the possibility of major projects/assignments sharing a mutual due date.

Grade 9 60-135 minutes per night

Grade 10 60-135 minutes per night

Grade 11 75-150 minutes per night

Grade 12 75-150 minutes per night

### **IMMUNIZATIONS (BOE policy 5141)**

Immunizations/Vaccinations

No student will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

- |                  |   |
|------------------|---|
| 1. Measles       | 7. Mumps  |
| 2. Rubella       | 8. Hemophilus influenza type B  |
| 3. Poliomyelitis | 9. Any other vaccine required by Section 19a-7f of CT General Statutes. |
| 4. Diphtheria    | 10. Hepatitis B   |
| 5. Tetanus       | 11. Varicella (chickenpox)  |
| 6. Pertussis     | 12. Hepatitis A   |
|                  | 13. Pneumococcal  |
|                  | 14. Influenza   |
|                  | 15. Meningococcal (gr 7-12)   |

Each child shall show proof of having received 2 doses of measles-containing vaccine or serologic evidence of infection with measles: the first dose on or after the 1<sup>st</sup> birthday and the 2<sup>nd</sup> dose 30 days later or before school entry. Students must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection. Each child shall show proof of having received 2 doses of varicella (chicken pox): the first dose on or after the 1<sup>st</sup> birthday and the 2<sup>nd</sup> dose three months later or before school entry.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, a Connecticut attorney, or a school nurse; or
4. in the case of measles, mumps or rubella, present a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

### **INTERNET ACCESS (BOE policy 6141.321)**

#### **Acceptable Use of Computer Network for Students**

The Internet is a powerful global information infrastructure used by private individuals, businesses, organizations, educators and governments. In school, the Internet can serve as a valuable educational resource. The Putnam Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students. Student access to the District's computers and Internet service is provided for educational purposes, consistent with the District's educational mission, curriculum and instructional goals only. Students may use computers for personal use that is consistent with the school district's mission of developing lifelong learners. Any student who violates this policy will be subject to appropriate disciplinary action, up to and including expulsion. Improper use may also be reported to law enforcement officials, as appropriate. The Putnam Board of Education is aware that the Internet is essentially an unregulated communication environment within which information changes constantly, and which contains information that is inappropriate for some users based upon factors such as age and developmental level. The Board seeks to provide students with the understanding and skills needed to use the Internet in an appropriate and responsible manner that is conducive to learning.

#### **Prohibited Use**

Each student must take responsibility for his or her actions and activities in using the District's computers and Internet service, and must cooperate with teachers and staff in promoting responsible use. Inappropriate and/or irresponsible use is prohibited, including but not limited to, the following:

1. Any use that is illegal or in violation of any of the District's policies, rules or regulations, including but not limited to, harassing, discriminatory, or threatening communications and violation of copyright laws.
2. Any use involving inappropriate materials and/or inappropriate communications, including but not limited to materials and/or communications that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any use for personal or commercial financial gain or political lobbying.
4. Any use involving harassment, hate mail, discrimination, or other offensive communications.
5. Any use for the purpose of improperly infiltrating and/or damaging a software program or computer system, or for the purpose of improperly obtaining or modifying files, passwords or data.
6. Any use for the purpose of misrepresenting the District or others.
7. Misuse of passwords or accounts.
8. Misuse or damage to computer equipment or software.
9. Any use of pseudonyms, impersonations or anonymity. Each student must remain accountable for his or her use at all times.
10. Any use of unauthorized games, programs, files or other electronic media.
11. Any use involving plagiarism or the improper downloading or purchasing of materials, including, but not limited to, research papers or essays, in order to complete assignments.

#### **Security**

The security of the District's computer systems must be preserved by all student users. Each student is responsible for the use of their account. Passwords should not be shared. Students must take care to avoid degrading the performance of the

network. Students must avoid the spread of computer viruses. Intentional or deliberate spread of computer viruses will be grounds for disciplinary action, up to and including expulsion. Any student who becomes aware of a potential security problem must immediately notify the appropriate teacher or other staff member.

### **Network Etiquette**

Students are expected to use the District computers and Internet service in a mature and responsible manner. Students should never engage in inappropriate behavior while using the Districts computers and in so doing, will be subject to disciplinary action up to and including expulsion. Inappropriate behavior includes, but is not limited to, the following:

1. Sending impolite communications
2. Sending abusive or threatening communications
3. Using inappropriate, offensive or obscene language
4. Revealing names, addresses or other personal information of others without proper authorization.

### **Safety**

The District will seek to protect student users from inappropriate communications and/or materials on the Internet, to the extent reasonably possible. Any student user who receives inappropriate communications on a school computer, including but not limited to, threatening remarks or offensive or obscene materials, must immediately notify the appropriate teacher or other staff member so that appropriate action may be taken.

### **Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### **INTERSCHOLASTIC ATHLETICS (BOE policy 6145.2)**

The Board of Education believes individual students will benefit from opportunities to grow physically and intellectually through experiences that provide the opportunity for self discipline and team efforts made possible through competitive interschool team and individual sports activities.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations or conferences of rules for student participation and of annual sports schedules. It is the policy of the Board to provide to students interscholastic athletic competition in a variety of sports. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports.

Students with disabilities, possessing the required level of skill or ability to participate in a competitive program or activity, shall be afforded an equal opportunity to participate in extracurricular activities, which include club, intramural or interscholastic athletics. The District shall make reasonable modifications and provide those aids and services that are necessary to afford a "qualified" disabled student the opportunity to participate in extracurricular athletics, unless it results in a fundamental alteration to the District's program. The District will consider whether safe participation by a disabled student can be assured through reasonable modifications or the provision of aids and services.

Each student who chooses to participate in an interscholastic athletic program is required to have on file, in the offices of the Building Administrator and the Athletic Director, a Certificate of Consent which is signed by the parent or legal guardian. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor. This Certificate of Consent shall be in effect for each student for each sports season.



Eligibility to participate in interscholastic athletics is limited to the first eight semesters that a student is enrolled at Putnam High School. The seventh and eighth semesters must be consecutive.

**Every possible effort shall be made to offer equal opportunities for both sexes in sports and activities which shall include life sports that a student can carry through adulthood.**

### **MAGNET SCHOOLS**

In 2015, the Board of Education withdrew from the ACT and QMC Magnet School Partnership. The Board of Education no longer provides transportation to these schools.

### **NONDISCRIMINATION (BOE policy 0521)**

#### **Nondiscrimination in School and Classroom Practices**

The Board of Education in compliance with federal and state law, affirms its policy of equal education opportunity for all students and equal employment opportunity for all persons.

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin or disability.

The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. The District provides equal access to the Boy Scouts and other designated youth groups. Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer: Kristine Drew, Special Education Director, 860-963-6900. All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

#### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Special Education/Services as the District's Compliance Officer.

### **PARENT INVOLVEMENT (BOE policy 1110.1)**

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

Although families are diverse in culture, language and needs, the Board believes they share the school's commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

In addition to programs at the school level, the Putnam Board of Education supports the development, implementation and regular evaluation of a program to involve parents in the decisions and practices of the school district, using to the degree possible, the components listed above.

Engaging parents is essential to improved student achievement. This school district shall foster and support active parent involvement.

### **PESTICIDE POLICY (BOE policy 3524.1)**

#### **Hazardous Material in Schools-Pesticide Application**

In conformity with all applicable statutes, the intent of this policy is to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. Further the District will only employ certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds. However, someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

A "**pesticide**" is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does **not** mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

The Putnam School System uses an effective and environmentally sensitive approach to pest management known as Integrated Pest Management (IPM).

"**Integrated pest management**" is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. The goal of the IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticide used as well as human and environmental exposure to pesticides. Each school will contract monthly

monitoring to aid in the early detection of pest problems. Both physical and cultural solution will be employed to decrease out reliance on pesticides. When chemical treatments are required, pesticidal baits will be utilized first whenever practical. Problems requiring further treatments or situations when baits are not practical will be treated using products from an established hierarchy starting with the least toxic products first. Staff, parents and guardians may register at the school to be notified 24 hours prior to the application of a pesticide (excluding baits). Emergency applications to correct an immediate threat to health of students or staff will be notified by any means practical on or before the day of the application.

A “lawn care pesticide” is defined as pesticide registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include but are not limited to good housekeeping and routine, prompt maintenance of buildings and grounds.

The application of lawn care pesticides on the grounds of elementary schools must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2008 except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Superintendent of Schools.

As required by state statute, the District shall:

- Annually inform parents/guardians and staff of the District’s pest application/management policy and a description of any pesticide applications made during the previous school year.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice. Parents, guardians, and staff who would like to be notified of the pesticide applications may register with the school by letter. A letter will notify registrants, the day before the application is done. Notification will include: (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information. Those who register will also be notified as soon as possible of any emergency pesticide applications that are made and if there is a revision or modification to the Integrated Pest Management (IPM) plan.
- Provide notice of planned pesticide application to students, parents/guardians and employees.
- Make pesticide applications only after regular school hours or planned activities.
- Maintain written records for five years of all pesticide applications.

### **PROMOTION/ACCELERATION/RETENTION (BOE policy 5123)**

#### **Promotion/Acceleration/Retention**

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the district will establish and maintain high standards for each grade and monitor student performance in a continuous and systematic manner. The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on the following criteria:

1. Successful completion of the curriculum,
2. Attendance,
3. Performance on the statewide testing program,
4. Other standardized tests,
5. Statewide reading standards in the primary grades,
6. Maturity, and
7. Academic potential.

In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision-making process. Parents will be notified as early as possible that retention is being considered and except in very unusual circumstances, no later than March 31. In all cases where retention is being considered, for a student in Grades Pre-Kindergarten through 8, the student will be referred to the school’s child study team. The final decision on retention shall be made by the principal in consultation with classroom teachers, the child study team and the parent/guardian.

### **PSYCHOTROPIC DRUG USE (BOE policy 5141.231)**

School personnel are prohibited from recommending the use of psychotropic drugs for any student. School medical staff may, however, recommend that a student be evaluated by an appropriate medical practitioner. School medical staff may consult with such practitioner, with the consent of the student’s parent or guardian.

## **SCHOOL VOLUNTEERS (BOE policy 1212)**

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

## **SEARCH AND SEIZURE (BOE 5145.12)**

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Board of Education or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. School officials carrying out a search and seizure are expected to be knowledgeable about the constitutional rights of students and appropriate procedures for conducting the search or seizure. Reasonable suspicion that a student has unauthorized or illegal materials is generally required before an individual may be singled out for a search. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his/her person or personal effects.

### **1. Search of a Student and His/Her Effects**

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are “reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.” The way the search is conducted should be “reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.” Under no circumstances is a school official authorized to conduct a “strip search” of a student.

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

- A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- B. If the school administration reasonably suspects that a student is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.
- C. When required by law and otherwise at the option of the building Principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building Principal.
- D. The decision to search shall be made by the Principal or the Principal’s designee. The search shall be made in the presence of at least one witness. Should a student refuse to cooperate, the administration may contact the police to assist with the search. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

### **3. Searches of Student Motor Vehicles**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interiors of vehicles on school property may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security are contained inside.

### **4. Use of Trained Dogs**

The District may elect to use specially trained drug dogs to alert the dog’s handler to the presence of controlled substances in school facilities, grounds and parking lots, at the discretion of the Superintendent or designee. The trained drug dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Only the trained dog’s handler will determine what constitutes an alert by the dog. A drug dog’s alert constitutes reasonable suspicion for district officials to search the lockers, personal items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant. Dogs may not be used for random searches of students or other persons.

### **5. Use of Metal Detectors**

A metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, where feasible. A school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Superintendent or designee. Prior to initiating general searches, the school must:

- Substantiate to the Superintendent the need for general searches based upon a pattern or expectation of violence or disruption.
- Provide written notice, if feasible, to students and parents/guardians of the school policy governing general searches, but not of specific times or places where searches will be conducted.

### **SECTION 504 REHABILITATION ACT**

The Putnam School District is in compliance with Section 504 of the Rehabilitation Act of 1973. This act assures that disabled students will have educational opportunities equal to non-disabled students.

### **SEXUAL HARASSMENT (BOE policy 5145.5)**

#### **Sexual and Other Forms of Harassment**

Sexual harassment or any other form of harassment based on protected class status (including, but not limited to race, sex, color, national origin, religion, or disability) will not be tolerated in the Putnam School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. Students who engage in harassment will be subject to discipline, up to and including expulsion.

#### **Definitions**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile or offensive learning environment. Examples of sexual harassment include, but are not limited to:

1. Pressure for sexual activity
2. Repeated remarks with sexual or sexually demeaning implications
3. Unwelcomed or inappropriate touching
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing

#### **Other Forms of Harassment Based on Protected Class Status**

For purposes of this policy, harassment of a student based on protected class status other than sexual harassment consists of verbal or physical conduct when the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or the harassing conduct otherwise adversely affects an individual's work or academic performance.

#### **Title IX, Title VI and Section 504 Coordinator**

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Special Education, who is designated as the District's Title IX, Title VI and Section 504 Coordinator and who may be reached at (860) 963-6900. The Director of Special Education is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including but not limited to investigations may be referred directly to and handled by the Superintendent or his/her designee.

#### **Complaint Procedure**

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

A student who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that he/she has been subjected to sexual or other forms of harassment should next submit a written complaint to the Director of Special Education. If the Director of Special Education is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Director of Special Education, guidance office, building principal, and the Superintendent. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of harassment. All complaints are to be forwarded immediately to the Director of Special Education unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

### **Investigation**

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Director of Special Education, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within thirty (30) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Director of Special Education and/or the Superintendent.

### **Alternate Complaint Procedures**

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows: Office for Civil Rights, U.S. Department of Education, Region 1, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111.

### **SMOKE FREE ENVIRONMENT (BOE policy 1331)**

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

### **STATEMENT OF NONDISCRIMINATION**

The Putnam School District is committed to a policy of equal opportunity and affirmative action for all qualified persons. The Putnam School District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national/ethnic origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Putnam School District does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Information and assistance can be

found on our website at: [www.putnam.k12.ct.us](http://www.putnam.k12.ct.us). Inquiries regarding the Putnam School District's nondiscrimination procedures should be directed to: Kristine Drew, Director of Special Education, Office of Student Services, 152 Woodstock Avenue, Putnam, CT 06260, [drewk@putnam.k12.ct.us](mailto:drewk@putnam.k12.ct.us)

### **STUDENT APPEARANCES ON CHANNEL 22, SCHOOL PUBLICATIONS AND NEWS MEDIA**

From time to time, students are videotaped, photographed or recorded while engaging in learning activities at Putnam Public Schools. These tapes/photos or records may be shown on Putnam's public access cable television station, Channel 22 or other media outlets. Parents who do not wish to have their students appear on this station should send written notification so stating to the school administration. Students may be videotaped or photographed in events such as school plays, sporting events, concerts, etc. without parental permission because such events are considered public performances.

### **STUDENT RECORDS**

#### **PUTNAM PUBLIC SCHOOLS**

#### **ANNUAL NOTIFICATION OF PARENT RIGHTS RELATED TO STUDENT RECORDS**

In accordance with Federal requirements, the Putnam Public Schools annually notifies parents of their rights under the Family Education Rights and Privacy Act (FERPA). The FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to student educational records. These rights include:

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

*To inspect and review records, the parent or eligible students should submit a written request to the school principal indicating the name and date of birth of the student whose records they wish to review. The principal will make arrangements for access and will contact the parent or eligible student to schedule a time and place for the review of the records.*

- (2) **The right to inspect student records includes (a) the right to an explanation and interpretation of the records and (b) copies of the records, if without such copies the parent's or eligible student's right to inspect and review the records would be prevented.**

*The district may charge for copies of student records if the fee does not keep parents from inspecting and reviewing the records. The district may not charge a fee to search or retrieve information.*

- (3) **The right to request the amendment of the education records if a parent or eligible student believes that information in the student's records is inaccurate, misleading, or violates privacy rights of the student.**

*To request the amendment of the records that they believe are inaccurate or misleading the parent or eligible student should write to the school principal and clearly identify the part of the records that they consider to be inaccurate or misleading.*

*If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Information regarding the hearing procedures, which will be conducted according to the requirements of Section 99.22 of the FERPA, will be provided to the parent or eligible student when they are notified of the right to a hearing.*

*If, as a result of a hearing, the district decides that the information is inaccurate, misleading, etc., the district will amend the information and inform the parent or eligible student in writing.*

*If, as a result of a hearing, the district decides that the information is not inaccurate, misleading, etc., it will inform the parent or eligible student of their right to place a statement of disagreement in the records. This statement will become part of the student records and will be maintained as long as the record is maintained and will be disclosed whenever the portion of the record to which the statement relates is disclosed.*

- (4) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except for directory information. Directory information includes: student's name, address, telephone number, date and place of birth, school and grade, honors, awards, activities, and name and address of parents. Directory information will be released for necessary reasons unless you notify the principal of your child's school, in writing, that you do not wish to have this information released.**

*Disclosure without consent is permitted to school officials with legitimate educational 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 School Board; 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 discloses education records without consent to officials of other school districts in which a student seeks or intends to enroll.*

**(5) 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 the FERPA is:**

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520. If you believe that your rights as they relate to educational records have been violated or if you have questions concerning student records or the FERPA, please contact the Director of Student Services, Chief Custodian of Records, 152 Woodstock Avenue, Putnam, CT 06260-1890 (860) 963-6900.

### **ADDITIONAL RIGHTS AFFORDED PARENTS OF STUDENTS ELIGIBLE FOR SPECIAL EDUCATION SERVICES**

Parents of students eligible for special education services have additional rights related to student records. These rights include:

**(1) The right to inspect and review any educational records of their child including records related to the identification, evaluation and educational placement of a child and provision of FAPE to a student.**

**(2) The right to acquire one free copy of their child's records.**

*This request must be made in writing and will be honored within five school days.*

*The school district may charge for additional copies if the fee does not effectively prevent the parents from exercising their right to inspect and review the records.*

The school district presumes that a parent has the authority to inspect and review records relating to her or his child unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation and divorce.

*The school district does not charge a fee to search for or retrieve information. Any fee charged does not effectively deny parents their right to inspect and review education records.*

**(3) The right to have records made available for inspection and review within in no more than ten school days and within three school days if information is needed to plan for any due process proceeding or a PPT meeting.**

**(4) The right to have their representative inspect and review the records.**

**(5) The right to be informed by the school district when personally identifiable or confidential information collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA) is no longer needed to provide educational services to a child.**

**(6) The right to request that the school district destroy personally identifiable information collected, maintained, or used under the IDEA when advised by the school district that this information is no longer needed to provide educational services to a child. In Connecticut, special education related records are generally retained for a minimum of 6 years.**

**Note: It is important that parents of students who are eligible for special education services also be aware that, when a student reaches age 18, (except for a student who has been determined to be incompetent under State law), these rights and all other parent rights under the IDEA transfer to the student.**

*Once these rights transfer to a student, the school district provides all required notices to both the student and the parent. The district notifies both the student and the parent when these rights transfer to the student.*

### **Directory Information**

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

### **SUSPENSION/EXPULSION (BOE policy 5114)**

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

## A. Definitions

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than ten consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The Board has determined that in-school suspensions shall be served in the following District schools:  

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4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies. A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student’s conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person’s duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.
5. **“Expulsion”** shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student’s conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.
6. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **“Days”** is defined as days when school is in session.
8. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.
11. **“Firearm”** as defined in 18 U.S.C. §921, means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein. A “destructive device” does not include an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.



12. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.
15. **“Alternate education”** means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral and academic needs. Such program must conform to SBE guidelines and conform to C.G.S. 10-15 and 16 (180 days/900 hours).
16. **“Dangerous Instrument”** means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” or a dog that has been commanded to attack.
17. **“Seriously disruptive of the educational process”** means, as applied to off-campus conduct, any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

**B. Removal From Class**

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

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

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

**D. Suspension and Expulsion (Actions Leading to Disciplinary Action)**

1. A student may be removed from class, suspended (in-school) or suspended (out-of-school) or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:

**(Note:** In order for a student to be expelled, the student’s conduct must be found to be both (1) violative of a Board policy and (2) either seriously disruptive of the educational process or endangering persons or property.)

- a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
- b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
- c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);
- d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
- e. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures, or photographs depicting nudity on school property or at a school-sponsored activity;
- f. Deliberate refusal to obey the directions or orders of a member of the school staff, law enforcement authorities, or school volunteers or disruptive classroom behavior;
- g. Harassment and/or hazing/bullying on the basis of that person’s race, color, religion, disability, national origin, ancestry, ethnic background, gender, sexual orientation, or gender identity or expression;

- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student or making an untrue statement of fact about a staff member with malice or reckless disregard for the truths;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols.
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug,
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unlawful possession, sale, distribution, use, consumption of tobacco, electronic nicotine delivery systems and vapor products;
- z. Use of a privately owned electronic or technological device in violation of school rules, including without limitation, the unauthorized photogenic, audio, and/or video recording of another individual without permission of the individual or a staff member;
- aa. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have been in a dating relationship;

- bb. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media, or other forms of electronic communications, to engage in any conduct prohibited by this policy;
- cc. Engaging in a plan to stage or create a violent situation for the purposes of recording it by photographing, audio, or video; or recording by photographic audio, or video acts of violence for purposes of later publication;
- dd. Engaging in a plan to stage sexual activity for the purposes of recording it by photographing, audio, or video; or recording by photographing, audio, or video sexual acts for purposes of later publication;
- ee. Striking or assaulting a student, members of the school staff or other persons;
- ff. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity;
- gg. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or hand-held devices, or similar electronic devices on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations pertaining to the use of such devices.
- hh. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes;
- ii. Violation of the District's "Acceptable Use Agreement/Internet Use" for the applicable grade level.

**E. Suspension for Conduct Off School Grounds**

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
  - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
  - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

**F. Mandatory Expulsion**

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

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

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.  
\*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

**G. Suspension Procedure**

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph D, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph D, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

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

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.
4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.
5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

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

## **H. Expulsion Procedures**

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice, at least five (5) business days before such hearing, to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the student's and his/her parent's/guardian's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
  - a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen years old who are expelled and students between sixteen and eighteen who have been expelled for the first time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity;
  - b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
  - c. The opportunity to be heard in the student's own defense;
  - d. The opportunity to present witnesses and evidence in the student's defense;
  - e. The opportunity to cross-examine adverse witnesses;
  - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
  - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
  - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
  - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
  - a. All evidence received and considered by the Board of Education;
  - b. Questions and offers of proof, objections and ruling on such objections;
  - c. The decision of the Board of Education rendered after such hearing; and

- d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.
7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
- a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
  - b. The Board of Education shall give effect to the rules of privilege by law;
  - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
  - d. Documentary evidence may be received in the form of copies or excerpts;
  - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
  - f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
  - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
  - h. Decisions shall be in writing if adverse to the student, and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

## **I. Notification**

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services. The notification shall include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

## **J. Students with Disabilities**

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

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

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

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

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.
2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.
3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.]
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal

drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, “weapon” means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. “Serious bodily injury” is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

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

#### **K. Alternative Educational Opportunity**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity which shall be equivalent to alternative education, as defined, by C.G.S. 10-74j with an individualized learning plan, (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education (by 8/15/17), which includes the kind of instruction to be provided and the number of hours to be provided, during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is seventeen (17) years of age or older) to any such adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded.

Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is ~~not~~ also required to offer such alternative educational opportunity, as defined, to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons, and involved the following, on school grounds or at a school-sponsored event:

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or
2. Offering an illegal drug for sale or distribution.

If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm, deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

#### **L. Other Considerations**

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board



determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.

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

#### **Readmission of Student from a Residential Placement**

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s). Students and parents shall be notified of this policy annually.

#### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information concerning professional qualifications of their child's teacher(s) or paraprofessional(s). Please contact your child's principal for this information.

#### **TITLE IX, TITLE VI AND SECTION 504 COORDINATOR**

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Special Education, who is designated as the District's Title IX, Title VI and Section 504 Coordinator and who may be reached at (860) 963-6900. The Director of Special Education is responsible for ensuring compliance with federal and state law and Board policy concerning sexual and other forms of harassment. In the alternative, such questions, complaints and other matters including but not limited to investigations may be referred directly to and handled by the Superintendent or his/her designee.

## **Complaint Procedure**

Students who believe they have been victims of sexual or other forms of harassment are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality, both of the complainant and the accused, will be respected by all persons involved, consistent with the Board's legal obligations and the necessity to investigate the allegations. Reprisals or retaliation as a result of the reporting of charges of harassment will not be tolerated. Reporting claims of harassment will not affect a student's status, participation in extracurricular activities, grades or work assignments.

A student who believes that he/she has been subjected to behavior that could constitute sexual or other forms of harassment should, whenever possible, immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately. It is recognized, however, that the responsibility for ending the harassment rests with the harasser, not the victim.

A student who believes that he/she has been subjected to sexual or other forms of harassment should next submit a written complaint to the Director of Special Education. If the Director of Special Education is the alleged harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made immediately, or as soon after the act of harassment as possible. Complaint forms are available from the Director of Special Education, guidance office, building principal, and the Superintendent. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. Failure to provide a written complaint will not, however, preclude investigation and attempted remediation, if necessary, of the complaint. Copies of the complaint form and complaint procedure will be forwarded to parents of any elementary school student who makes a verbal complaint of harassment. All complaints are to be forwarded immediately to the Director of Special Education unless that individual is the alleged harasser, in which case the complaint should be forwarded directly to the Superintendent or his/her designee.

### **Investigation**

Within five (5) working days of receipt of a complaint or as soon thereafter as possible, the Director of Special Education, or other personnel as appropriate, shall commence an investigation. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser or harassers, any witnesses to the conduct, and any victims of similar conduct, if known. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. Under normal circumstances, the Superintendent will respond to the investigation within thirty (30) business days after receiving notification of the results from the investigator. If there is reasonable cause to believe that sexual or other forms of harassment have occurred, the Superintendent or his/her designee shall take all reasonable steps to ensure that the harassment ceases and will not re-occur. Steps may include discipline of students, up to and including expulsion and/or discipline of employees, up to and including termination of employment.

If the complainant is not satisfied with the resolution of his/her complaint, he/she can appeal to the Board of Education. The appeal must include a copy of the original complaint, the specific action or inaction being appealed and a proposed resolution.

Following a finding of harassment, victims may be periodically interviewed by the appropriate supervisor as necessary to ensure that the harassment has not re-occurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Director of Special Education and/or the Superintendent.

### **Alternate Complaint Procedures**

In addition to filing a harassment complaint through the procedures set forth in this policy, a student may choose to exercise other options, including but not limited to filing a complaint with an outside agency or filing a private lawsuit. A charge of harassment may be investigated by the Office for Civil Rights of the United States Department of Education, which may be contacted as follows: Office for Civil Rights, U.S. Department of Education, Region 1, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617) 289-0111

## **TRANSPORTATION SAFETY COMPLIANCE/PROCEDURES (BOE policy 3541.5)**

The Board of Education will provide transportation for students under provisions of state law and regulations for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned or contracted facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

### **Federal Compliance**

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board. Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

### **VIDEO/SURVEILLANCE**

To provide a safe and orderly learning environment, the Board of Education has video cameras throughout the school in the district. This serves as notice to parents and students that the district has the capacity to record images.

### **WEAPONS AND DANGEROUS INSTRUMENTS (BOE policy 5131.7)**

Possession and/or use of a firearm, deadly weapon, dangerous instrument, or martial arts weapon by a student on school grounds or at a school sponsored activity is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any firearm, deadly weapon, dangerous instrument, or martial arts weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, gravity knives, knives having a blade of greater than two inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, where the blade is carried in a partially opened position, or destructive device.

Possession of or bringing such weapons, instruments or devices on school grounds or other areas under the control of the Board of Education may also be a violation of criminal law. Any violation of this policy shall, therefore, be reported immediately to the local law enforcement agency, the Board of Education, and, if possible, the parent or guardian. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.

A student's conduct off school grounds that is seriously disruptive of the educational process and violative of the Board's publicized policies may also be grounds for expulsion. In making a determination as to whether conduct is seriously disruptive of the educational process, the Board may consider, among other things: (A) whether the incident occurred within close proximity of a school; (B) whether other students from the school were involved or whether there was any gang involvement; (C) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (D) whether the conduct involved the use of alcohol. A student found to be in possession of a firearm or dangerous weapon, as defined by law, or who is involved in the sale or distribution of a controlled substance, as defined in C.G.S. Section 21a- 240(9) shall be subject to an expulsion of one calendar year. The expulsion period may be modified on a case by case basis.

Any dangerous device, instrument, or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public. Every employee seizing any such device, weapon or instrument under the provision of this policy shall report the incident to the building principal immediately, and deliver the seized item to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure. If an employee knows or has reason to suspect that a student has possession of such an item but the item has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent or designee, and to the local law enforcement agency on approval of the Superintendent or designee.