

**Eli Terry Jr.  
Middle School  
860-314-2790**

**STUDENT HANDBOOK  
2017-2018**

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## **Welcome to Eli Terry Jr. Middle School**

We would like to take this opportunity to welcome you to Eli Terry Jr. Middle School.

The purpose of this handbook is to help answer questions you may have concerning the policies and procedures of the middle school. The information contained in the handbook provides a general overview of the rules and regulations (Detailed Board of Education policies are available upon request). Please use it as a reference throughout the school year. Students will be expected to carry and use the handbook/planner on a daily basis. The student planner should be used to organize your assignments and to keep your daily schedule. This will be an exciting year for all of us. As a middle school student, you will experience many new and rewarding activities. Take advantage of the opportunities available to you both inside and outside the classroom.

On behalf of the Eli Terry Jr. Middle School community, we again want to say welcome to our school. We look forward to a wonderful and rewarding school year.

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### **ELI TERRY JR. MIDDLE SCHOOL EXPECTATIONS POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is a proactive systems approach to preventing and responding to classroom and school disciplinary challenges. PBIS promotes both social and academic success through motivating students by providing incentives for positive behaviors, teaching them to make positive choices, and teaching them how to behave by focusing on desired behaviors as opposed to primarily inappropriate ones.

**BE RESPONSIBLE**

**BE RESPECTFUL**

**BE SAFE**

**THE TEACHERS AND ADMINISTRATION AT ELI TERRY JR. MIDDLE SCHOOL ARE UNITED IN THEIR  
COMMITMENT TO EXCELLENCE IN EDUCATION**

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**The Mission of the**

**Plymouth Public Schools is to challenge, inspire, and prepare all students for success in an ever-changing  
and complex world.**

## **General Information**

### **Addressing Concerns / Proper Channels**

If you or your parents have a concern related to a school matter, the concern should immediately be brought to the attention of the most appropriate person.

- If the concern involves a matter related to the classroom, it should first be brought to the attention of the appropriate teacher.
- If the problem is not satisfactorily resolved, you or your parents may wish to discuss it with a guidance counselor.
- If the matter is not satisfactorily resolved after speaking with the guidance counselor, you or your parents may wish to discuss your concern with an administrator.
- If after meeting with the administrator, your parents feel that the matter has not been satisfactorily resolved at the school level, they may then put an appeal in writing to the Superintendent of Schools. The Superintendent will attempt to resolve the matter quickly and communicate a decision in writing.
- If you or your parents are not satisfied with the Superintendent's decision, an appeal in writing should be addressed to the Board of Education.

### **Storm Closing**

In case there is no school, announcements will be made over radio stations: WTIC, WRCH, WKSS, WWYZ , & television stations: WVIT – CHANNEL 30, WTNH – CHANNEL 8, WFSB – CHANNEL 3, Cable Channel 16, and [www.plymouth.k12.ct.us](http://www.plymouth.k12.ct.us). The superintendent of schools will also provide an emergency alert phone call to inform you that due to the inclement weather school had been canceled or delayed for the day.

### **Security Cameras**

Security cameras are located in public areas throughout our building and parking lot to record activity that is in view and to ensure the safety and well-being of our students and staff. School administrators and security personnel have access to this recorded information

All exterior doors remain locked during the school day. Individuals wishing to visit during school hours must come to the front door and use the buzzer and state their purpose for visiting the school into the speaker. The front door has cameras allowing the office staff to identify those wishing to gain entrance to the school

### **Visitors & Guests for a Day**

Under NO CIRCUMSTANCES are students allowed to bring visitors or friends to school as “guests” for a day. Dances are included in this regulation.

### **Free/Reduced Lunch Eligibility**

Our school district participates in the National School Lunch Program and the School Breakfast Program. Applications are sent home at the beginning of each school year and extra copies are available in the main office. If you would like to apply, please complete the application and return it to your child's school or to the Plymouth Board of Education. Only one application is required per household. A child's eligibility status is generally considered confidential and usually may only be disclosed with prior notice and or consent. 42 U.S.C. § 1758(b)(C)(iii).

### **Lost & Found**

The lost and found box is located outside the main office. All clothing items found should be placed in this box. Textbooks and musical instruments that are found should be brought to the main office. Items remaining in the box will be donated periodically throughout the year. Ample notice will be given to the students prior to this donation.

### **Peer Mediation**

Eli Terry Jr. Middle School has a school mediation program. Peer Mediation is currently in thousands of schools in the United States. Peer Mediation is when specifically trained students, with adult supervision, help find positive ways to solve disagreements. Examples of these problems are: misunderstandings between students, bullying, teasing, name

calling, threatening, and rumors. If you have any of these problems with another student, then Peer Mediation might be for you. There is a special form you need to fill out if you wish to use Peer Mediation. You can get the Peer Mediation Request Form in Guidance. Fill out the form and return it to your School Counselor where it will be decided if your problem will go to Peer Mediation.

### **Phone**

In order not to disrupt the educational process, parents are reminded that **only emergency phone messages will be accepted for their child**. Parents are asked to make all necessary arrangements with their child the day before or prior to their departure for school in the morning. **Students are not allowed to use the school phones i.e. office, library, nurse, guidance, unless in the case of an emergency**. Forgotten homework or projects, sports uniforms, permission for after school activities, bus notes, are not emergencies and phone access will be denied.

### **Care and Handling of School Property**

A student and/or parent or guardian of a minor who damages property of the Plymouth Public Schools will be held liable for such damage.

The Board of Education feels it is the responsibility of the students who have the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or the completion of its use. If proper use or normal care is not practiced by the student, the student will be expected to pay a fee to cover the cost of replacement or repair and discipline action may be taken..

### **Connecticut's Complaint Resolution Procedure**

Federal regulations require that state education agencies adopt written procedures for the receipt and resolution of any complaint which alleges that the state education agency, or an agency or consortium of agencies, has violated a federal statute or regulation that applies to the following programs: Title I, Title II, Title III, Title IV and/or Title V.

The complaint Resolution Procedure is listed in its entirety on the Plymouth Public Schools Website (<http://www.plymouth.k12.ct.us>) under the District Information heading.

### **School Hours**

The school will be open to bus students upon their arrival. Students are to remain in the Foyer until 7:35 a.m. There will be no loitering in corridors or other areas of the building or grounds. All students must be in class prior to 7:50 a.m. Dismissal is at 2:30 p.m.

### **Report Cards / Midterm Reports**

Midterm reports and report cards will be available via PowerSchool to all students and parent/guardian upon completion of each marking period.

Students who owe any kind of financial obligation will be unable to receive their final report card.

## **Dress Code**

Cleanliness, neatness, and modesty are expected in a student's appearance at all times. Students are expected to come to school in clean and neat clothing and dressed in a manner, which is accepted, as being in good taste and as such creates no health or safety hazard.

The Board and school officials are interested in the students and their education. The Board feels it right and proper to set certain standards of attire and appearance in the interest of maintaining a proper and healthful educational atmosphere. The following are prohibited:

- Clothing that detracts from the educational process.
- No pajama/flannel pants.
- Articles having indecent or inflammatory writing, pictures, slogans, or displaying alcohol or other illegal substances.

- An article of clothing that could cause damage to other students or property (i.e. chains, cleats, etc.)
- Halters, see-through clothing: this includes jeans with excessive tears/rips and/or holes, spaghetti straps, camis, or boys style “muscle” shirts.
- Short shorts (short shorts can be defined as less than fingertip length.)
- Pants must be worn at the hips or waist with no showing of undergarments.
- Clothing or accessories, such as bandanas, that symbolize membership in a group which could be construed as disruptive to the educational process.
- Hats (All hats must be placed in student lockers upon arrival to school. Hats will remain in lockers until dismissal time.)
- Bare midriffs, shoulders, or Exposed undergarments.
- All nonprescription eyewear.
- Sandals without backs/flip-flops for safety reasons. No soft soled slippers or “dangling” shoelaces.
- Garments designed to be worn out-of-doors (all outerwear garments must be placed in lockers upon arrival at school. Items must remain there until dismissal for security reasons. This includes jackets, vests, and gloves.

**\*\*\* The Administration shall determine specifics on attire. Students who are not dressed appropriately will be asked to put something else on that meets the requirements of our dress code effectively. If they have nothing else to wear in school, the nurse will call the parents to bring in another outfit.**

### **Physical Education**

All pupils must have clean attire which meets the school dress code for physical education on each day of scheduled classes. Only a doctor can grant permission for a student to be excused from physical education. This request must be in writing, and signed by the doctor, stating the length of time the student is to be excused.

### **Backpacks**

Book bags MUST be kept in the student’s locker. Book bags are not allowed to be carried in the building between 7:50 a.m. and 2:30 p.m.

### **Hair Color**

Spray and temporary hair colors are not permitted in school due the distraction to the educational environment. If a child has temporary hair color, they will be sent to the nurse’s office to wash the color out. Permanent hair color is permitted.

## CODE OF CONDUCT

Eli Terry Jr. Middle School strives to maintain a safe learning environment. **Our Code of Conduct is intended to promote a school environment that supports teaching and learning.** Expectations apply during the school day and at all school functions on/off school grounds. Any violation of school rules or board policy will be investigated and consequences may be assigned.

### **Students will:**

Treat adults, peers and property with **respect**.

Take **responsibility** for their actions.

### **Positive Behavioral Interventions and Support**

Eli Terry Jr. Middle School uses a school-wide process called Positive Behavioral Interventions and Support (PBIS). This research-based process focuses on teaching, encouraging, modeling and practicing behaviors and social skills that lead to a successful school experience

Expected school behaviors, built on the principles of respect and responsibility, are communicated to all students and PBIS lessons are taught. Students who demonstrate positive behaviors at school meet more success in school and are eligible for rewards throughout the school year.

### **Reward Program**

Students who exhibit positive behavior are eligible to receive **Bulldog Bucks**. Bulldog Bucks can be redeemed in our school store for various school appropriate items and raffle prizes ranging from gift cards to age appropriate merchandise.

## **SCHOOL DISCIPLINE SAFE SCHOOL CLIMATE PLAN (Regulation: 5131.911)**

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

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 also be suspended or expelled for conduct off school grounds if such conduct is **seriously disruptive of the educational process and violative of a publicized policy of the Board.**

### **Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.

2. Theft.
3. 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.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are

used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

#### **Plagiarism Policy**

Our staff is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated. It is an expectation that all departments and students adhere to and enforce this policy.

27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of 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.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. **Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:**
  - a) causes physical or emotional harm to such student or damage to such



- student's property;
- b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c) creates a hostile environment at school for such student;
- d) infringes on the rights of such student at school; or
- e) substantially disrupts the education process or the orderly operation of a school.

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

- 33. Cyberbullying, defined as 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.
- 34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- 35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
- 36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
- 37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
- 38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- 39. Any action prohibited by any Federal or State law.
- 40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

It is imperative that any form of bullying behavior or harassment be reported to an administrator as soon as possible. **If administration does not know about the inappropriate behavior it cannot be addressed appropriately.**

### **Discretionary and Mandatory Expulsions**

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in any conduct described above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

## **School Discipline Code**

### **Detentions / Double Detentions**

Teachers or administrators may require a student to stay after school for failure to complete work or for disciplinary reasons. Students who cannot stay after school will have their parents contact the person who issued the detention and agree on an appropriate compromise. Students are expected to work quietly on appropriate assignments or homework. Detention is typically from 2:30PM until 3:00PM. A double detention is typically from 2:30PM until 3:30PM. The student will be given a 24-hour courtesy notice in writing. The student is responsible for presenting this notice to his/her parent or guardian. If the student does not return the courtesy notice signed by either a parent or guardian, he/she will be directed to remain after school or will face further disciplinary action. Failure to attend three assigned detention(s) for any inappropriate behavior will result in In-School Suspension.

### **Out of School Suspension, In School Suspension & Expulsion**

The goal of our school is to provide a student-centered environment where education can take place without interruption or disruption and where the safety of persons and property is maintained. It is also the intent of the school to enforce the laws of the State and the policies of the Board of Education.

### **Actions Leading to Disciplinary Action, including Suspension and/or Expulsion**

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.

General Rule: Behavior or conduct that interferes with any students' ability to learn or which undermines the ability of the school to achieve its educational objectives and legal duties is not acceptable.

### **Due Process Provisions Regarding Suspensions**

Students whose behavior warrants in-school or out-of-school suspension will be accorded a due process hearing with the Principal or the Vice-Principal. During this conference the reasons for suspension will be discussed and an opportunity will be provided for the student to present his/her side of the case. In matters of suspension, parents will be notified in writing of the action. Parents may be asked to come in to the school to confer with a school administrator and the student before the student is readmitted to class.

Students and parents have the right to appeal any disciplinary action. The initial appeal shall be made to the administrator who assigned the discipline. If not satisfied with the decision, an appeal may be made to the other

administrator within the building. If the resolution made by building administration is still not agreed upon, the decision may be appealed in writing to the Superintendent of Schools. If the student or parent is not satisfied with the Superintendent's resolution, they may appeal in writing to the Board of Education.

### **Procedures Governing In-School Suspension**

Administration may impose in-school suspension in cases where a pupil's conduct endangers persons or property, seriously disrupts the educational process or in other appropriate circumstances as determined by administration.

### **Procedures Governing Suspension**

The administration of a school shall have the right to suspend any student for breach of conduct on school grounds or at any school-sponsored activities which endanger persons or property, is a serious disruptive of the education process, or violates a publicized policy of the Board of Education.

Students may be disciplined for conduct off school grounds if the conduct is a serious disruption of the educational process and a violation of a publicized policy of the Board of Education.

### **Procedures Governing Expulsion**

A principal may consider a recommendation of expulsion of a pupil in a case where he has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process or violates a publicized Board of Education policy. A principal may also consider a recommendation of expulsion of a pupil for conduct off school grounds which is seriously disruptive of the educational process and violates a publicized Board of Education policy.

## **School Policies & Procedures**

### **Public Display of Affection**

Displays of affection are inappropriate in a school setting. The school is not the place for the purpose of public displays of affection. Students shall respect each other and conduct themselves in a proper manner.

### **Passes**

Students are not to be in the corridors, stairwells, foyers, lavatories, etc. during class without an authorized pass. Students must have a pass from the appropriate classroom teacher to go to the Nurse's Office, Main Office, and Guidance Office. Any student abusing the pass system will be placed on a restricted pass for a period of time determined by the administration. If abuse to the pass system continues, the student will be assigned an escort when leaving an area.

### **Smoking Policy**

SMOKING IS NOT ALLOWED IN SCHOOLS OR ON BOARD OF EDUCATION PROPERTY. TOBACCO PRODUCTS AND PARAPHERNALIA ARE NOT PERMITTED IN SCHOOL AND IF OBSERVED IN A STUDENT'S POSSESSION, THEY WILL BE CONFISCATED AND NOT RETURNED; THIS INCLUDES ELECTRONIC CIGARETTES.

The Plymouth School District promotes nonsmoking and encourages a smoke free and tobacco free environment. (See Plymouth Public School Policy # 4118), (CGS 53-344(b)), (CGS 12-295a(c)), (CGS 12-295a (b))

### **Drugs, Alcohol, & Tobacco**

It is the policy of the Plymouth Public Schools to take positive action through counseling, parental involvement, medical referral and police referral in the handling of incidents in the schools involving the possession, sale or use of behavior-affecting substances. In addition, the schools provide educational opportunities for students to gather facts concerning the use of controlled drugs and alcohol and their attendant social, legal, and physical consequences.

Use or possession of tobacco, alcohol or other drug use is not condoned for any student. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by a doctor.

The unlawful possession, distribution and/or use of illicit drugs and/or alcohol by students is wrong and harmful and will not be tolerated within the Plymouth Public Schools or its premises or as part of any school sponsored activity.

Any controlled drug or alcoholic beverage found to be in the possession of, or surrendered by a student, or

obtained through a search of lockers or desks is to be turned over to the school Principal. The Principal will, within three (3) days of its receipt, surrender the drugs or alcohol to appropriate law enforcement officials.

Students found in possession and/or use of a controlled drug or alcoholic beverage in school or on school property is subject to arrest. In the event that a student is to be arrested, the building Principal or his designee will attempt to contact the parents prior to calling the police and inform them of the potential arrest.

Any law enforcement official who questions a student or staff member will do so in the presence of the building Principal or his designee. Every effort will be made to include the parents or guardian of the student in hearing which carry an implication of the possible allegation of guilt or the furnishing of information leading to an indictment. The student's right to remain silent or speak through an attorney or parent will not be abridged.

Students found in possession and/or use of a controlled drug or alcoholic beverage will be suspended from school. Students suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with the building Principal or his designee along with the student's parents or guardian, a guidance counselor, Department of Student Services mental health professional and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of the suspension. Arrangements for further follow-up contact will be made. The counselor or Department of Student Services mental health profession will maintain contact with the student and his/her family regarding the problem.

All individuals suspected of drug or alcohol distribution on school property or at a school sponsored activity will be reported to the Principal who will, after determining that distribution has occurred, call law enforcement officials. Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling and rehabilitation. The name of the student will be sent to the Commissioner of Education within thirty days after the student is expelled. Whenever the Plymouth Board of Education notifies a student between the ages of sixteen and eighteen or the parents or guardian of such students that an expulsion hearing will be held, the notification will include a statement that the board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at a school sponsored activity.

### **Cell Phones/Electronic Devices**

**Students are NOT** permitted to carry cell phones and other electronic devices with them throughout the day; this includes during the lunch period. To maintain the privacy and respect of others, students are not allowed to take pictures of staff or peers during school or at school sponsored events/activities.

Electronic devices may be used before and after school hours; **however, it is not recommended these items be brought to school.** Any student possessing an electronic device shall be responsible for its care. The school is not responsible for lost, stolen or damaged property. All electronic devices will be confiscated from students if they are not used properly. Parents will pick up items from those with multiple offenses.

### **Cameras**

Cameras are not permitted in school without specific faculty permission. Any student possessing a camera shall be responsible for its care. The school is not responsible for lost, stolen or damaged property.

### **Gambling**

There will be no gambling of any kind allowed on school grounds.

### **Profane Language**

Profane language and gestures are offensive and disrespectful; therefore, they will not be tolerated in school.

### **Energy Drinks**

Energy drinks are discouraged on school property.

### **Gum**

No gum chewing is allowed in school.

### **Field Trips**

Student's behavior during field trips is governed by school rules. There will be no tolerance of any behavior which detracts from or interferes with these off-campus instructional activities. Consequences may be instituted while the students are away from the building. Additional consequences may also be instituted upon completion of the trip.

Although these trips are a planned part of our core curriculum, a student may be excluded from a field trip at the discretion

of the administration. The decision to exclude a student from a field trip will be based on a review of incidents and information that indicates the student may not be able to function appropriately in a loosely structured environment. An appropriate alternative instructional activity will be arranged at the school for students who are unable to participate on the field trip. Parents will be notified of such an action and the reasons for it.

### **Dances**

Students are expected to exhibit proper behavior at school social events. The following additional rules are in effect for Eli Terry Jr. Middle School dances. All school policies apply to school dances.

1. You may not bring refreshments of any type to a school dance.
2. You cannot leave a school dance early without prior permission of the principal or administrator in charge.
3. You must arrive at the dance on time or have prior permission of the principal or administrator in charge.
4. No guests will be permitted to any school dance.
5. All school dress code policies apply to a school dance.

### **Library / Media Center**

The Eli Terry Jr. Library is a place where students and teachers can access print and non-print information to support school curriculum and individual interests. The media center has a collection of over 7000 books and houses 25 computers. You may search for books in our library from any internet connected computer. Go to <http://destiny.plymouthschools.us> and get acquainted with our library resources. Students may check out books for three week periods. If a book is not returned, an overdue notice will be sent home. All borrowing and computer privileges will be suspended until late or lost items are paid for or returned to the library.

### **Weapons and Dangerous Instruments**

Possession of or bringing weapons or dangerous instruments on school grounds may be a violation of criminal law. Any such act shall be reported immediately to the local law enforcement agency and the parent or guardian notified. Students who violate this regulation shall be subject to appropriate disciplinary action as well as possible court action.

### **Assemblies**

Student behavior during assemblies is governed by school rules. A student will be deprived of participation in these activities if his/her behavior is unacceptable.

### **Bicycles / Skateboards / Scooters**

Bicycles, skateboards, and scooters are acceptable means of transportation and **must be secured at the bike rack daily**; they may not be brought into the building. With safety in mind, students must observe all rules of the road. Riding bicycles, skateboards, or scooters is strictly prohibited on school grounds.

Please remember - State Law requires children 15 years of age and younger to wear an approved helmet. By law, all Eli Terry Jr. students **MUST** be wearing a helmet while riding their bicycles to and from school. Items such as skateboards, scooters, roller blades, sneakers with wheels, etc. are prohibited on school grounds.

### **Insubordination**

Open defiance including verbal abuse or failure to comply with orders of any teacher or person having authority over the student is not acceptable behavior and will result in suspension.

### **Computer Use**

Students are expected to adhere to the Acceptable Use Policy (A.U.P.), which is distributed to each student upon their first day of school. **This policy requires a signature of both parent and student. Failure for parents to sign the Acceptable Use Policy Letter form will result in your child being denied access to the Internet.** Violation of these Acceptable Use Policy rules will result in the loss of your child's computer privileges in all areas of the school. Any expenses incurred by the school system because of damage done to the computers, software, or printers will be paid for by the student and their family.

## **After School Activities**

### **Sports & Eligibility**

At Eli Terry Jr. Middle School, we believe that academics are the major reason for a student attending school. Although other areas help to develop a well-rounded individual, academics are the main concern of an education facility. Eli Terry Jr. sports eligibility rules will adhere to the following, based upon the midterm progress reports and report card grades:

- The first midterm progress report will determine if a student needs to be placed on academic probation until their grades meet the eligibility requirements.
- The first report card will determine if a student is eligible to participate in winter sports.
- The second midterm progress report will determine if a student needs to be placed on academic probation until their grades meet the eligibility requirements.
- The second report card will determine if a student is eligible to participate in spring sports.
- The third midterm progress report will determine if a student needs to be placed on academic probation until their grades meet the eligibility requirements.
- The fourth report card will determine if a student is eligible to participate in fall sports the following school year.

If a student has failed (average below 65) in any subject areas as defined below, he/she will not be eligible to participate in a sports program:

- One core subject (Math, Science, Language Arts, or Social Studies) and one unified arts subject.
- Two unified arts subjects.
- Two core classes (Math, Science, Language Arts, or Social Studies).

### **Absences and Extracurricular Activities**

Students must be in attendance a minimum of 4 hours during the school day in order to participate in extracurricular activities.

### **Spectators at School-Sponsored Events**

Eli Terry is proud of its reputation for hospitality and good sportsmanship. It is expected that all athletes, students, and spectators conduct themselves in a manner favorable to the school and the community they represent. If a child demonstrates inappropriate behavior, they will be asked to leave the sporting event and school grounds.

## **Search of Property & Students**

### **A. Application of Policy**

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. The search of property, including automobiles, could involve the use of a police dog.

### **B. School Policy**

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

### **C. The Person**

According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school". A particular student's effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property by administration. The scope of the search must 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".

### **D. Notice**

Students will be provided notice of the Policy concerning search and seizure by having it placed in the student handbook or distributed by supplemental publication.

Legal References: New Jersey v. T.K.O., U.S., 105 S. Ct. 733 (1985)  
Connecticut General Statutes  
10-221 Boards of Education to prescribe rules

Adopted 6/26/85

### Lockers

Each student is provided with the use of a locker and it is the property of the school. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of its students. Periodic general inspection of lockers may be conducted by school administrators for any reason at any time, without notice, without student consent, and without a search warrant, if:

1. The search is justified at its inception.
2. The scope of the search is reasonably related to the circumstance.

(Public Act No. 94-115, CT Oct., 1994)

It is the student's responsibility to maintain a reasonably neat and clean locker and to keep the combination number confidential. Assuming these responsibilities will assure cleanliness and security for personal possessions and school property. The school is not responsible for lost, stolen or damaged property in lockers. Any damage beyond ordinary wear and tear will be charged to the student using the locker. If you choose to display anything inside your locker, it must be appropriate and in good taste.

- Use only the locker assigned to you-Do not place your belongings in any one else's locker
- Any locker malfunction should be reported to the office immediately
- Failure to comply with locker regulations will result in the temporary or permanent loss of locker use

### School Property

Student lockers, desks and other such properties are owned by the school. The school exercises control over the school property and a student should not expect privacy regarding items placed in school property because it is subjected to search at any time by school officials.

### Search of Property & Students

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

## **DISCIPLINE**

It is imperative that any form of bullying behavior or harassment be reported to an administrator as soon as possible. **If administration does not know about the inappropriate behavior it cannot be addressed appropriately.**

## **NON-DISCRIMINATION**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy or gender identity or expression is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

#### ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

#### Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to the building principal or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings.

At any time, a complainant alleging race, color or national origin discrimination or



harassment has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 9th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

**Equal Educational Opportunity & Sexual Harassment Policy**

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Act of 1987, the Plymouth Board of Education adopts the following Equal Educational Opportunity and Sexual Harassment Policies.

**Equal Education Opportunity**

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

The Equity/Title IX Coordinator has the responsibility to monitor the implementation of this policy. Further implementation of this policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

**NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability. Under Section 504, the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing such eligible students access to free appropriate public education ("FAPE"). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical disability that substantially limits a major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity may also include the operation of a major bodily function, such as an individual's immune, digestive, respiratory or circulatory systems.

A student can be disabled and be covered by Section 504 even if he/she does not qualify for, or receive, special education services under the IDEA.

CONNECTICUT STATE DEPARTMENT OF EDUCATION Complaint Resolution  
Procedure  
Elementary and Secondary Education Act  
34 Code of Federal Regulations (CFR) Part 299(10)(a)

- I. Filing of Complaint
  - A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).
9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs). B. Review of an

#### Appeal

A written complaint may be filed by an Individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

#### C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.
2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.
3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.
4. Complainant's and respondent's name, address and telephone number.
5. Other materials or documents containing information which support or clarify the statement.

#### II. Review of Complaint

##### A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the

review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.
2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response: The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.

B. Interview: The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.
2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35 (a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those :: programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

## **PROHIBITION AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

### Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to **[INSERT HERE THE NAMES OF APPROPRIATE SCHOOL PERSONNEL PREFERABLY ONE OF EACH SEX]** or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the: Name of the complainant, date of the complaint, date(s) of the alleged

harassment/discrimination, Name(s) of the harasser(s) or discriminator(s), Location where such harassment/discrimination occurred, Names of any witnesses to the harassment/discrimination, and *Detailed statement of the circumstances constituting the alleged harassment/discrimination.*

4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

### **POLICY REGARDING WELLNESS**

It is the policy of the Plymouth Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness ("Advisory Council") to review any available state or federal guidance on wellness issues and to assist in formulating

recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals..

### **YOUR RIGHT TO REQUEST INFORMATION CONCERNING TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

As a parent of a student enrolled in the Plymouth Public School System, under the No Child Left Behind Act of 2001, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you wish to obtain this information, please contact the Plymouth Board of Education at 860-314-8004.

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

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. These rights include:

1. The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
3. To protect student privacy in compliance with the PPRA, the Plymouth school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

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

## Grading System

Letter grades and their numerical equivalents are as follows:

<u>Passing</u>		<u>Failing</u>
97 – 100 = A+	80 - 82 = B-	64 - 50 = F
93 - 96 = A	77 – 79 = C+	
90 - 92 = A-	73 – 76 = C	INC - Incomplete
87 - 89 = B+	70 – 72 = C-	MED – Medically Exempt
83 – 86 = B	65 – 69 = D	

### Consequences of Subject Failure

Students who are failing any one academic core class will be subject to the following:

- The student will be placed into a course recovery period for that specific academic core class, in place of one unified arts class, for the entire third trimester.

Students who are failing any two academic classes will be subject to the following:

- No extracurricular activities will be attended by these students. This includes all dances, school organized clubs and various school wide events.
- Once the school day ends, these students may not remain at school unless they have make-up work or detention and are supervised.
- These students will not be allowed to try out for sport teams and/or will be removed from teams immediately.

These guidelines are being implemented to assist students to meet continuous academic success. The progress of these students will be carefully monitored. They will be given every possible means of assistance by teachers, guidance, special services, and administration. These measures have been instituted to provide more time and supervision for students to obtain higher academic standards.

\*\*\* These privileges may be reinstated after mid terms or at the end of each quarter provided the student is not failing more than one subject.

### Make-up Work

Students are accountable to each of their teachers for any absence from a class. Students are responsible for making up all work missed. Students will receive credit for make up work if the absence is excused. Students must contact their teachers the day they return to school. There is a five school day limit on work that can be made up. After that time students will not receive credit for the missing assignment.

## Homework Plan

The Plymouth Board of Education believes that homework is an extension of the school's instructional program and should be a reinforcement of the learning process. Homework is to be an integral part of the instructional process which encourages students to accept the responsibility as well as to increase their capacity for independent learning. To achieve this goal, homework should be viewed as having joint responsibilities shared among teachers, parents and students.

It is the student's responsibility to complete homework neatly and correctly. It is the parent's/guardian's responsibility to uphold this portion of the educational program by encouragement and involvement with the student's teacher. On-going communication between teacher, student and parent/guardian is essential for success of any school program.

The homework recommended for middle school students is approximately one to one and a half hours daily as needed. Homework will not be assigned for disciplinary purposes.

## Academic Requirements

The Connecticut General Statutes state that no student shall be required by any local or regional board of education to participate in lessons on the following topics:

Firearm safety

Family life including, but not limited to, family planning, human sexuality, parenting, nutrition and the emotional,



Physical, psychological, hygiene, and economic and social aspects of family life  
Acquired Immune Deficiency Syndrome (AIDS)  
Alcohol, nicotine, tobacco, and other drugs  
Animal dissection (HS Biology courses and grade 7 Science)

If you have any questions about in which grades these topics may be covered, please visit our website (Curriculum and Instruction Tab) or contact your child's teacher(s). Additionally, for the 2014-2015 school year, students will be required to wear pedometers for data-collection purposes as outlined by the PEP grant. More information may be found on the Healthy & Fit 4 Life tab on the website. If you would like your child to be exempt from any of the above, please send a request in writing to your child's teacher and indicate the specific topics from which you'd like your child to be exempt.

### **Promotion Guidelines Grades 6 - 8**

It is the responsibility of each student to do his/her best to meet the academic standards of the school by passing those subjects to which he/she has been assigned with a final grade of 65 or better. Any student who fails to pass two or more academic subjects at the close of the school year will be considered for retention in the current grade. Major academic areas are, Language Arts, Mathematics, Science, and Social Studies/Civics. Student performance in, Art, Physical Education, Industrial Technology, and Spanish will weigh considerably on the decision. After the 2nd quarter, a notice of possible retention will be sent to students in jeopardy of failing for the school year. Final notification will be made before the close of school in June.

Award ceremonies are held at the end of the school year. The criterion for receipt of awards is available upon request.

### **Grade 8 – Certificate of Promotion**

A promotion ceremony will be held the last day of school. This is designed to give our students a goal to work towards as a culminating activity for their middle school years. All students who meet the promotion requirements may participate. Any student who is retained, or who is required to attend summer school for promotion will be excluded from all grade 8 end-of-the-year-activities; (i.e. graduation social, graduation) but may receive their certificate when summer school requirements have been met. If students have any financial obligations to the school their certificate will be withheld until all payments owed have been paid in full.

### **Graduation Social**

The purpose of this activity is to provide a continuing social opportunity reserved for graduating eighth grade students at Eli Terry Jr. Middle School. No underclassmen or students from other schools will be permitted. All students who meet the promotion requirements to 9<sup>th</sup> grade may participate. If an 8<sup>th</sup> grade student is suspended, either in-school or out-of-school, during the week of the graduation social, the student is ineligible to attend.

### **Honor Roll Standards**

Distinguished Honors: All grades at 90 or above.

High honors: Grade Point Average of 90 and above with no grade below an 85

Honors: Grade Point Average of 85 and above with no grade below an 80

## **ATTENDANCE**

Connecticut General Statutes Section 10-184 provides that “each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public school”. A student should not be absent from school without a parent's consent and it is expected that parents will allow their children to be absent only for health or other extenuating

circumstances. School attendance records are legal documents that must be accurate at all times. The following absences shall be considered excused.

1. Student Illness
2. Serious Family Matter
3. Other Valid Reason

The school administration makes the final determination of excused absences. Legislation mandates school attendance, so it is not up to parents to decide what will or will not constitute an excused absence. All absences must be reported or clarified no later than 48 hours (two school days) after it occurred.

## **ATTENDANCE POLICY**

“Excused absence” – a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the other criteria is met. (see website) Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- Reasons of student health, including student illness, incapacity or doctor’s visits. The district reserves the right to require a physician or other appropriate certification for absences.
- Religious obligation
- Court appearance
- Death in family
- Approved school activities
- Suspension or expulsion

**Note:** Students who have repetitive tardiness to school may be subject to further disciplinary action.

Parents should call the school before 8:00 a.m. when a student is home ill or otherwise absent-excused. If no confirmation of the absence is made, the student will be listed as “absent-unexcused.”

Make-up work for excused tardy and absences will be arranged by the classroom teacher and must be completed within 5 calendar days after the student returns to school. Make-up work for unexcused tardy and absences will be arranged by the classroom teacher and must be completed the day after the student returns to school or per teacher discretion.

**PLANNED EXTENDED ABSENCES:** If a student expects to be absent for an extended time, the parent is to submit a letter to the principal requesting approval for the absence. Upon administrative approval, the student should discuss with his or her teachers the assignments that he or she will be expected to complete during this period. Please note that all work assigned to the student is due the day of return to school, unless otherwise noted by his or her teachers.

**ABSENCE REGULATIONS** - All students must be in attendance for **a minimum of four consecutive hours** in order to participate in athletic events (**including practices**) and any other extra-curricular activities, unless excused by the administration.

**DISMISSALS** – Early dismissals from school are granted only by the school nurse, the principal, or the assistant principal. Only students with a note from their parent/guardian or those whose parent/guardian has called the school and spoken to an administrator may receive permission to leave the building prior to the end of the school day (2:30). Students leaving prior to or without administrative notification will be assigned ISS for leaving school grounds without permission.

**LATE ARRIVAL POLICY AND TARDINESS TO CLASS** – Students who arrive to school after 7:50 a.m. must secure a tardy slip from the main office. Parent verification of the tardy, documented appointments and illness, or certain circumstances approved by the administration will be acceptable certification for excused tardy. Cumulated unexcused

tardiness will result in specific consequences. Students who are tardy to class must secure a slip from the teacher of the previous class. Unexcused tardy to class will be handled by the classroom teacher. A letter will be sent home to parents/guardians if a student is absent five or more days per quarter. \*\* It is the parent/guardians responsibility to call 860-314-2790 or 860-314-2791 before 9:00 a.m. with the reason for their child's absence.

### **Illness**

Any student who becomes ill during the day must get a pass from the teacher in order to go to the nurse's office for an assessment. If the condition warrants, the parent will be contacted by the nurse to come for the student.

### **Truancy**

The regular attendance of students at school is, by law, the responsibility of each student's parent or guardian. Those who miss classes on a regular basis may suffer long-term negative consequences in that they are unlikely to master the skills necessary to succeed in school and life. By state statute, truancy is defined as four (4) unexcused absences from school in any one month.

A student is considered habitually truant when he/she continues to accumulate four (4) unexcused absences in any month or ten (10) unexcused absences in one academic year. The law requires that school personnel attempt to notify by telephone the parent or guardian of any student absent from school. Further, appropriate school staff is required to hold a meeting with the parent of the student within ten (10) days of a known truancy. A written complaint must be filed in Superior Court of each habitual truant. Judges are empowered to place habitual truants in temporary custody if there is a strong probability that the student will not attend school. Parental fines imposed by the court for students truant from school are twenty-five dollars per day.

### **Truancy Notification**

#### **ANNUAL NOTIFICATION OF OBLIGATIONS UNDER C.C.S. S10-184**

Connecticut law requires that the Plymouth Public Schools provide you with this written notice of your obligations under Conn. General Statutes S10-184. This law provides that each parent or other person having control of a child less than sixteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statutes S10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine. Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school year.

### **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

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

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

Parents or eligible students should submit to the school principal **[or appropriate school official]** a written request that identifies the record(s) they wish to inspect. The principal **[or appropriate school official]** will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal **[or appropriate school official]**, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District

will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

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

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

medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student, or other volunteer 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 a student's education record without consent to officials of another school, including other public schools, charter schools, and post secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing

or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

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

### **Health & Safety**

#### **Asbestos Notification** (40 C.F.R. 763.93 (g)(4))

Federal Law and State of Connecticut Regulations of the Environmental Protection Agency (EPA) require school districts throughout the State of Connecticut to inspect all buildings in order to:

1. identify friable and nonfriable asbestos present
2. develop asbestos management plans
3. implement any necessary actions

#### **Pesticide Application** (Conn. Gen. Stat. § 10-231c, 10-231d)

A written statement of the Board's Policy concerning pesticide application on school property and the schedule for pesticide application is available for inspection upon request

#### **Green Cleaning Products Notification** (Conn. Gen. Stat. § 10-231g)

Conn. Gen. Stat. § 10-231g requires that on or before July 1, 2011, school districts must implement a "green cleaning program" for the cleaning and maintenance of school buildings. A written description of these green cleaning programs is available for inspection upon request or via the school district website.

#### **Indoor Air Quality (Conn. Gen. Stat. § 10-220)**

Connecticut General Statutes §10-220 requires that for every school building constructed, extended, renovated or replaced on or after January 1, 2003, a board of education must provide a uniform inspection and evaluation program of indoor air quality. Results of this inspection and evaluation procedure are available for public inspection on upon request.

### **Health Services**

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

#### **Physical Examinations**

School health legislation requires each school age child to have a physical prior to enrollment and in grades six (6) and ten (10), provided by their own physician. Physical forms may be obtained from the school nurse. Transfer students must present complete health information to the nurse before entrance. New enrollees from out of state are required to have a current physical by their own physician and are given thirty (30) calendar days to have this completed. Physicals for sports participation are required yearly by private or school physician. The State Department of Education requires that all students entering 7<sup>th</sup> grade must obtain a current physical. Those students who do not have this form on file within the first 10 days of school will not be permitted to attend.

#### **Screenings**

All students are checked for pediculosis (head lice) at the beginning of each school year by the elementary school nurse(s). Parents will be notified and an instruction given if this is detected. Annual vision screenings are given to each student in kindergarten grades one (1) to six (6), inclusive and grade nine (9). Yearly hearing screenings are given to each student in kindergarten to grade three (3), inclusive, and grades five (5) and eight (8). Postural (scoliosis) screenings are

done annually for each student in grades five (5) to nine (9) inclusive. These screenings are also performed upon request of a parent or teacher. Any deviation from the normal is reported to the parents in writing for follow-up by their own physician.

### **First Aid**

When the school reports your student acutely ill or injured, it is expected that the parents will make arrangements to immediately transport them home. However, in cases of serious accidents/life threatening emergencies requiring immediate hospitalization, the student will be sent to the nearest emergency room by ambulance. Parents will be notified immediately in all cases. Please fill out and return the health questionnaire at the beginning of the school year. Any changes in the information provided of these forms should be updated as the need arises.

### **Immunization**

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are:

DTP/DTaP-at least 4 doses. The last dose must be given on or after fourth birthday

Polio - at least 3 doses. The last dose must be given on or after fourth birthday

Measles – on or after first birthday; second dose given at least four weeks after the first dose required for kindergarten entry in August 2000 or later: second dose required for entry into seventh grade if enrolled after September 1992.

Mumps – on/or after first birthday

Rubella – on/or after first birthday

Hib (Hemophilus influenza Type B) – given on the appropriate schedule for age; one dose on or after first birthday. Not required at five years or older

Hepatitis B – any child born January 1, 1994 or later must have three doses of vaccine. Any child enrolling into the seventh grade in August 2000 or later is required to have one dose of vaccine-the series of three doses of vaccine must be completed for entrance into eighth grade effective August 2001.

Varicella (Chickenpox) – any child born January 1, 1997 or later must have one dose of vaccine given on or after first birthday. Any child enrolling into the seventh grade in August 2000 or later and is less than 13 years of age is required to have one dose of varicella vaccine. If the child is 13 years of age or older, two doses of vaccine are required at least four weeks apart. If the child has had chickenpox disease, a written statement signed and dated by a physician, physician assistant or advanced practice nurse (A.P.R.N.) is required indicating that the individual has already had chickenpox based on family and/or medical history.

**A written record of immunizations must be presented to the school nurse before a child is permitted to attend school.**

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Students with bacterial infections, such as strep throat, pink eye or impetigo, must have taken the prescribed dosage of antibiotics for at least twenty-four (24) hours before returning to school. **Your child should be fever free for twenty-four (24) hours after an illness.** Scabs must be dry with no blistering present in order for students with chicken pox to return to school. If a student is suspected of having Fifth Disease, they must remain home and may only return with a written diagnosis from their physician.

### **Disabilities**

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

### **Homebound**

Homebound instruction shall be provided when a child's condition will cause absence of at least three (3) weeks duration. Instruction shall begin no later than two (2) weeks from the first day of absence, provided nothing in the child's condition precludes it. A note from the child's physician is required stating that the child is unable to attend school for medical reasons. The expected date of return to the school program has to be included in the note. Homebound instruction may also be provided for the following reason(s): child is expelled or excluded from school for safety reasons, a special

education program is pending or a pregnancy (also requires a doctor's note).

### **Medication**

According to the medication policy, no medication, including over-the-counter, nonprescription drugs, may be administered to students in school without written authorization from the physician and parent. Please be aware this also includes cough lozenges, aspirin, acetaminophen, eye drops, topical ointments/creams, etc. Written authorization must be renewed each school year. If your child must take medication in school, the parent/guardian must deliver medication in the original container, labeled with the name of the student, physician and medication, date or original prescription, and administration directions. The amount is limited to a 45 day school day supply. Students are NOT permitted to carry medication to school. Unused medication shall be picked up by the parent/guardian within one week after administration is stopped or it will be disposed of by the school nurse.

Students who have known food or bee sting allergies and require medication must have the necessary medication in school to insure the child's safety. This medication must accompany the child on a field trip. The student will NOT be permitted to participate in the trip if the necessary medication is not provided.

### **Exclusion from Physical Education Classes**

Students may be excused from physical education classes due to medical reasons. Students needing to be excused should present a dated (including dates of exclusion period) doctor's note to the school nurse.

### **Pediculosis (Head Lice)**

Infestation of the hair with head lice is a common condition found among school age children. There is no way of preventing a child from acquiring the condition. The goal should be to detect it quickly and clear it up as soon as possible. Our school health regulations specify that children with head lice are to be excluded from school until treated at home with a shampoo that kills head lice. Ordinary shampoo will not work. Following the treatment, the child may return to school if these conditions are met: A) Parent must accompany child to school, B) the school nurse must be presented with proof of appropriate treatment (eg. Pediculicide shampoo box top), C) No live lice found upon examination by school nurse.

## **Transportation Information**

### **Bus Code**

If a child is unruly on the bus and refuses to obey the driver, such child shall be taken to his destination and the school administration shall be advised. The first offense will result in a warning letter to the child's parent from the school administration. The next offense will result in suspension from the bus for a period not to exceed one week. A third offense may result in suspension from the school bus for the remainder of the school year. The student or parent is then responsible for their transportation to and from school.

If any child misbehaves so as to endanger the safety of the other passengers, he/she may be put off immediately for an indefinite period. Action taken by the administration is at the request of the bus driver.

Every bus student must remain on the bus in the morning until it reaches Eli Terry Jr. Middle School. Getting off at any other place is forbidden. The same applies in the afternoon. Eli Terry Jr. students board the bus at Eli Terry Jr. Middle School and get off only at their stop.

### **Bus Conduct**

These rules of conduct are established to ensure student safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, loading zones, while riding the bus to or from school, and during school related activities. The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds. Please be advised that electronic monitoring devices may be present on school buses. For the complete policy please refer to policy # 5131.111 which is available through the Board of Education offices.

### **Bus Rules of Conduct - Students will:**

- a. Ride the bus to which assigned and will normally enter and exit only at their regular bus stop.  
Students desiring to exit at other than their regular bus stop must present written permission from their parent or

- legal guardian which must be signed by a school administrator.
- b. Board the bus in an orderly manner without pushing or the crowding of other students.
  - c. Identify themselves when requested to do so by the bus driver.
  - d. Refrain from boisterous conduct, fighting, or throwing on any object.
  - e. Keep all portions of the body inside the bus at all times.
  - f. Not consume food or beverages or chew gum while on the bus.
  - g. Remain seated at all times while the bus is in motion. Seating assignments may be made at the discretion of the bus driver or school administrator.
  - h. Not use profane or abusive language or gestures.
  - i. Not smoke or possess lighting devices.
  - j. Not tamper with bus controls, radios, doors, or emergency exits.
  - k. Not exhibit a public show of affection for another student.
  - l. Be expected to cause no property damage nor leave trash at any bus stop.
  - m. Arrive at their bus stop five (5) minutes before the bus arrives.
  - n. Not write on seats or walls of the bus or intentionally damage or deface any portion of the bus.
  - o. Exit through front door only, unless otherwise directed by the bus driver.
  - p. Not bring glass containers, live animals, balloon bouquets, or skateboards/bicycles, etc. On the bus at any time.
- Concerns or complaints regarding bus transportation should be made to the Business Manager, at 860-314-2760. Calls should not be placed to the Transportation Company.