

MIDDLE GATE SCHOOL

H A N D B O O K

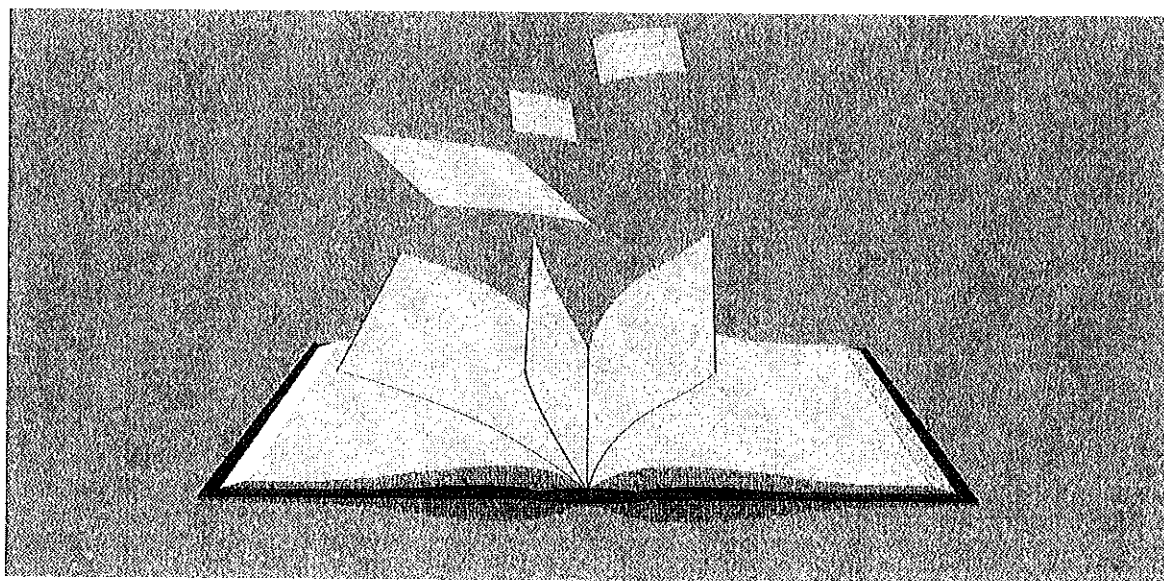


TABLE OF CONTENTS

A Welcome from your PTA Presidents	1
A Welcome from Your Principal.....	2
A Bit of Middle Gate History	3
A Philosophy for Middle Gate School in the 21 st Century	4
Middle Gate School Practices.....	5
ABSENCE REPORTING SYSTEM	5
ASSEMBLY PROGRAMS	5
BULLYING.....	5
BUS TRANSPORTATION.....	5
CAFETERIA PROCEDURES.....	7
CHANGE OF TELEPHONE NUMBER AND ADDRESS	8
COMMUNITY FUND RAISING SALES.....	8
DRESS CODE	8
EARLY DISMISSAL AND SPECIAL REQUESTS	8
ELECTRONIC DEVICES.....	9
EMERGENCY SCHOOL CLOSINGS.....	9
FIELD TRIPS	10
HARASSMENT OF STUDENTS	10
HEALTH SERVICES.....	10
Administration of Medication	10
Entrance Requirements	10
Exclusion for Contagious Diseases.....	Error! Bookmark not defined.
General Health Suggestions	Error! Bookmark not defined.
Screening Programs	Error! Bookmark not defined.
LEADERSHIP COUNCIL – POSITIVE BEHAVIOR SUPPORT INITIATIVE	12
LEAVING SCHOOL GROUNDS	12
LOST AND FOUND.....	12

LUNCH.....	12
MESSAGES TO CHILDREN.....	13
NEWSPAPER PUBLICITY.....	13
PARENT-TEACHER ASSOCIATION.....	13
PARKING LOT SAFETY.....	14
PETS/ANIMALS IN SCHOOL/RABIES.....	14
PLAYGROUND SAFETY RULES.....	14
RECESS.....	15
REPORTING SUSPECTED CHILD ABUSE.....	15
RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS.....	16
SCHOOL HOURS AND ATTENDANCE.....	16
SCHOOL INSURANCE.....	16
SCHOOL PARKING.....	16
SPECIALS	
ART.....	17
THE LIBRARY MEDIA CENTER.....	17
MUSIC.....	17
PHYSICAL EDUCATION.....	18
SCHOOL SERVICES AVAILABLE TO YOUR CHILD.....	18
TARDINESS.....	19
TRUANCY.....	19
VANDALISM.....	19
VISITORS.....	19

A Welcome from your PTA President

Get Involved, Be Connected, Have a Voice.

Welcome to Middle Gate's PTA! There is no better way to be connected to what's happening at Middle Gate than to be a voting member of the PTA. Get involved and attend our monthly meetings with school administration, teachers and parents alike. Because our PTA is a forum for exchanging ideas and concerns, have a voice by making suggestions and voting, especially during Newtown's budget season. The Middle Gate PTA has nearly 50 committees that run numerous on-going activities and special events. Volunteer on a committee and see what a vital part and positive role model you are by demonstrating the importance you place on your child's education. Through successful fundraising activities the PTA is able to provide a top-notch Cultural Arts program and many other critical school needs. The PTA also sponsors many fun family activities and coordinates volunteers for the library, "Room Parents", and Kindergarten Registration and Bus Orientation. The Middle Gate PTA welcomes Moms, Dads, and grandparents--there is an idea or a committee for everyone to help our children grow and learn!

Yours truly,

Lisa Wallace
Middle Gate PTA President

A Welcome from Your Principal

Dear Parents,

It is my distinct pleasure to welcome you to Middle Gate School. This school has distinguished itself for establishing high expectations for all students while providing the necessary support so every child can achieve these expectations. We are committed to maintaining a strong school, family, and community relationship to help all of our students achieve at their highest levels. Our staff is committed to fostering an atmosphere of caring in which there is respect for every individual. We appreciate your help and support as we work to achieve our goal of success for every student.

We invite you to participate in the numerous activities that our school has to offer, and we encourage you to come to school as often as possible to support your child's teachers and your child's education.

Please let us know how we can help you support your child in his/her educational journey.

Sincerely,

Mrs. Judith Liestman
Principal

A Bit of Middle Gate History

In the early 19th century, a traveler from Bridgeport to New Milford, following the route of the present State Highway 25 and Currituck Road, passed through three toll gates on what was then known as the Bridgeport-Newtown Turnpike. The first toll gate was just north of the Bridgeport city limits. The third was on the Brookfield-Newtown line. The second - or middle gate - was on Newtown's southern border. Middle Gate School took its name from that gate, the most prominent landmark in the neighborhood.

The toll at Middle Gate for four-wheeled pleasure carriages and stage coaches was twenty five cents; the driver of a two-horse sleigh paid eight cents; a rider on horseback paid four cents; horses, mules and beef cattle were assessed a penny each. In 1839, the rates went up for pleasure carriages equipped with steel, leather or iron springs. Then, as now, it cost more to travel in comfort.

The round trip from Bridgeport to New Milford took three days for an ox-drawn cart, making Newtown a popular midway stopping point. The state coaches clattering into town with their horns blaring and horse hooves churning up dust brought passengers ready to pause at one of Newtown's several inns. A cluster of watering places developed to accommodate those who chose to stop just past the middle gate.

The school your children attend has had its present name since that time. Prior to that it was Bear Hills School, one of the twenty-six school district schools. It stood across from the present Bears Hill Road, south of the Botsford Post Office. Established in 1783, it became known as Middle Gate Schoolhouse sometime after the turn of the 19th century.

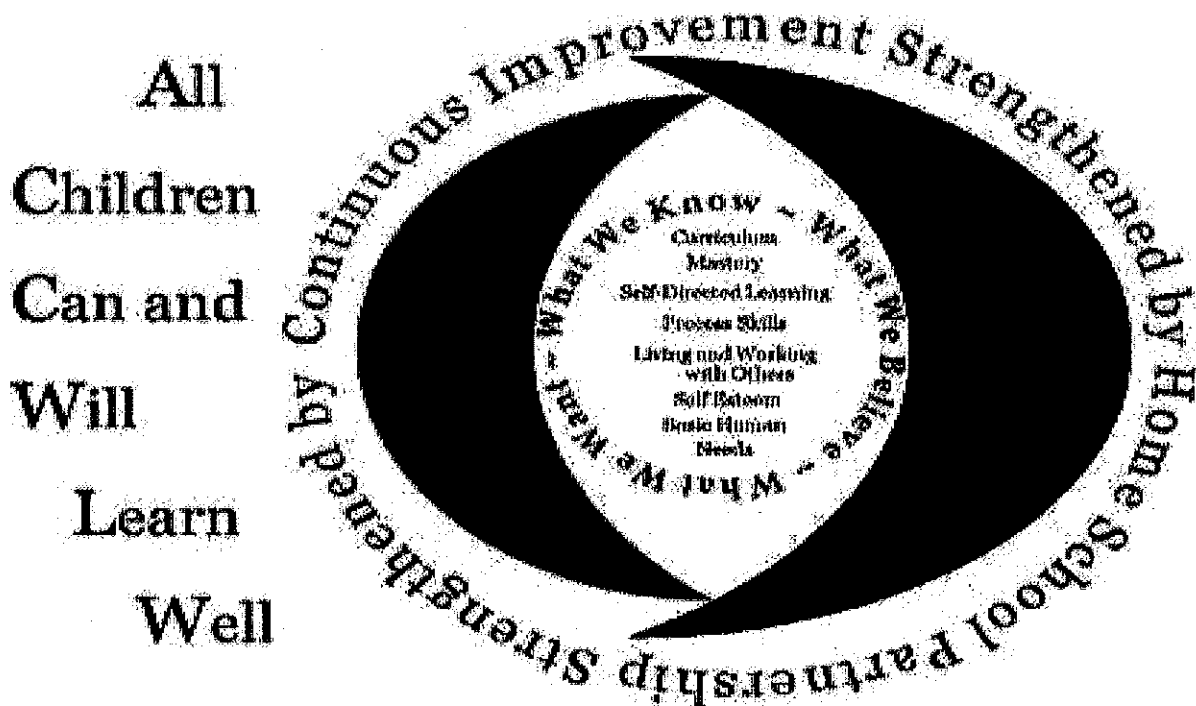
A new schoolhouse was built in 1850 and was used until the 1920's when Hawley School was established and the district schools began to close.

The present school was built in 1965. Before it was a year old, more classrooms were needed and the first two classroom portables went up in the summer of 1966 to accommodate the sixth grade. Eventually there were a total of nine portables in use until the completion of Head O'Meadow School in 1977.

In January of 2003 the Reed Intermediate School opened its doors and all fifth grade students from the district moved to Reed for fifth and sixth grade. The move created much needed space for kindergarten thru fourth graders.

The school spirit colors of Middle Gate are red and white, and the mascot is the Flying Eagle.

NEWTOWN SUCCESS-ORIENTED SCHOOL MODEL



A PHILOSOPHY FOR MIDDLE GATE IN THE TWENTY-FIRST CENTURY

A public elementary school is entrusted with the minds, spirits and physical well being of children, six hours a day, five days a week, for five important years of their lives. It is the school's responsibility to do what it can for each child in all the areas of its domain.

At Middle Gate your child can start to form a healthy image of himself/herself in relationship to both his/her peers and to authority. Your child can also begin to discover the process of learning through thinking and questioning, laying the foundations for a lifetime of intelligent decision-making and independent judgment.

Here children can acquire control of the English language through reading, writing, speaking. They will also build the foundation for mathematical and scientific reasoning. Also, he/she will begin to achieve an awareness of the complex and sophisticated technological world in which he/she lives.

The Middle Gate goal each year is to provide the necessary tools to create lifelong learners. Please refer to <http://www.newtown.k12.ct.us> to learn more about the Newtown Success-Oriented School Model and the Parent Tool Kit.

Middle Gate School Procedures

ABSENCE REPORTING SYSTEM

A telephone answering machine in the school office is a convenient and simple way for you to let us know that your child will not be in school and is safe elsewhere. We make this system available to help protect your child should he or she be missing from school without your knowledge. Our answering machine can be called anytime between 4:00 PM and 8:30 AM by calling the school number, **426-7662**. Please use this system each day your child is to be absent from school for any reason. If you call and get a busy signal or do not get our recorded message, please hang up and try again, as our phone system branches incoming calls to alternate numbers. After 8:30 AM someone in the office will answer the phone on days school is in session.

Please listen to our recorded instructions. At the signal leave us a message that includes: your child's name, his/her grade, teacher's name and a brief reason for the absence. Please remember that this system is subject to breakdown as is any electronic system. Also, its success depends heavily upon your support and cooperation.

ASSEMBLY PROGRAMS

Several times during the year, the PTA Cultural Arts Committee provides programs for Middle Gate students. Our expectations of behavior are:

- Guest speakers and performers will be treated in a respectful manner.
- There will be no talking during the performance.
- Students will enter and leave the location of the program quietly and in good order.
- Except for emergencies, students will not be permitted to leave during the program.

BULLYING/MEAN BEHAVIOR

See Board of Education Policy 8-605

BUS TRANSPORTATION

School transportation services are provided exclusively for the benefit and safety of students. The following rules are devised for these reasons and parents are asked to periodically review them with their children.

- Children should be at the bus stop ten to fifteen minutes prior to bus arrival time.

- If a bus pupil is not to ride home on his/her bus on a particular day, please notify the school by note. If a child is to attend an after-school activity every week, such as Brownies, one note will do for the school year.
- Pupils must ride their assigned bus and are not permitted to change buses to visit friends or attend occasional meetings, etc, in another part of town. Verbal requests by the child to change their transportation routine cannot be honored. A child will be permitted to ride a different bus only if he/she is going to a sitter on a regular basis, or if the child is staying temporarily at a different address due to absence of the parents or illness in the family. **Written permission outlining full details of the requested change must be presented to the office.** Permission will be granted if there is room on the particular bus. Under no circumstances can the school transport a child to an address in a different school district in town.
- Every pupil shall be seated as soon as he/she gets on the bus and remain seated until the bus comes to a full stop at the point where he/she leaves the bus.
- Pupils should leave the bus without hurrying or pushing.
- Pupils should at no time or in any manner cause any disturbances that will distract the bus driver's attention and endanger the occupants of the bus.
- Feet must be kept on the floor and out of the aisles.
- No pupil shall mark or damage the bus or leave waste material on it. Parents will be held responsible for payment of damages caused by their child.
- There shall be no eating on the bus.
- Pupils will refrain from loud talking or shouting while on the bus.
- The use of obscene or profane language is strictly forbidden.
- There will be no throwing or shooting of objects about the bus.
- Pupils must form an orderly line prior to boarding their bus at its departure time and point. All pupils waiting for buses in the school building are to wait quietly without running and playing.
- Pupils leaving school buses at a point on the opposite side of the road from their homes are to pass in front of the bus. They should stop, look up and down the road for cars approaching from either direction, and proceed only on a signal from the bus driver.
- A parent or responsible adult should be present to receive kindergarten children as they are dropped off at the bus stop following the morning session. Our drivers will not drop off kindergartners if no one is there to meet them and will return them to school.

When a bus driver believes that the conduct and behavior of a passenger is unacceptable, the driver has the authority on an afternoon run to remove the child from the bus by returning the child to school. On morning bus runs, children will be brought to school and not returned to their designated bus stops. In either situation, the driver must immediately inform the principal who will determine the appropriate disciplinary action, including curtailment of bus privileges.

Any questions or concerns about bus transportation should be directed to the Transportation Department at 426-7613.

CAFETERIA PROCEDURES

It is expected that our students enjoy their lunch in an atmosphere that is pleasant and respectful to others. In order to ensure a climate that is conducive to these principles, the following standards must be observed:

- All grades will be on time to the cafeteria. Students should have clean hands to avoid illness.
- All students will have assigned tables for their specific classroom.
- One classroom teacher per grade level will be in the cafeteria each day for the first month of school in order to instill and encourage proper behavior and the use of good manners.
- Only children with specific milk or nut allergies are to sit at designated tables. They may ask a friend with a "safe lunch" to join them. An adult must check these tables for proper cleaning between lunch shifts.
- There will be no sharing of food by anyone.
- Students will **walk** to, in, and away from the cafeteria.
- Students will use an "indoor voice".
- Students will remain seated at their assigned table, on their bottoms with their feet (as close to the floor as possible) in front of them unless given permission to get up.
- Children will be encouraged to use good table manners – speaking in a quiet voice to the person next to them or across from them, chewing and swallowing before speaking, saying please and thank you, etc.
- A clipboard, kept in a central location, will be used to record names of students leaving to use the restroom. Students will write their name on the list and cross it off when they return. No more than four students should be out at a time.
- Students are not to return to their classroom during the lunch period to get something they forgot. If they forget their lunch money (not snack money) there are charge slips that can be filled out and reimbursement will be made the next school day. Forgotten snack money may be used the next day.
- If an adult needs to address the whole cafeteria the lights will be turned off only long enough to give information – no more than 30 seconds. When lights are out **NO ONE** talks except for the adult with the message.
- The classroom teacher should be notified if there are severe, recurring behavioral issues with one or more students.
- Snacks may be purchased during the last 15 minutes of the lunch period. Children buying snacks should have eaten most or all of their entree and the fruit or vegetable portion of their lunch.
- Trash cans will be stationed at either end of the table area. Students will wait to clear their places until an adult gives them permission. They will clean up all paper and food remnants, and return to their seats. Disposable trays will be used and will be put into the trash cans at clean-up.
- Students will be responsible for their own space, including the floor under them. There is a mop, broom and dustpan available for students to use to clean up any big or messy mistakes they may make in the cafeteria.

- An adult will spray tables with soapy water and paper towels will be used by students to wipe the table at which they sit. Prior to spraying and wiping, all paper and large crumbs must be thrown away by the students. A demonstration of proper wiping of the table will be done if needed. An adult must check the tables for proper cleaning before children leave.
- Students will form double lines to return to their classrooms.
- Teachers will pick up students promptly at the end of lunch and take them back to their classrooms. If a grade level has recess after lunch an adult on duty in the cafeteria will take students to recess and teachers with recess duty that day will meet them on the playground.

CHANGE OF TELEPHONE NUMBER AND ADDRESS

If your telephone number or address is changed, please notify the school as soon as possible in writing. This will help us contact your home immediately in case of injury or sickness. If you are planning to move out of Newtown or the Middle Gate district, please let us know as soon as possible.

COMMUNITY FUND RAISING SALES

Children will not be permitted to sell candy, cookies or other items in school for the purpose of raising funds for outside organizations.

DRESS CODE

Proper dress for school is an important parental responsibility. Clothing and footwear should be appropriate for the season and reflect good taste and grooming. Some footwear, such as shoes that are loose fitting, have elevated heels or slippery soles, are dangerous for use on the playground and on polished or carpeted floors.

Tee shirts with inappropriate subject matter displayed on them should not be worn to school. Hats or headgear may not be worn in the building during school hours. Occasionally a student will wear an outfit that is inappropriate for school and cause a distraction from the business of the school day. When a student's appearance is considered to be inappropriate or presents a safety hazard, we will contact his or her parents. We need your cooperation in having our students dressed properly for school and for learning.

EARLY DISMISSAL AND SPECIAL REQUESTS

Students whose parents or legal guardians wish to have their children dismissed early from school or who are picking up their children at the end of the school day should submit

a signed note, properly dated, giving the reason for early dismissal and specifying the time that the student is to be dismissed and by whom he or she will be picked up. This note should be presented to the teacher at the start of the school day. **Please avoid last minute phone calls.** Parents are asked to pick up their children in the cafeteria where they must be signed out. Early pickups will be from the office. **We discourage early dismissal to ensure that students do not miss any important instructional time. Please try to schedule vacations, doctor's appointments and dental appointments after the school day or during vacation periods.**

A proper note, as specified above, is required for special permission for activities such as staying after school or being picked up by someone other than parents.

To ensure the safety of our students, please do not make requests for children to walk or ride a school bus other than that to which he or she has been assigned. Special arrangements are limited to child care only.

ELECTRONIC DEVICES

The use of electronic devices such as cell phones, hand held gaming systems, MP3 players, or i-pods are not permitted on school grounds or on buses. These devices will be held in the school office until a parent retrieves them.

EMERGENCY SCHOOL CLOSINGS

The following plan has been developed in order to serve all students, parents, and staff members when weather conditions or emergency situations warrant the closing of school.

- The Superintendent of Schools, after consulting with local town officials responsible for maintaining roads, will make a decision regarding the closing of schools.
- Early closings and delayed openings will be posted on our Middle Gate web site.
- The decision to close schools will be announced by radio stations:
 - WINE (Brookfield) 940 AM
 - WICC (Bridgeport) 600 AM
 - WLAD (Danbury) 800 AM
- Please do not call school officials, police departments, and radio stations as these lines must be kept open for emergency business.
- **Please do not call the school.** The voice activated telephone system will be put into effect in an attempt to contact you.
- Schools in session will be closed early if severe and threatening weather conditions warrant such action. **Parents should develop an alternate plan for the safety of children in the event school is dismissed early without prior warning. This plan should be discussed with your child in advance.**
 - a) Make arrangements with a neighbor to receive your child if you are away from home during the day.
 - b) Give your child specific instructions so that he or she will know what arrangements you have made.
 - c) When weather is threatening, keep your radio turned on.

FIELD TRIPS

Field trips can be an important supplement to the school program. They enrich the curriculum and provide direct experiences that are not available in the classroom or school. Parents will be notified of trips in advance. Parents must complete a permission form and medical information form before children will be allowed to participate.

Please contact the classroom teacher or principal if costs associated with a trip present a hardship, scholarships are available.

HARASSMENT OF STUDENTS

See Board of Education Policy 8-603

HEALTH SERVICES

Administration of Medication

The school nurse may administer medication during school hours with the written permission of a parent and the written order of a physician. This includes over the counter medications. Medication forms can be obtained from the nurse's office or downloaded on the school's web site. Medication to be dispensed should be brought to the school by the parent and must be identified with a pharmacy label.

Entrance Requirements

State regulations require proof of adequate immunizations prior to entry into school for the following: poliomyelitis, mumps, measles, rubella, diphtheria, pertussis, tetanus, hepatitis B and hemophilus influenza. A tuberculosis skin test is also required for foreign or foreign born students entering from a high risk country. In addition, all student born after January 1, 1997 must show immunity to chicken pox. Physical examinations are also required for new entrants. These physicals should include specific health information such as height, weight, blood pressure, pulse, updating of immunizations, screenings, etc., and must be performed by a legal practitioner of medicine. Forms may be obtained from your child's school or nurse's office. The state of CT has its own medical form to be filled out. For additional information, please contact the school nurse.

All requests for exemptions from immunizations based on religious grounds must be made by written notification by the parent. Medical exemptions should have a statement signed by your physician stating that in his opinion the immunization is medically contraindicated and why. Forms are available at the state department of education site, www.sde.ct.gov.

Exclusion for Contagious Diseases

During the course of the school year, students may contract many of the familiar childhood diseases.

The following list includes some of the most common diseases requiring exclusion from school.

- **Chicken pox:** Exclude for 7 days after the first eruption.
- **Rubella:** Exclude for at least 4 days after respiratory symptoms appear. Isolate from women in their first three months of pregnancy.
- **Measles:** Exclude for at least 5-10 days after the rash has appeared.
- **Mumps:** Exclude for as long as swelling persists.
- **Impetigo:** Exclude until appropriate treatment has been started or recovery.
- **Conjunctivitis:** Exclude until child is under treatment or has recovered.
- **Lice:** Exclusion is at the discretion of the school nurse until appropriate treatment has been given. Children should be checked periodically by the nurse upon return to school.
- **Respiratory:** Exclude from school if fever is present and/or productive secretions are evident (cough or nasal discharge).

General Health Suggestions

Students who have a temperature of 100* or above, are vomiting, have a contagious disease or are too ill to attend to their class work should be kept at home.

First aid will be administered if your child is injured at school. If an ambulance or further medical attention is necessary, we will attempt to notify you immediately.

Students with rashes may be excluded pending diagnosis.

Parents should notify the school nurse if their child has a contagious disease.

Parents are responsible to report any special health problems and allergic tendencies to the school nurse. If medication is required, please inform the school nurse of the doctor's orders.

School personnel are not responsible for the treatment of injuries received at home.

Screening Programs

Vision and hearing screening is conducted for all children in grades one to four. Kindergartners are screened only if it was not done as part of their entrance physical.

Please send your emergency telephone numbers into the office at the beginning of the school year on the forms provided.

LEADERSHIP COUNCIL

POSITIVE BEHAVIOR SUPPORT INITIATIVE

The focus of this council is to provide direction for continual improvement of the quality of our academic and social environment at Middle Gate. The Council is composed of members representing faculty, parents and the principal or a designee. Meetings are held monthly.

We believe that with this organization, our school is in a better position to respond effectively to the needs of the students and our Middle Gate family. When the people who are affected by decisions play an active role in making those decisions, better decisions are made.

LEAVING SCHOOL GROUNDS

The school is responsible for its students once they have boarded the buses or arrived on school grounds. Students may not leave these grounds without proper arrangements (written permission of the parent or guardian) until school is dismissed. For protection of our children, the principal will verify permission if necessary.

LOST AND FOUND

All articles found in or around the building should be turned into lost and found. A cabinet for lost and found articles is located in the school cafeteria. The Newsletter will periodically remind parents to check for lost items. Items not claimed will be distributed to appropriate social agencies at the end of each month. **Please mark all clothing items as well as school items** as this makes returning lost items easier.

LUNCH

The cafeteria provides a daily hot lunch program for students. In addition, students may purchase beverages, fruit, yogurt and cheese and crackers. A monthly lunch menu is published in the local newspaper as well as on the Newtown Board of Education Web page, <http://www.newtown.k12.ct.us>, click on the school lunch program link, then the School lunch menu link.

Each student will have a debit card, housed in the cafeteria for safely purchasing lunch or milk. Students can draw against their card, as funded by their parent or guardian in advance. Parents can send cash or checks to the school cafeteria or go to the Newtown Board of Education Web page and click on school lunch program link, then the Café pre pay link.

Children may also bring their own lunch.

MESSAGES TO CHILDREN

In an effort to keep interruptions in the classroom to a minimum, please call the office if you wish to have emergency messages delivered to your child. Parents are asked to leave notes, lunches, etc., at the school office rather than delivering them to the classroom. Also, when calling for children at dismissal time, please wait for them in the cafeteria. Parents and visitors are urged to avoid disrupting classroom routines, even at the end of the day.

NEWSPAPER PUBLICITY

Newspaper reporters occasionally visit the school to photograph children and publish articles dealing with school activities. Any parents who desire not to have his or her child photographed or interviewed by local newspapers should indicate this on the form that will come home at the beginning of the school year.

PARENT-TEACHER ASSOCIATION

The Middle Gate Parent-Teacher Association is a local unit of the Connecticut branch of the National Congress of Parents and Teachers. The goal of the PTA is to encourage the development of quality public education in our community and help cement together the cooperative partnership of teacher and parent for the benefit of our children.

The Middle Gate PTA by-laws are available from the PTA president upon request. PTA meetings are held on the first week of each month in the school cafeteria. Some meetings begin a 9:30 AM while others begin at 7:30 PM. Other meetings will be announced. All meetings are open to the public. Parents interested in working on committees, membership or projects should contact the president.

PARKING LOT SAFETY

The school bus is the safest mode of transportation for your child. We recommend that students ride the bus to gain social skills and friendships. Should you decide to drive the children to school or pick them up in the afternoon, please follow the following guidelines:

- Teach your child that you will always come into the building to pick them up. Parents or other adults designated on the emergency cards will be the only people allowed to pick up your child. Older siblings are not permitted to pick up children. We will insist that children do not venture onto the parking lot without an adult.
- Should you choose to drive your children to school, drop them off on the lower level by the steps designated by the orange cones and the painted drop-off areas. **Students must exit the vehicle from the passenger side only.**
- Please drive slowly through our parking lot, obeying established traffic patterns.
- School personnel will be on duty from 8:50 to 9:05 to help your child cross at the top of the stairs.
- Teach your child to cross only at the cross walk to ensure their safety.
- Do not park in fire lanes or designated bus spots.

PETS/ANIMALS IN SCHOOL/RABIES

The showing of pets in the classroom can be fun, but there are two major concerns: the potential for rabies and/or allergic or asthmatic reactions. Therefore all parents should check with the teacher and school nurse before bringing a pet to school. According to Connecticut State Law, all cats, dogs, ferrets, horses, cattle and sheep must have proof of current rabies vaccinations. In addition, all pets must be in appropriate cages, containers, or on leashes and each classroom must be screened for susceptibility to allergic reactions (asthma, hives, sneezing, etc.).

PLAYGROUND SAFETY RULES

- Good sportsmanship and a respectful manner should be practiced at all times.
- Everyone is welcome to play.
- Secure footwear must be worn on the playground. This means sneakers or closed shoes with heels or heel straps.
- Watch where you are going.
- Run only on the grass and blacktop – not on the wood chips.
- Wait your turn patiently.
- Slides are one way only **DOWN**, and one person at a time.

- Keep a good distance from swings in use; one person at a time on a swing.
- Keep hands and feet to yourself.
- Do not jump off of the equipment.
- Stay away from the fences and leave the trees alone.
- Children must be visible to adults at all times. Children are not to go behind sheds, under evergreen trees, or in the woods without an adult.
- Games that involve body contact are not allowed; i.e. tag, tackle football, Star Wars, or King of the Mountain.
- Only soft, Nerf-like balls, are allowed at recess.
- Appropriate outerwear should be worn, especially in winter. Check the weather report each day.
- Students must have winter attire from head to foot in order to go on the snow.
- If students have correct outerwear for the snow they may build snow sculptures.
- Sticks, stones, snowballs or any hard objects are not to be thrown.
- Sledding, sliding, bicycle riding, rollerblading, and skateboarding are not permitted on school grounds at any time.

RECESS

When weather permits, all children will go outside for recess (and monthly fire drills). A written request from the parent is needed to keep the child in from recess. It is important that children have the proper clothing for recess. A good rule of thumb is to always send a child with a jacket. If the temperature at recess time warrants, these may be removed at the discretion of the teacher on duty. During the winter months, boots are recommended. Those children without boots must stay on the blacktop area of the playground.

REPORTING SUSPECTED CHILD ABUSE

Employees of the Newtown school system are required by State law to report suspected child abuse. Abuse is defined by the following categories: physical abuse, sexual abuse, emotional maltreatment, and neglect. Should you have any questions about the responsibility of the school in this area, please contact the principal.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

Non-custodial parents usually have the right to see written student records. We will make them available upon request. Report cards and other regular record information will be provided for non-custodial parents who make a written request.

Insofar as parent-teacher conferences and day-to-day communications are concerned, information will be communicated to the custodial parent. If a non-custodial parent wishes to attend a regular conference, we recommend that he/she make arrangements to attend with the custodial parent if possible.

It is the responsibility of the custodial parent to provide the school principal with official information set forth in any custody agreement as to the limits, restrictions or otherwise describes access to the child/children and/or their records. It is very important that the school is given a copy of any legal document issued by the court that pertains to the child. This is particularly important with regard to adults who may or may not remove the child/children from school.

If there is any reasonable doubt concerning a request for information about a student, the school employee will act in a prudent manner and refer the request to the principal.

Our main concern is with the child. We are available to discuss special circumstances and situations. In such cases, please call to make an appointment with the principal.

SCHOOL HOURS AND ATTENDANCE

Please refer to the Middle Gate Newsletter for school hours.

SCHOOL INSURANCE

All students are eligible to participate in the school insurance program which is made available by an insurance company approved by the Board of Education. The cost of this plan is indicated in the company's brochure which is sent home at the beginning of the school year. Parents whose children are enrolled during the school year should request the brochure at the school office.

While participation in the plan is voluntary, you should be advised that the school district does not carry accident insurance on children.

SCHOOL PARKING

Never park along the sidewalk in front of the school. This area is reserved for the school buses and is a fire lane in case of emergency. Please drive safely and courteously through the parking lot, following entry and exit signs.

SPECIALS

The general elementary school curriculum handbook is available on the Newtown Public School website. Some of the special programs available at Middle Gate School are as follows:

ART

Art instruction is offered to students in grades one through four for one period per week.

THE LIBRARY MEDIA CENTER

Students in grades K through 4 are given forty minutes a week in the Media Center. The focus for this time is on critical thinking, research, technology and reading for pleasure. The Library curriculum is being integrated with the classroom curricula so that students can begin to identify the Media Center's function not only in the current educational picture but also in a lifetime of learning.

Students will also have opportunities to come into the Library Media Center to do independent research on the internet for classroom projects once they have successfully passed their computer license test.

Book selection takes place during the last part of each class. Students in kindergarten may take two books out each week and select new material provided they have returned their library material from the previous week. First and second grades may take three books out each week. Third and fourth grade can take out four books. Each grade level has access to magazines and audio books as well.

Parents are encouraged to share books with their children and allow time for the children to read to them. Helping children to remember to bring their books back to school on library day would be appreciated. Overdue notices are sent home via backpacks to remind children and parents to return books/materials so new books/materials can be checked out.

Parents will assume responsibility for lost or damaged books/materials.

MUSIC

Children from all grades attend weekly music classes. Much encouragement is given to using their own creative ability while developing a love and appreciation for music through participation in singing, music appreciation, and learning to use accompaniment instruments.

Chorus is offered to children in grade four once a week. Chorus members receive training in the use of their voice and are given the opportunity for solo and small group singing. Two concerts are presented annually.

PHYSICAL EDUCATION

Children have physical education on a regularly scheduled basis. Pupils must wear sneakers in the gymnasium.

SCHOOL SERVICES AVAILABLE TO YOUR CHILD

The SCHOOL NURSE provides first aid, examines children for visual and auditory acuity, keeps up-to-date health records, conducts periodic inspection of children for health problems and advises on improving hygiene and health habits.

The RESOURCE TEACHER works in the areas of diagnosis and remediation of learning difficulties. Goals are directed toward compensatory procedures which will reduce the learning problems and permit the child to function adequately in the classroom. Programs are devised and implemented within the Resource Room or the regular classroom.

The PSYCHOLOGIST works in the areas of prevention and assessment for individualized programming. The preventive goal is to build toward positive psychological growth through psychologically sound classroom methods. This is done through work with the teachers. Parents may contact our School Psychologist to discuss concerns about their child at **426-7896**. The school psychologist coordinates the assessment of abilities and disabilities, helps with program planning with a team of teachers, provides individual or group counseling, and works with parents to support children.

The SPEECH/LANGUAGE PATHOLOGIST diagnoses and remediates speech and language, acts as a consultant to classroom teachers, and the school nurse. She/He identifies community resources that can be utilized by those with speech, hearing, or language impairments, and counsel parents of children with these problems.

The LANGUAGE ARTS CONSULTANT coordinates classroom reading/language arts programs, selects materials and methods used in developmental, corrective, remedial and gifted programs in reading/language arts and provides for students with reading/language arts difficulties.

The district SCHOOL SOCIAL WORKER provides a communication link between the school and home. Direct service is provided to students, parents and school personnel. The school system has a number of highly qualified specialists such as the Occupational Therapist, the Behavioral Therapist and the Physical Therapist, all of whom contribute to providing services to children as needed.

TARDINESS

Lateness for school wastes valuable learning time and disrupts the educational program. We need your cooperation to address this directly, by example and instruction, in order to help our children develop habits of responsibility and dependability. Our school day begins at 9:05, students can arrive at school as early as 8:55. Students may not proceed to classrooms before that time, to ensure that there is adequate supervision available.

TRUANCY

A truant means a child enrolled from kindergarten through grade eight who has four unexcused absences in one month or ten unexcused absences in a year. A habitual truant means any such child who has twenty unexcused absences within a school year. The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant.

- Generally, an absence will be considered excused if it has parental consent. The administration reserves the right to disagree with that consent when it believes the consent is not in the best interest of the child. When such an absence occurs, the parent will be notified that the school considers the absence to be unexcused for the purposes of the truancy law.
- The school will hold a meeting with the parents/guardians of each truant within ten days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year.
- Coordination of services with and/or referrals of children to community agencies providing child and family services.

VANDALISM

Vandalism is a serious act and requires serious consequences. When vandalism occurs and the responsible persons are identified, reimbursement for repairs/replacements will be established. Responsibility for payment will be determined by the designated school administrator and obtained through legal procedures, if necessary. Other legal sanctions or disciplinary action that may be obligatory under laws or in keeping with Board of Education policy or practice will be pursued.

VISITORS

Visitors are welcome at our school. In working to meet our responsibility to provide a safe and orderly environment for our children and staff, we have installed a security buzzer system and instituted a visitor sign-in program that helps us identify persons authorized to

be in our school and on its grounds. **Please register with the office staff upon entering the building.** You will be asked to write your name in our visitors log and adults will be given an identification tag to wear as you move through the building. You will also be asked to register information regarding taking a child out of school or bringing him or her in late in the school office.

We regret that preschoolers, children from out-of-town and private schools are not permitted to attend classes. Only students who are officially registered with us may attend classes. Visitors cannot use the school buses to come to school. Parents wishing to observe their children's classes are welcome guests. Such visits should be arranged in advance with the classroom teacher.

Thank you for your support of Middle Gate School. We strive to do our best to ensure a safe, challenging and productive environment for your child.

Newtown Public Schools District Policies

7-105

ASSIGNMENT, RETENTION, AND ACCELERATION OF STUDENTS

Progress in school is a matter of individual student achievement in the respective program of study and is affected by age, the maturation process, and social development. Ordinarily, most students will move from one level of instruction to the next during the course of a school year.

Assignment

Students shall be assigned to classes at the respective school level by the building administrator in consultation with the professional staff on the basis of the student's overall performance. Such assignment shall not, however, be limited to ability potential of the student alone.

At the elementary school level, heterogeneous grouping of students is considered to be a more effective teaching/learning climate. Sub grouping of students within a class, such as for reading, based on performance and progress may be practiced. Assignment to a group is not permanent but subject to periodic evaluation in order that the student may progress at his or her own level of achievement.

At the middle school level, students will be assigned to academic clusters or teams, with heterogeneous grouping as a common element in the makeup of the cluster. Regrouping of

students within each cluster may be practiced by teachers during the course of the school year, but this is flexible and subject to periodic evaluation.

At the high school level, predetermined decisions regarding a high school program of studies, including the option for elective subjects, may result in classroom grouping of some students in terms of performance and interest.

While authority and responsibility for student assignment within the school rests with the professional staff of the school, items to be reviewed in making such assignment should include the following:

1. Teacher evaluation of student performance and recommendation for placement
2. Attitude and work habits of the student
3. Past progress and performance of the student
4. Standardized test results of the student
5. Maturity factors of the student
6. Other factors, such as psychological test results and information from parents about the student

Retention

School administration and staff will make every effort for students to function effectively and succeed at their grade level. Retention of a student will only occur in exceptional circumstances. When retention is suggested, recommended, or requested, the retention procedure will be followed.

Acceleration

Students who are advanced in their academic performance and maturity may have their needs met by acceleration to the next higher sequence of study. When it appears that the student has demonstrated unusual ability and interest in particular areas of study, every effort should be made to accelerate that student.

In general, acceleration implies moving up from one grade level to the next or an accommodation within the program of studies, particularly at the middle or secondary school level, enabling a student to take advanced work in a given subject matter area.

Recommendation for acceleration may be initiated by the school and should be made by letter to the parent, guardian, or student over 18 years of age only after very careful study of the needs of the student by members of the professional staff. At the pre-high school level, recommendation for acceleration to the next grade level may be initiated by the school or the parent only after very careful consideration of the student's learning potential, chronological age, and social-emotional development.

While final authority for acceleration of the student is a professional decision that must rest with the school, a parent-teacher conference with the building administrators, as well as parental approval, should precede such determination to accelerate.

A parent, guardian, or student over 18 years of age may initiate a request for student acceleration. Such request shall include the same review and appeal procedures identified elsewhere in this policy statement.

Adopted 7/25/78

Modified 3/9/98

CERTIFIED RECRUITMENT/SELECTION/APPOINTMENT

General

The Board of Education recognizes that there is a direct relationship between a sound educational program and the employment of well qualified staff. While the Board of Education has the legal responsibility to approve the employment of personnel, it believes that the recommendation for an appointment is an administrative function of the highest priority under the direction of the Superintendent.

CHILD ABUSE

The Newtown school system acknowledges that child abuse is a major problem affecting students and their families. It is the school system's responsibility to foster positive youth development. Therefore, it is in the best interest of the students for the Newtown school system to take a proactive stand in the prevention and identification of child abuse.

The Newtown school system recognizes its moral and ethical responsibility to provide programs conducive to the positive development of youth and to provide appropriate intervention for students and their families. At the same time, the Newtown school recognizes that child abuse is a complex issue. While school personnel may suspect child abuse, they cannot make clinical assessment of risk and provide in-depth counseling but must refer the student to the Department of Children and Youth Services.

Therefore, any school employee who may suspect child abuse must take the proper steps as specified in administrative procedures to report this information.

Adopted 6/12/90

Modified 2/13/95,10/10/95

COMPARABILITY OF SERVICES

The Board of Education will ensure comparability of services funded by state and local sources in project schools and non-project schools. Specifically, project and non-project schools shall be equivalent with regard to the following: teachers, administrators, auxiliary personnel, curriculum materials, and instructional supplies.

Adopted 6/13/89

4-703

EQUAL OPPORTUNITY EMPLOYMENT (AFFIRMATIVE ACTION)

Statement of Policy

In order to provide equal opportunity to all employees and applicants for employment in the Newtown Public Schools, the Board of Education establishes an affirmative action program consistent with the requirements of federal and state statutes as well as the appropriate executive orders.

To provide an equal opportunity to all employees and applicants for employment, the Board of Education affirms a continuing policy of equal employment, promotional, and training opportunities regardless of the race, color, religion, marital status, age, sex, and/or national origin of the individual.

The Board of Education affirms that in the hiring of new employees or in the promotion or transfer of present employees, the highest qualifications for the appointment are to be maintained. Pursuit of affirmative action is not to be interpreted as requiring the employment, transfer, or promotion of unqualified personnel. Affirmative action does imply a genuine effort to seek qualified persons from under-represented groups in the labor market.

7-201

HIGH SCHOOL ATTENDANCE POLICY

Attendance Philosophy

In recommending the policy, the faculty of Newtown High School made the following statement:

The faculty of Newtown High School believes that learning experiences that take place in the classroom are meaningful and essential to the entire education process.

Absence from class represents an irretrievable loss in terms of opportunity for interaction and exchange of ideas among students and between students and teacher. Therefore, classroom attendance is an integral part of the student's course of study.

The purpose of the policy is to emphasize the importance of being in class and to decrease the number of absences from class and school.

Definitions

Absence: In general, an absence occurs when a student is not present for the entire school day.

Documented Absence: A documented absence occurs when a student is absent from one or more classes with parent/guardian consent. This consent must be communicated with the school for the absence to be documented.

The Appeals Board will consider the following categories of Documented Absences in its review of credit restoration:

- serious illness, disabilities or handicapping condition
- extraordinary family emergencies
- educational reasons, including college visits
- religious observations (see definition of Appeals Board below)

Undocumented Absence: An undocumented absence, i.e., truancy, occurs when a student is absent for the entire school day or part of a day without parental consent, or with parental consent when the school deems that consent not to be in the best interest of the student.

Appeals Board: The Appeals Board will review a student's losing class credit. Loss of class credit will occur when a student has not attended a sufficient number of classes (see D. Loss of Class Credit).

7-201.1

HIGH SCHOOL ATTENDANCE PROCEDURES

Reporting Absences

On any day when the student is not in school, the parent or guardian is responsible for calling the attendance office at 426-7656 (24 hours/7 days) with an explanation.

If the parent/guardian does not call the school, a written explanation is required within two school days of when the student returns to school.

If a parent or guardian does not contact the school, the student has an Undocumented Absence.

Penalties

1. The penalties for Undocumented Absences, i.e., truancy, are as follows:

The first Undocumented Absence, i.e., truancy, will result in a one-day Saturday detention. Further Undocumented Absences, i.e., truancies, will result in suspension.

2. The penalties for Class Cutting are as follows:

First occurrence: Teacher may contact parents and assign a detention or equivalent.

Second and third occurrence: The administration will contact parents and assign detention or equivalent.

Further cutting may result in suspension.

3. Students will receive a grade of zero and have no right to make up any work they miss as a result of Class Cutting or an Undocumented Absence.
4. Students will be allowed to make up missed work without grade penalty for Documented Absences. It is the responsibility of the student to obtain assignments for Documented Absences. All work, including quizzes and tests, should be completed within two (2) school days of return, unless the time is extended by the teacher.

Tardiness

Promptness to class is expected. On the third Tardiness to any class, and any succeeding Tardiness to that class, a school detention or equivalent will be assigned. There will be a grade penalty for work missed due to being tardy.

Loss of Class Credit

1. A student will lose credit for a course after missing the tenth class of any semester course or after missing the twentieth class in a year-long course. This is regardless of whether the student has missed the classes due to Class Cutting, Undocumented Absences, or Documented Absences.
2. Based on school records, parents will be notified after a student misses the fifth class for a semester course or misses the tenth class for a year-long course.
3. Appeals for credit restoration must be submitted in writing by a student or parent/guardian to the principal's office within ten days of notification of loss of credit. Decisions regarding appeals will be made by the Appeals Board (see Definitions). Four or five members must rule in favor of the appeal to restore credit.
4. The Appeals Board will only consider the following categories of Documented Absences in its review of credit restoration:

- serious illness, disabilities or handicapping condition
- extraordinary family emergencies
- education reasons, including college visits
- religious observations

Long-Term Illness

Long-term illness requires a homebound tutor to enable the student to maintain class work and course credit. Arrangements should be made by contacting guidance counselors, attendance staff, or a member of the administration.

Permission to Leave School

Before administrative permission is given for a student to leave a school or school grounds or for a recognized senior privilege, a written note from the parent or guardian should be presented to the building principal or designee. In emergency situations a telephone call from the parent or guardian may suffice. Students 18 years of age or older may sign themselves out.

Adopted 12/11/84

Modified 7/5/95, 10/10/95, 4/9/02

8-404

HOMEWORK

Homework is recognized as an integral part of the schools' educational program. It is a form of purposeful learning activity that can be an important contribution to regular classroom work at all grade levels. As a form of independent study directly related to classroom work, homework provides students with the opportunity to develop and to reinforce skills and attitudes that encourage responsibility and self-directed learning.

The classroom remains as the primary instructional center in the schools. Homework relevant to the instructional program's objectives is to be assigned by the classroom teacher when it is necessary and considered to be an effective means to reinforce or enrich the classroom learning experience.

Homework can be classified into one of three basic categories: practice, preparation, or extension.

Practice

Practice is the most common and simple kind of homework. Its purpose is to provide students with an opportunity to reinforce and master specific skills that have been presented in class.

Preparation

Preparation homework assignments are given to make students ready for the next class meeting, for example, students may be asked to read the next chapter in their biology text. Important considerations in making such assignments are to assess the length and difficulty of the assignment and to allow time for follow-up in class. This type of homework might also include library research or other activities that require students to gather and organize information in preparation for class discussion.

Extension

Extension assignments are designed to take students beyond the work covered in class and encourage them to apply concepts and skills learned in class to new and creative situations. This is a higher order of homework in that it is designed to help students develop their intellectual capabilities beyond those required for memory or simple comprehension.

The type, frequency, and quantity of homework assigned by the teacher should be consistent not only with the instructional program's objectives but with the needs, capabilities, and interests of the individual student or class as well. In fulfillment of this objective, the teacher should help students to understand the purpose and significance of the assignment. The completion of homework assignments and the evaluation of appropriate homework should be considered in the assessment of a pupil's progress.

The Board of Education realizes that the following guidelines cannot always be uniformly applied each night of the week. However, it shall be the responsibility of the principal to see that the spirit of these guidelines is implemented in a fair and consistent fashion. It is important to acknowledge variables such as speed of assignment completion, study habits, and number of study halls, which make it impossible for all students in the same grade to have uniform time spent each evening completing school work.

The times indicated below are for students in the mainstream of academic achievement in Newtown.

Grade 1	Homework may be assigned requiring 50 minutes a week.
Grade 2	Homework requiring 1 to 1-1/2 hours per week may be assigned.
Grade 3	30 minutes per night
Grade 4	45 minutes per night
Grade 5	50 minutes per night
Grade 6	1 hour per night
Grades 7-8	1-1/2 hours per night
Grades 9-12	2 hours per night

Adopted 6/9/81

Updated 6/12/84, 10/10/95

7-200.1

K-8 PROCEDURES

Daily Attendance Procedures

Teachers should take attendance at various times during the day, particularly on a period-by-period basis at the middle school level, where students change classes each period. If a student is not in class and is not listed as an absentee, this fact shall be reported to the responsible school official by the procedure established by the school administration.

Students must have verbal or written permission from an appropriate staff member authorized to grant a student's request to be somewhere other than the assigned place in school or on the school grounds.

When it has been determined that a student has left school grounds without authorized permission, the student's parent or guardian will be notified by telephone as soon as possible.

Tardiness

A student who reports late to school or is consistently late to school or class without acceptable reason shall be reported to the school administration. In such case, the student will be assigned the

appropriate penalty by the administrator and the parents or guardian will be notified. Repeated tardiness may, at the discretion of the administrator, require a parental conference.

Adopted 12/11/84
Modified 10/10/95

Permission to Leave School

Before administrative permission is given for a student to leave a school or school grounds, a written note from the parent or guardian should be presented to the building principal or designee. In emergency situations a telephone call from the parent or guardian may suffice. Students 18 years of age or older may sign themselves out.

When feasible and considered necessary, a telephone call may be made to the parent or guardian to determine the authenticity of the written request.

Written requests for permission to leave school early should be presented no later than the beginning of the school day.

To the extent possible, the school administrator or designee should require that the person who is to pick up the student should meet the student in the school office and present proper identification to the responsible school official before the release of the student. This procedure is particularly important for students at the elementary school level or for other reasons of security.

Adopted 12/10/91
Modified 10/10/95

7-200

K-8 STUDENT ATTENDANCE

Students attending school who are under seven and over sixteen years of age, whose attendance is not required by law but who are registered in a public school, must maintain satisfactory attendance.

Regular attendance at school and at assigned classes and activities is required by the board of education in order to assure that all students have access to adequate education opportunities.

The Board of Education recognizes its responsibilities for a student once the student has arrived at the school and until that time when the student leaves the school or school grounds at the close of the school day.

Board of Education responsibility terminates when the student leaves the school building or school grounds without permission from the building principal or administrative personnel designated to authorize student absence.

Documented absences are absences for illness, recognized religious observances, family emergency, or other circumstances that are clearly emergencies that prevent school attendance.

An undocumented absence, i.e., truancy, occurs when a student is absent for the entire school day or part of a day without parental consent, or with parental consent when the school deems that consent not to be in the best interest of the student.

The Board of Education recognizes the importance of regular attendance and educational success as well as early intervention when attendance patterns exhibit signs of truant behavior. A student who has four or more undocumented absences in one month or ten undocumented absences in one school year is truant. Habitual truancy represents a pattern of twenty undocumented absences in a school year.

School personnel will work diligently to secure the cooperation and assistance of parent or guardians to intervene and stop truant behavior.

In an effort to develop a prevention and early intervention process, the following guidelines will serve to direct this effort.

1. Provide annual notices to parents/guardians of procedures to monitor attendance and intervene or pursue legal action to secure regular attendance.
2. Request telephone numbers from parents/guardians where they can be reached during the school day.

3. Establish and maintain a sound record keeping system for student absences, school contacts to parents/guardians by telephone or letter, and parent documentation of a child's absences.
4. Clarify the communication process so that parents know they must contact the school by telephone or note to document a student's absence. If the principal does not accept the documentation, the parents will be notified that the absence will be defined as undocumented.
5. Schedule and convene a home/school conference once a student has four (4) undocumented absences in a calendar month of ten (10) in a school year.
6. Coordinate services with and referrals to community agencies that can provide child and family support or assistance.
7. Prepare and file a written complaint with Superior Court for students classified as habitual truants.
8. Complete and file the required reports for the Connecticut State Department of Education for students classified as habitual truants.

Reference: CGS 10-198a

Adopted 12/10/91

Modified 10/10/95

3-900

PESTICIDE APPLICATION

General

Public Act No. 99-165 requires that local boards of education operating with or without an integrated pest management plan for schools provide a system for notification of application of pesticides. Under this Act, a "pesticide" is defined a "fungicide used on plants, an insecticide a herbicide or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait".

Summary of Integrated Pest Management (IPM) Plan

Application of pesticides in buildings and on grounds of schools under the control of the Newtown Board of Education is governed by the procedures outlined in the IPM plan. Additionally, the timing of pesticide applications will be such that proper notification may be accomplished. Further, the restrictions placed on pesticide application by Public Act 99-165 will be honored.

Notification

In accordance with Public Act 99-165, certain notification must be made to parents or guardians of enrolled students of Newtown schools, as well as to staff. A statement of the IPM Plan of the Newtown Board of Education will be sent to the staff of each school and to the parents or guardians of each child. This notification will be sent every year at the beginning of school. Additionally, this statement will be sent to the parents or guardians of any child who transfers to the school district during the school year. The statement shall contain the following information (refer to model notice included):

- Any staff member, parent, or guardian who would like prior notice of pesticide applications may register at the school for this notice.
- Procedures for notification in the event of emergency application of pesticides shall be included.
- Any modification to the pesticide application plan shall be included in the notice.

Notification of planned applications of pesticides will be made at each school by posted notice.

All notifications shall include the following information:

- Name of the active ingredient of the pesticide being applied.
- The location of the application on the school property.
- The date of the application.
- The name of the school administrator, or a designee, who may be contacted for further information.

Forms for this notification are included.

Restrictions

Public Act 99-165 requires that no person other than a pesticide applicator with supervisory certification under Section 22a-54 of the General Statutes or a pesticide applicator with operational certification under Section 22a-54 of the General Statutes under the direct supervision of a supervisory pesticide applicator may apply pesticide within any building or on the grounds of any school. However, exemption is made for emergency application of pesticide to eliminate an immediate threat to human health where it is impractical to obtain the services of certificated personnel.

No application of pesticide may be made in any building or on the grounds of any school during regular school hours or during planned activities at any school. However, in the event of an immediate threat to human health, if it is necessary to make the application during such a period and the pesticide is not a restricted use pesticide (Section 22a-47 of the General Statutes), pesticides may be applied during school hours or during planned activities.

No child may enter an area where pesticide application has been made until it is safe to do so according to the provisions on the pesticide label.

Integrated Pest Management Plan

General

IPM is defined as the use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides. The primary goal of IPM is to reduce the amounts of pesticides applied by using alternative methods of pest control that may include structural maintenance, sanitation and mechanical or biological control. These methods will help to eliminate conditions that are favorable to pest infestation, making their survival more difficult.

Exterior school grounds will be inspected by Town and school personnel and contractors for the purpose of identifying areas of pest infestation (weed, insect and disease) on the grounds of the school and they will make a recommendation for corrective measures that should be implemented to develop a comprehensive IPM plan. Board maintenance employees, as well as contractor representatives, will be responsible for the inspection of building interiors and exteriors for the same purpose. The IPM plan will utilize all methods of pest control that may include modifying cultural practices, monitoring for pest populations, mechanical and biological control and the judicious use of pesticides. If possible, pesticides will not be applied on a routine basis; however, they may be used as a tool to maintain pest populations at or below an acceptable level while maintaining plant health and aesthetic quality. The selection of pesticides that may be used will be based on a predetermined hierarchy that will utilize least toxic products as first choice. Whenever practicable, biological controls such as predatory insects, beneficial nematodes or microbial pesticides will be used. Proper implementation of this program will reduce the volume, toxicity and frequency of application of pesticides and other

chemicals, thereby reducing negative environmental impact and the risk of potential exposure of building occupants and visitors to the grounds who may be sensitive to their use.

Both contractors and the supervisor of buildings and grounds shall meet to discuss areas that have been problematic or sensitive (e.g., wet, shady and/or high traffic areas or areas where there is a history of high pest pressure). Areas that are sensitive to pesticide use will also be discussed (play areas, sports fields, etc.).

Once these areas have been identified, various pest control options and the speed of control necessary as well as threshold/action levels based on pest populations, species, plant health and aesthetic considerations will be discussed and determined between the contractors and the Town and school.

The contractors shall submit to the supervisor of buildings and grounds recommendations in writing for corrective measures specifying action that should be taken by the facility (e.g., correct drainage/runoff problems) prior to the application of any pesticides. Pest control services that require the introduction of a pesticide will be approved in writing by the supervisor of buildings and grounds prior to its application. The chemical to be applied will be indicated by the vendor so that it may be included in the required notification. Principals will be notified of the planned application so that any planned activities causing a conflict may be rescheduled and so that proper notification may be made to registered parties.

Pest control services will be supervised by, and performed by, certified employees of the responsible contractor. The IPM program will begin in April and will involve periodic visits in order to start the program. Subsequent service calls will be performed as needed depending upon pest pressure. Service calls involve a visual inspection of potential problem areas, with the assistance of monitoring devices where appropriate and application of pesticides where pest populations exceed threshold levels. Records will be completed by the appropriate vendor at the conclusion of each service call and will include written recommendations of corrective measures that need to be made by building maintenance personnel. If no corrective measures are required, it will be so stated.

The responsible contractor will monitor/scout the grounds of the facility at least once monthly April through September. Additional monitoring may be required during peak periods (June-August) to monitor for weeds and diseases. Off-season (October-March) monitoring may also be scheduled on an as needed basis.

All pest problem areas and written recommendations for structural, sanitary or procedural modifications will be recorded on "Ornamental & Turf Pesticide Application Record Monitoring Report" forms, or substantially similar substitute. These forms will be kept in a file that will be maintained by the school with a duplicate copy held at the office of the supervisor of buildings and grounds. Additional records that will be maintained in this file will include a copy of this plan, copies of any soil sample analysis reports, and copies of the pesticide product label information provided at the time of contract by the responsible contractor(s).

The certified supervisor shall conduct a follow up inspection to confirm the presence of the pest(s) and verify damage level estimates prior to any widespread application of pesticide if the landscape/pest control technician has identified weed, insect and/or disease infestation.

At the beginning of each service call, the landscape/pest control technician will review pest sighting report logs provided by the supervisor of buildings and grounds. The log will be maintained by the school and at the office of the supervisor of buildings and grounds and will serve as a tool to facilitate communication between all personnel and the landscape/pest control technician. All pest sightings should be reported in the logs and should include specific information as to the location and type of pest, if known. Whenever possible, a sample will be provided to the landscape/pest control technician for identification purposes.

Service call/monitoring inspections include specific areas that will be inspected.

Notification

At the beginning of each school year, a statement of the IPM plan and the Board's policy on implementation of the IPM shall be provided to staff, and parents or guardians. Also, this statement shall be provided to the parents or guardians of any child who transfers to a school during the school year. The statement shall (1) indicate that the staff, and parents or guardians may register for prior notice of pesticide applications at the school, and (2) describe procedures for notification of emergency application of pesticides. Notice of any modification of the policy also shall be sent to all registered.

Parents or guardians of children in any school, and school staff, may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice. Prior to providing for any application for pesticide within any building or on the grounds of any school, the principal shall provide for notice by any means practical to staff and parents or guardians who have registered for prior notice. Notice shall include:

- The name of the active ingredient of the pesticide.
- The location on the application of the school property.
- The date of application.
- The name of the individual who may be contacted for further information.

Principals must notify the supervisor of buildings and grounds whenever a permit for a major event is scheduled between April 1 and December 1, either on the grounds or in the building. Examples of a major event would be dance recitals or any other event where it is not possible to change the date.

Recordkeeping

All records of inspections, applications, and notifications shall be maintained at the affected school for a period of five years.

Turf Plan

Best management practices will be implemented at all times in an effort to maintain turf health and appearance. Turf will be mowed to a 2-3" height, or as high as possible on a weekly/bi-weekly basis. Mowing should be done when the grass is dry to avoid spread of turf diseases. Mower blades should be maintained with sharp cutting edges to avoid excessive wounding and stress of the turf-grass.

Upon implementation of the IPM program and prior to the application of any fertilizer or pesticides, soil samples may be collected by the landscape/pest control technician and analyzed. Soil samples will also be collected and analyzed annually to assess soil fertility and pH. Annual sampling will be performed in late fall or early spring after the frost has left the ground. Amendments will be made to the soil as recommended by the analysis reports. Proper soil pH and fertility will help to prevent many turf-grass diseases and promote plant vigor, thereby reducing the occurrence of insect and weed invasion.

When practicable, organic fertilizers may be used, otherwise fertilizer with 50% slow release nitrogen shall be utilized. Fertilizer should be applied no later than October 15. Late fall applications of lime will be avoided if possible to reduce the risk of snow mold. Over-fertilization may result in an increase of some plant diseases, more frequent mowing, increased thatch layer and risk of leachate into groundwater in some circumstances.

Proper management of grass clippings is an important part of maintaining the lawn. Grass clippings will remain on the lawn and will be allowed to degrade, returning 50% of available nitrogen back to the lawn. This will help to increase the solid organic matter and promote beneficial earthworm activity.

Watering may be done once a week to a depth of 6" between the hours of 5:00 AM and 8:00 AM. The second best time to water is late evening or early morning after the dew has fallen. Watering in the evening is not recommended on hot, humid nights because it may increase the occurrence of diseases. Keeping the upper soil layers moist may prevent necrotic ring spot and summer patch.

A thatch layer up to 1/2-3/4 inches thick is beneficial. An excessive layer is undesirable because it will block moisture, fertilizers and/or pesticides from reaching the root zone of the turf. Over-development of thatch can be prevented by reducing fertilizer applications and maintaining proper soil pH. If de-thatching is necessary, it will be done mechanically during the spring or late summer (September) when grasses are actively growing and can recover faster.

Fertilizer applications should be performed when grasses are actively growing, usually late May/early June and late August/early September. Fertilizer applications will not exceed 2-2 ½ pounds of nitrogen per 1,000 square feet per year unless soil sample analysis reports indicate a necessity to further amend the soil.

Turf Insects

Visual inspection of the turf areas will be done monthly April through September by the responsible contractor to monitor for evidence of chinch bug, sod webworm, billbug and/or other destructive turf pests. Additional sampling may be performed to confirm the presence of these pests and/or white grubs.

Applications of insecticide to turf areas will be limited in an effort to preserve populations of beneficial insects and nematodes. Pesticide application will be considered if monitoring indicates a concentration of pests that are intolerable, or if up to 20% damage by area of field or lawn can be anticipated.

Weed Control

A lawn area that is properly managed should produce dense, thick turf-grass, which ideally will help to prevent invasive weed species from getting established. Some weed growth should be anticipated, and tolerated to some degree. Widespread applications of broadleaf herbicides will not be performed unless weed species have invaded greater than 25% of the entire turf area. Spot applications will be performed to small areas on an as needed basis.

Over seeding the area in late summer/early fall with improved turf-grass and raising the mower height during the growing season will help to prevent crabgrass encroachment. This will prevent problems with soil erosion in areas where the crabgrass has been killed off.

A complete re-evaluation of any area requiring a broad application of pesticide will be performed by the responsible contractor to assess and re-implement proper cultural practices to maintain turf density and vigor.

Disease Management

Pesticide application for control of turf diseases will be performed only if evidence of disease has been found and significant areas (10-15% of the total turf area) of permanent damage can be anticipated and all proper cultural practices have been employed. The responsible contractor will discuss pest control options with the Town and school in order to determine the appropriate course of action.

Flower Beds & Formal Landscaping

Best management practices will also be followed for the care and management of all flowerbeds and ornamental plantings. Insect and disease resistant plant varieties will be selected for planting in any flowerbeds and/or formal landscaping areas whenever possible. The landscape/pest control technician will visually inspect plants for insect

-7-

and/or disease infestation prior to planting. Plants found to have any infestation will be rejected in an effort to eliminate damage on a large scale.

Plants will be planted at the proper depth to avoid plant stress. Mulch will be placed in all garden areas and around individual trees and shrubs. Mulch materials will be placed at sufficient depth to reduce weed growth and help to retain moisture. Mulch placement will also be placed to provide a buffer area to eliminate mechanical damage that may result from use of string trimmers or mechanical edgers.

Foundation plantings and vines will be trimmed at least 12" away from the building to eliminate rodent harborage and access to the building and allow for monitoring of rodent activity.

The landscape/pest control technician will remove and dispose of dead and dying vegetation from plants and plant beds monthly to prevent spread of disease. Leaves will also be raked away to prevent accumulation and development of rodent harborage. Branches and plant material will be properly disposed of at the end of each day that work has been performed.

Ornamental Insect Control

Visual inspections will be conducted during routine maintenance activities and pest monitoring traps will be utilized, where appropriate, to eradicate the presence of harmful pests. Wherever pest activity is found and if practicable, infested plants or branches will be washed off using a strong stream of water or removed and properly disposed of.

In an effort to preserve beneficial and predatory insects, **pesticides will be applied only on an as needed basis**. Application of pesticides may be considered if it is anticipated that pest activity will result in unacceptable levels of damage to ornamental plants. For this policy up to 15% damage or defoliation to ornamental plants will be considered acceptable.

Pesticide application will be limited to only the infested area(s). General applications of pesticides will not be done. Bio-insecticides, insecticidal soaps, dormant oil or summer oil will be utilized if possible. The timing of each application will be based first on whether the pest is present

and causing damage, the pest life cycle, and at what stage the pest is most vulnerable to pesticides.

Preventive pesticide applications may be performed only to areas where the previous year's monitoring has shown evidence of insect pests that may over-winter on ornamental plants.

Weed Control

Pre-emergent weed control may also be used in perennial flower gardens where pesticide labeling allows. Where practicable, hand weeding will be performed in flower gardens and the areas of ornamental plantings on a limited basis due to labor expenses. Borders and walkways will be edged using a string trimmer or mechanical edger.

Disease Management

Pesticide applications for control of ornamental diseases will be performed if evidence of diseases has been found and significant areas (15% or greater) of permanent damage can be anticipated and all proper cultural practices have been employed.

Preventive pesticide applications may only be performed when the previous year's monitoring has indicated a likelihood of disease or if certain plant species that are prone to disease problems are present. Preventive applications should be made only to specific problem areas.

The responsible contractor will discuss pest control options with the supervisor of buildings and grounds to determine the appropriate course of action.

Pesticide applications will be performed after regular business hours or the weekend when the building is unoccupied.

Pesticide Plan

Pesticides may be applied if pest populations exceed a concentration we cannot tolerate. Applications will be performed after regular business hours or on the weekend when the building is unoccupied. Priority is given to those pesticides having the lowest toxicity, taking into consideration the method and frequency of application and the risk of exposure to building occupants. Whenever practicable, biological pest control such as predatory insects, beneficial nematodes or microbial pesticides will be utilized.

An appraisal of this IPM program will be conducted bi-monthly by the Town and school in consultation with the responsible contractors. A determination will be made as to the effectiveness of the program and revisions will be made to correct potential problems.

STATEMENT OF IPM PLAN TEXT:

The Newtown Board of Education is required by Public Act 99-165 to issue a statement of Integrated Pest Management (IPM) plan regarding the application of pesticides at schools and grounds. This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in schools under the control of the Newtown Board of Education. This statement will be made annually at the beginning of the school year.

An IPM plan is in place for the Newtown School System. This plan requires that alternative methods be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide, it will be done during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents or guardians of students prior to application of pesticides. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be made by any practical method so as to be received on or before the day of application.

At the beginning of each school year, a statement of the IPM plan and the Board's policy on implementation of the IPM shall be provided to staff, and parents or guardians. Also, this statement shall be provided to the parents or guardians of any child who transfers to a school during the school year. The statement shall (1) indicate that the staff, and parents or guardians may register for prior notice of pesticide applications at the school, and (2) describe procedures for notification of emergency application of pesticides. Notice of any modification of the policy also shall be sent to all registered.

Questions regarding the Newtown Board of Education policy for pesticide applications will be addressed to the supervisor of buildings and grounds.

PLANNED APPLICATION NOTIFICATION TEXT:

You have registered to receive prior notification of the application of pesticides. Following are the details of planned pesticide application:

Planned date of pesticide application:

Location of pesticide application:

Active ingredient in pesticide:

Person to contact for additional information: Gino Faiella, Director of Facilities at 426-7615

This notice will be provided on or before the day of application of the pesticide. If you have any questions, please contact Mr. Faiella.

EMERGENCY NOTIFICATION TEXT:

You have registered to receive prior notification of the application of pesticides. Following are the details of emergency pesticide application:

Planned date of pesticide application:

Location of pesticide application:

Active ingredient in pesticide:

Person to contact for additional information: Gino Faiello, Director of Facilities at 426-7615

This notice must be sent to you on the day of, or just prior to, application of the pesticide. If you have any questions, please contact Mr. Faiella.

Adopted 11/13/01

PESTICIDE APPLICATION NOTICE

In accordance with Public Act No. 99-165, Newtown Board of Education recently approved a pesticide application policy that includes an integrated pest management plan. The plan requires that alternative methods be employed prior to using a pesticide, which is defined as a fungicide on plants, an insecticide, a herbicide, or a rodenticide. Whenever it is deemed necessary to apply a pesticide, it will be done during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where application has been made until it is safe to do so according to the provisions on the pesticide label. The plan also provides for pesticide application notification to parents or guardians of enrolled students of Newtown schools, as well as its staff. Notification will be posted at each school prior to application of any pesticide. However, parents or guardians may request individual prior notification by returning the form below to the school. If you register for notification, you will be advised of the planned date and location of the pesticide application and its active ingredients. Requests for additional information should be directed to Gino Faiella, Director of Facilities at 426-7615.

YES, I WOULD LIKE TO BE NOTIFIED WHEN PESTICIDES WILL BE APPLIED.

SCHOOL: _____ CHILD'S GRADE: _____

PARENT'S NAME: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

E-MAIL ADDRESS: _____

☐ ALSO PROVIDE ME WITH A COPY OF THE BOARD'S PESTICIDE APPLICATION POLICY.

7-703.1

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

General Statement of Purpose

Because the school offers a setting in which students are observed on a daily basis overextended periods of time, school personnel are in a unique position to identify abused or neglected children.

In order to protect children whose health and welfare may be adversely affected by injury or neglect, the following procedures have been established for identifying suspected child abuse or neglect.

As mandated by law, these procedures will be followed by all school employees in reporting suspected child abuse/neglect to state authorities.

Connecticut Statutes on Child Abuse and Neglect - Sec 17-38a

a)The public policy of this state is: To protect children whose health and welfare maybe adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse, investigation of such reports by a social agency, and the provision of services, where needed, to such child and family.

b)Any physician or surgeon registered under the provisions of Chapter 370 or 371, any resident physician or intern in any hospital in this state whether or not so registered, and any registered nurse, licensed practical nurse, medical examiner, dentist, psychologist, school teacher, school principal, school guidance counselor, social worker, paraprofessional, police officer, clergyman, osteopath, optometrist, chiropractor, podiatrist, mental health professional or any person paid for caring for children in a day care center who has had reasonable cause to suspect or believe that any child under the age of 18 has had physical injury or injuries inflicted upon him by a person responsible for such child's or youth's health, welfare or care, or by a person given access to such child by such responsible person, other than by accidental means or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment, or has been neglected as defined by section 46b-120 shall report or cause a report to be made in accordance with the provisions of subsection (c). When the attendance of the person who has such reasonable cause to suspect abuse/neglect with respect to such child is pursuant to the performance of services as a member of the staff of hospital, school, social welfare

agency or any other institution such person shall notify the person in charge of such institution, or his designated agency, that such a report has been made .Any person required to report under the provisions of this section who fails to make such report shall be fined not more than five hundred dollars.

c)An oral report shall be made immediately by telephone or otherwise, to the State Commissioner of Children and Families or his representative, or the local police department or the state police to be followed within seventy-two hours by a written report to the Commissioner of Children and Families or his representative.

IMMUNITY FROM LIABILITY- SEC 17-38a (h)

Any person, institution or agency which, in good faith, makes the report required by this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceedings which result from such report.

CHILD ABUSE DEFINITIONS:46b-120 formerly 51-301

CHILD: under 16 years of age

YOUTH: between the age of 16 years and 18 years

PHYSICAL INJURY: impairment of physical condition

ABUSED: a child or youth who...

- a) has had physical injury or injuries inflicted upon him other than by accidental means,
or
- b) has injuries which are at variance with the history given,
or
- c) is in a condition which is the result of maltreatment such as:
 - malnutrition
 - sexual molestation
 - deprivation of necessities
 - emotional maltreatment
 - cruel punishment

NEGLECTED: a child or youth who...

- a) has been abandoned, or
- b) is being denied proper care and attention, physically, educationally, emotionally or morally
- c) is being permitted to live under conditions, circumstances, or associations injurious to his well being
- d) has been abused

UNCARED FOR: a child or youth who...

- a) is homeless
- b) whose home cannot provide the specialized care which his physical, emotional or mental condition requires.

Cases of suspected child abuse and/or neglect are investigated by the State of Connecticut Department of Children and Families. Each case is evaluated to determine the necessity of treatment of the family and correction of the presenting problem rather than criminal prosecution.

The law provides for immunity from any civil liability or criminal penalty to all who participate in good faith in 1) the making of a report, 2) in the investigation, or 3) in any judicial proceedings resulting from such a report.

Reporting Procedures:

Initial Inquiry

1. School staff members may initially question the child to determine if the child's injuries resulted from other than accidental means. However, in no case should the child be subjected to undue pressure in order to validate the suspicion of abuse/neglect. Validation of suspected child abuse/neglect is the responsibility of the Department of Children and Families.

Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

The school nurse should examine the student when there may be evidence of physical abuse and a statement written by the nurse. This statement would be sent to DCF with the CYS-136 form.

2. The school social worker, school nurse, guidance counselor, or school psychologist, are available to assist other mandated reporters in the referral process. It should be especially noted that:
 - a) It is not necessary for us to know or prove child abuse/neglect. It is sufficient that we only suspect that abuse/neglect has occurred or may occur.
 - b) Reports should be made as soon as the child abuse/neglect is suspected even though the incident may not be a recent one.

- c) Reports should be made as early in the day as possible.
- d) Mandated reporters are encouraged not to make anonymous reports.

THE ORAL REPORT

- 3. The oral report to DCF (797-4040) should be made immediately. The staff member who first becomes aware of the abuse/neglect is responsible to make the oral report or ensure that a report has been made to the Department of Children and Families. For reports made outside business hours (8:30 - 4:30) the 24 hour CARE LINE number may be used (1-800-842-2288).

INFORMING ADMINISTRATION

- 4. In addition to reporting orally to DCF, the mandated reporter shall also inform the school principal that a case of suspected child abuse/neglect has been reported. The obligation to report cases of suspected child abuse/neglect is not discretionary and the principal shall assure that cases are duly reported if this has not already been done. PLEASE NOTE: NO PERSON IN ANY HIGHER LEVEL OF AUTHORITY HAS ANY LEGAL RIGHT TO VETO A CHILD ABUSE/NEGLECT REFERRAL TO DCF.

NOTIFYING THE PARENT

- 5. In cases of child neglect, the principal or a designee will have the responsibility of notifying the pupil's parents and/or guardian that an incident has been reported to DCF.

In cases of physical abuse, consultation with DCF must occur before deciding who has the responsibility of notification of parents.

In all cases of sexual abuse, DCF will have the responsibility of initial notification of parents.

THE WRITTEN REPORT

- 6. The mandated reporter is responsible for writing or causing the written report to be submitted within 72 hours of the oral report. (CYS-136 forms)

are available in all school offices). Mail forms to DCF, 131 West Street, Danbury, CT 06810. The yellow copy is retained for school files. (Additional supplies of CYS-136 forms may be ordered by calling the CARE LINE number (1-800-842-2288).

In situations when DCF accepts the referral as an inquiry only, the oral reporter should complete the Inquiry Form in order that the school will have a record of the contact. Inquiry forms are also available in the school office.

NOTIFICATION OF CENTRAL OFFICE AND RECORD KEEPING

7. The principal of each school should maintain a file of all referrals and inquiry forms made to Protective Service from that school. A photo copy of each referral or inquiry form is to be sent to the Director of Pupil Personnel who will maintain a central file of all referrals made from all schools. The confidentiality of these records will be strictly maintained.

INVESTIGATION PROCEDURES

Whether or not the report of suspected child abuse/neglect was initiated by the school, the victim may be questioned by the DCF social worker. Connecticut State Law (17-38f) requires: "cooperation in relation to prevention, identification, and treatment of child abuse and neglect. All law enforcement officers, courts of competent jurisdiction, school personnel, and all appropriate state agencies providing human services in relation to preventing, identifying, and treating child abuse and neglect shall cooperate toward the prevention, identification and treatment of child abuse and neglect."

- a. The building administrator is notified as to the time of the scheduled interview.
- b. In cases of school initiated referrals, the student maybe interviewed in the school by the DCF social worker while in the presence of a school professional (administrator, guidance counselor, school nurse, school psychologist, school social worker).

For cases in which the school has not initiated the referral, the student may be interviewed in the school while in the presence of a school professional when it is the only opportunity for the DCF social worker to meet the abused child.

- c. Since the child in question is a student in our school system, DCF should be invited to meet with the parents in the schools with the school

Social worker, psychologist or guidance counselor present and school-based counseling services offered to the family if appropriate. Cooperation between school and DCF can be the key to effective intervention with troubled families. When the school is seen as offering help in the situation, parents may be less resistant and the child can be more successful in school.

Adopted 6/12/90

Modified 2/13/95,10/10/95

4-611

PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child should use psychotropic drugs. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.

Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner. School health or mental health personnel means school nurses or nurse practitioners appointed pursuant to Connecticut General Statutes section 10-212, school medical advisors appointed pursuant to Connecticut General Statutes section 10-205, school psychologists, school social workers, and school counselors, and Director of Special Services/Special Education who have been identified as the person responsible for communication with a parent or guardian about a child's need for medical evaluation pursuant to this policy.

Nothing in this policy shall be construed to prohibit a planning and placement team or a 504 team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners with the consent of the parents and/or guardians of a child.

Legal Reference: Connecticut General Statutes 10-212b.

Adopted 11/13/01

Revised 1/20/04

4-101.1

PROCEDURES

The Superintendent shall recruit, select, and nominate the ablest and best qualified candidates available, using the criteria enumerated below.

Recruitment

1. Recruitment activities will include wide contact with university, college, and private placement agencies and other resources as may be appropriate.
2. A policy of non-discrimination shall be followed in the recruitment/ selection process on the basis of age, sex, creed, national origin, handicap, or other non-merit reasons.
3. Announcements of vacancies shall follow procedures outlined in the current agreements with employee units.

Selection

1. The Superintendent shall have overall supervision of the selection process.
2. Sound instruction is enhanced by a qualified staff with a breadth of educational preparation and experience. Consideration should be given to a perception of the candidate's compatibility with Newtown's educational program. Every effort will be made to achieve this combination in staff selection.
3. A candidate will preferably possess a grade point average within the 3.0-4.0 range in their teaching field or area of anticipated assignment.

4. A candidate shall submit evidence of eligibility for Connecticut certification in the teaching field or area of anticipated assignment and provide undergraduate and graduate (where applicable) scholastic transcript(s) for review.
5. Candidate interviews for non-central office certified positions shall be conducted by the building principal or appropriate administrator/supervisor with other members of the staff participating as may be determined. The Superintendent shall conduct the interviews of candidates for central office positions, principals, or assistant principals and may involve other members of the staff as may be determined.
6. Interviews of the one nominee(s) recommended by the Superintendent for a central office position, principalship, or assistant principalship shall be arranged by the Superintendent with the Board of Education.

Appointment

1. Recommendations for all certified appointments that require Board of Education approval shall follow a standard format provided by the Superintendent's Office.
2. If the Superintendent determines that the appointment of a desired candidate for any position except a central office position, principalship, or assistant principalship may be jeopardized by waiting for a Board meeting, he/she is authorized to employ that candidate and execute the employment contract. The Superintendent, at the next regularly scheduled Board meeting, will give the Board the written hiring recommendation.

Reference: CGS 10-151(b), 10-153, 10-155f

Adopted 11/14/78

Modified 4/9/85, 7/12/88, 10/10/95

7-401

REMOVAL, SUSPENSION, OR EXPULSION PROCEDURES

Rationale

Education cannot proceed without an atmosphere of good order and discipline necessary to effective learning.

Good order and discipline are viewed as being positive rather than negative; as helping the student to adjust, rather than as punishment; as turning unacceptable conduct into acceptable conduct.

Good order and discipline may be described as the absence of distractions, friction, and disturbances which interfere with the optimum functioning of the student, the class, and the school.

Students as Citizens

As citizens and members of the school community, all students have a right to an education and basic security.

Students have a right to due process before these rights are restricted.

It is the expectation of the Newtown public schools that responsible students respect constituted authority and obey the duly constituted rules and regulations.

The responsible student also reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

Reasons for Removal, Suspension, or Expulsion

A good cause for removal, suspension, or expulsion will be:

Continued and willful disobedience; open defiance of school officials; disruptive conduct or language; theft; vandalism; fighting; carrying or having in one's possession firearms, deadly weapons, dangerous instruments, or martial arts weapons; threatening assault upon or assaulting pupils or school employees; drunkenness; the possession, sale, or distribution of drugs proscribed by state or federal narcotics laws; or other actions inimical to good discipline in the schools or seriously disruptive of the educational process.

If such conduct occurs (1) anywhere on school grounds, during a school session, or anywhere at a school-sponsored activity, trip or on school-provided transportation; or (2) off school grounds and is seriously disruptive of the educational process.

Notwithstanding the above, pursuant to Conn. Gen. Stat. § 10-233d(a), as amended by P.A. 96-244 § 19, expulsion proceedings shall be required whenever there is reason to believe that any student:

1. On school grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. § 921, as amended, deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, as amended;

or

2. Off school grounds, did possess a firearm in violation of Conn. Gen. Stat. § 29-35;

or

3. Off school grounds, did possess and use such firearm, instrument or weapon in the commission of a crime;

or

4. On or off school grounds, offered for sale or distribution a controlled substance, as defined by Conn. Gen. Stat. § 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

Parental Notification

The parents or guardians of any student who is involved in a removal/suspension/ expulsion proceeding must be informed of such disciplinary action within 24 hours. Students 18 years of age or older shall receive notification materials.

I. Alternatives to Exclusion (Removal/Suspension)

Detention

This procedure may be applied for violations of various school procedures. Students will be required to remain after school and participate in a supervised study hall environment. Saturday work detail may be an alternative for repeated assignment of after-school detentions.

Revocation of Privileges

This procedure may be applied for violation of school regulations that authorize the student to use school facilities or receive special school privileges, e.g., parking permit, early school dismissal, school dances, and co-curricular activities.

Loss of Academic Credit

This consequence would be the result of serious violation of the regulation governing academic cheating.

Removal

The Board of Education authorizes its teachers to remove any student who deliberately disrupts a class. (Teachers means all certified school employees, including substitute teachers.) Such removal may not exceed 90 minutes, and the pupil so removed must be sent to a designated area. No pupil is to be removed from class more than twice in one week or six times in one year unless such pupil is referred to the building principal, or his designee, for an informal hearing. Any teacher who removes a pupil from class is to notify the building principal, or his designee, immediately of the action taken and the reason for it.

Behavioral Probation

A procedure that stops short of suspension, but is for student conduct more serious than minor classroom disciplinary outbursts, is behavioral probation. This provides the school with an option to restrict certain student privileges, while allowing his or her education to continue, yet offering the student the incentive of avoiding imminent suspension by good behavior.

Probation would be for a definite time period during which a critical examination and evaluation of the student's progress takes place.

During the probation period, the student may be denied the privilege of participation in all extracurricular activities.

The parent or guardian will be notified by the principal that the student is being placed on behavioral probation, including the length of time, the terms of the probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

The student may be placed on probation to an administrator, teacher, or counselor, with the selection to be by mutual consent of the student and the staff member involved.

Probation will end if, at the completion of the period, satisfactory adjustment has been made.

II. IN-SCHOOL SUSPENSION

Conn. Gen. Stat. §§10-233a(c) and 10-233f permit in-school suspension from regular classroom activities as a disciplinary alternative to the traditional suspension according to the following:

1. The in-school suspension may not:
 - a. exceed five consecutive school days
 - b. extend beyond the school year
 - c. be imposed more than 15 times or have more than a total of 50 days in one school year, whichever is fewer.
2. The Board of Education authorizes a building principal, or designee, to impose in school suspension only in cases where a student's conduct endangers persons or property, seriously disrupts the educational process, or is in violation of a publicized board policy.
3. In-school suspension may not be imposed on a student without an informal hearing by the building principal, or designee. The same due process safeguards which apply to suspended students shall apply to those students excluded from classroom activity under in-school suspension.

III. SUSPENSION

The Board of Education authorizes its administration to suspend from school privileges for up to ten consecutive days any pupil whose conduct on school grounds or at a school-sponsored activity is violative of a publicized policy of the board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of board policy and is seriously disruptive of the education process.

No pupil can be suspended for more than 10 times or a total of 50 days in a school year, whichever results in fewer days of suspension, unless such pupil is first granted a formal hearing before the Board of Education or a hearing officer appointed by the board. The building principal, or his designee, has 24 hours within which to inform the Superintendent of any suspension and the reason therefore. Any pupil who is suspended is to be given an opportunity to complete any class work missed during the time of the suspension.

In instances of serious misconduct which may lead to expulsion, a pupil may be suspended from school on an interim basis while the allegations are being thoroughly investigated. If a decision to recommend expulsion is made, the pupil and/or parents will be notified within ten days of the start of the interim suspension.

A. PROCEDURES - SUSPENSIONS

To implement those sections of the policy on suspension that deal with procedural steps for handling the student prior to the tenth suspension, which requires an opportunity for a formal hearing under the provisions of existing statute (CGS §§4-176e to 4-180a and § 4-181a), the following steps will be undertaken:

1. When a student has been suspended for the fifth time in one school year, the administrator will make a PPT referral, which may recommend some of the following alternatives:
 - a. Shortened school day, with parents, guardians, and/or adult student providing transportation to or from home as the individual program of study may be developed and coordinated with the regular transportation schedule for that school.
 - b. Placement in a self-contained classroom with special instruction as may be required.
 - c. Placement in the resource program of the school.
 - d. Out-of-district placement.
 - e. Home tutoring.
2. When a student has been suspended for the eighth time, the student's parent(s) or guardian(s), along with the student, or the adult student, must appear before the Superintendent for a formal hearing. The building principal, and/or designee(s), and the Director of Pupil Services should be present at this hearing. A positive attempt will be made at the hearing to help the student, to review alternatives, and to convey to the student that possible expulsion from school could result.
3. After a student has been suspended for the tenth time, the student will be provided the opportunity for a formal hearing, under provisions of prevailing statutes, which may result in continued suspension or expulsion from school.

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

IV. EXPULSION

1. A principal, or another administrator acting for or in the place of the principal, may request expulsion of a pupil in a case where there is cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized board policy, administrative regulation, or State law.
2. Requests for expulsion will be directed to the Board of Education through the Superintendent of Schools.
3. Except in an emergency situation requiring the student's immediate removal, the Board shall, prior to expelling the student, offer the opportunity for a hearing in accordance with law. Such hearing may allow evidence of past disciplinary problems when deciding expulsion, the length of expulsion, and the alternative educational opportunity to be offered.

The hearing shall be governed by the following procedures.

- a. The student and parents, or guardian, shall be given notice at least five days prior to the date of the hearing.
- b. The notice shall contain:
 - Date, time, place and nature of the scheduled hearing.
 - A statement of the legal authority and jurisdiction under which the hearing is to be held.
 - A reference to the particular statutes and regulations involved.
 - A short and plain statement of the matter asserted.
 - Notice of the administration's intention not to offer an alternative educational opportunity where appropriate.

- c. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his/her defense and to cross examine any witnesses produced against him/her.
 - d. A student may be represented by any third party of his/her choice, including an attorney.
 - e. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language. The student and his/her parent(s) or representative must request a translator at least two days prior to the date of the expulsion hearing.
 - f. The Board shall keep a verbatim record of the hearing, and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
 - g. At a meeting of three or more Board members, a student may be expelled if a majority of the Board members sitting in an expulsion hearing vote to expel, provided that no fewer than three affirmative votes to expel are cast.
 - h. The Board shall report its final decision in writing to the student, stating the reasons on which the decision is based and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
 - i. The Board shall promptly notify the parent(s) or guardian(s) of any minor pupil of such action.
 - j. An expulsion period may not exceed one calendar year, but may include portions of two school years.
 - k. Notice of expulsion shall be included in the pupil's cumulative educational record and, except for notice of an expulsion based on possession of a firearm or deadly weapon, shall be expunged from such record if the student graduates from high school.
4. Whenever the Board of Education or an impartial hearing panel expels a student, it shall offer an alternative education program to students under the age of sixteen. The Board of Education shall make provisions for an alternative educational opportunity to expelled students between the ages of sixteen and eighteen, if requested by the student and/or family, conditional upon the desire of the student to continue his/her education and compliance with conditions established by the Board. However, the Board is not required to offer such alternatives to any student 16 years old or older who was expelled because of conduct that endangered persons and it was determined at the expulsion hearing that the

conduct for which the student was expelled involved possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined by Conn. Gen. Stat. § 53a-3, on school property or offering for sale or distribution on school property or at a school-sponsored activity, a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Sections 21a-277 and 21a-278 of the Connecticut General Statutes. The age restrictions and other limitations on the provision of an alternative educational opportunity shall not apply to pupils requiring special education who are described in Subdivision (1) of Subsection (e) of Section 10-76a of the Connecticut General Statutes.

5. In cases where expulsion results from offering a controlled substance for sale or distribution on school property or at a school-sponsored activity or conduct involving possession of a firearm, as defined in 18 U.S.C. § 921, as amended, deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, as amended, the following additional actions will be taken:
 - a. The student offering a controlled substance will be referred to a rehabilitation agency with notification to the agency of the referral.
 - b. Notification to the pupil/parent of the expulsion hearing shall, if the student is between the ages of 16 and 18, contain notice that the Board is not required to provide an alternative education if such circumstances exist.
6. Except for a notice of expulsion based on possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, a notice of expulsion shall be expunged from a cumulative educational records if a student graduates from high school.

V. Evidence in Hearings

Evidence of past disciplinary problems to be received and considered, under the following circumstances:

1. by the building principal, or designee, in deciding on the length of suspension;
2. by the Board of Education in deciding on the length of an expulsion and on the nature of the alternative educational opportunity to be offered.

VI. Vote to Expel

At a meeting of three or more Board of Education members, a student may be expelled if a majority of the members sitting in an expulsion hearing vote to expel, provided that no less than three affirmative votes to expel are cast.

Reference: CGS 10-233C, Section (b) and 10-233d, Section (c)

Adopted 5/11/76

Revised 1/9/79, 12/11/84, 1/12/93, 3/12/96, 3/11/97, 12/8/98, 10/8/02, 9/9/03

7-105.1

RETENTION PROCEDURES

ELEMENTARY SCHOOL

When retention is suggested, recommended, or requested:

1. A parent/teacher conference will be held to identify concern(s). The teacher will provide information on retention research to the parents within 10 days of the request. The teacher will create a record of the conference identifying concerns and strategies/interventions attempted. A copy of this record will be submitted to the principal.
2. The principal will conference with the teacher and/or parent(s) to develop an educational plan to be implemented immediately, refer the case directly to the child study team, or assign a case manager. The case manager and/or child study team will then work with the teacher and parents to identify and implement alternative strategies and monitor student progress.
3. If retention continues to be a consideration, the final determination will be made jointly by the child study team, classroom teacher, and parent(s).
4. By the end of the current school year, the child study team will develop a plan to address the educational concerns about this student, which will be implemented and monitored during the following school year.

MIDDLE SCHOOL

When retention is suggested, recommended, or requested:

1. Parent/cluster meetings will be conducted addressing academic deficiencies.

2. Quarterly letters from the appropriate guidance counselor reporting academic deficiencies and support options will be sent to both parents and students.
3. A conference with a parent(s), student, and principal (or designee) will be conducted prior to the end of the third quarter on the possibility of retention and consideration of support options.
4. A final letter stating retention and outlining alternative options that would lead to promotion will be sent by the building principal at least ten days prior to the last day of school.

HIGH SCHOOL

No formal retention procedure. For purposes of planning, credits for promotion are as specified in Newtown high school program of studies, as follows:

For promotion to grade 10	10 credits
Conditional promotion	8 credits
For promotion to grade 11	20 credits
Conditional promotion	18 credits
For promotion to grade 12	30 credits
Conditional promotion	26 credits
For graduation	40 credits

Adopted 7/25/78

Modified 3/9/98

7-100

SCHOOL ATTENDANCE AREAS

The Board of Education will design and maintain attendance areas that are responsive to approved educational programs and efficient utilization of school facilities.

The boundaries for each attendance area will reflect these priorities:

1. Rated school building capacity, current enrollment, and future enrollment projections
2. Ages of students
3. Proximity of student's residence to the school
4. Safe access for walking or bus routes
5. Needs of district wide programs

Adopted 3/12/96

8-401.1

SCHOOL CEREMONIES AND OBSERVANCES

Activities within our schools will conform to the first amendment of the constitution of the United States concerning the separation of church and state, as construed by decisions of the United States Supreme Court.

3-700

SCHOOL TRANSPORTATION

The Board of Education is responsible for the efficiency of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, the authorization of bus trips, and the authorization of bus stops.

The Superintendent of Schools shall be responsible for the execution of the transportation policy and regulations. Subject to Board approval, he may delegate this duty to the Director of Business or another member of his staff.

The Superintendent of Schools or designee is responsible for establishing proper standards of safety, based upon those developed by the Commercial Vehicle Safety Division, Department of Motor Vehicles, State of Connecticut, in the operation of school buses and shall ensure their enforcement by the operator.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

7-303

STUDENT RECORDS (Family Educational Rights and Privacy)

The records of the Newtown school system concerning individual students shall be used for the promotion of the welfare of the student. This policy will comply with state and federal laws.

1. Parent(s), legal guardian(s), or student who is 18 years of age or older, and hereinafter called adult student, shall have the right to inspect and review the student's record maintained by the school system upon written request by the parent(s), legal guardian(s), or adult student. Such requests shall be complied with as expeditiously as possible.
2. Parent(s), legal guardian(s), or adult student, shall be provided with an opportunity to challenge the inclusion or correction of any incomplete, inaccurate, or inappropriate information in the student's record. Such challenge shall be subject to appeal to the Office of the Superintendent.
3. Any person, agency, organization requesting access to an individually identifiable student record shall be required to sign form indicating the specific interest which the person, agency, or organization has in seeking the information. This form shall be maintained in the student's record and shall only be made available to school officials within the system, parent(s), legal guardian(s), or adult student upon request.

4. No individually identifiable student record shall be released or made available to any third party other than school officials (including teachers) within the system with a legitimate educational interest without the written consent of the parent(s), legal guardian(s), or adult student for such release. Such written consent shall be maintained within the student's record and shall indicate the portion of the record released. Records shall not be transferred to a third party unless that party agrees not to release such transferred information without written consent of the parent(s), legal guardian(s), or adult student. The only exception to this policy shall be specific officials of another school system, agency, or institution in which the student intends to enroll, judicial orders, lawfully issued subpoenas, or federal laws specifically authorizing the use of individually identifiable student records. In such case the parent(s), legal guardian(s), or adult student shall be notified prior to compliance with such order and shall receive a copy of the record, if desired.
5. Student records shall be released to authorized governmental agencies only when the data requested and released does not include any individually identifiable information.
6. All parents, legal guardians, or adult students shall be apprised of their rights to student records on an annual basis.

7. Student records shall be reviewed regularly and extraneous, outdated, or irrelevant information shall be destroyed.

8. If there is any reasonable doubt about any aspect of a request to release information concerning any student, the school employee shall act in a prudent manner and withhold all or part of the information until the question is resolved by the next level of authority.

Reference: PA-93-380, 93rd Congress
PA-73-74, State of Connecticut

Adopted 5/25/76

Revised 4/10/84, 2/15/94, 7/8/97

7-303.1

STUDENT RECORD PROCEDURES

I. Definition of Pupil Records

1. Supplementary reports concerning students enrolled in or being considered for special education programs, including planning and placement team reports, will be kept by the Director of Special Education services, and/or designated representative.
2. Permanent cumulative records, as defined by the Public Records Administrator of the State of Connecticut, whether paper or computer memory, will be collected, stored, filed, and safeguarded under the direction of the individual building principal.
3. Reading and mathematics skills lists and writing portfolios may be kept by the teacher for convenience of use but be filed with the cumulative record at the time of transfer to another district or movement to another school within the district.
4. The school district shall provide parents, on request, a list of the types and locations of education records collected, maintained or used by the school system.

II. Access to Pupil Records

1. At the conclusion of any conference concerning, or inspection and review of, student records, the participants will sign and date a form provided to record the event.
2. When a parent or adult student requests duplicated copies of all or part of the student record, the school district will provide the copies. One (1) free copy will be provided within five (5) days of a written request. Thereafter the requesting parent or adult student will be

assessed \$.10 per page for the copies. No fee shall be charged if parents cannot afford to pay or if the fee charged effectively denies their rights to inspect or review the education records.

3. School officials are prohibited from transmitting or disclosing any of the contents in the student records to anyone outside the school system unless written permission has been granted by the parent or adult student.
4. Third party access to student records will be granted in the following situations:

- a. Officials of other schools or school systems in which the student intends to enroll may receive a copy of the student's records if desired, providing the parent or adult student is notified prior to sending the copy of the record to the requesting school official, and the opportunity is provided for a hearing to challenge the records if requested. A copy of the records must be provided to the parent or adult student if requested.
 - b. The parent, guardian, or adult student may delegate the right of access to a third party in writing. Such third party must not convey information gathered to any other party or agency without the parent or adult student's permission.
 - c. Third parties may be granted a right of access to student records by statute or court order. Parent or adult student must be notified of all such orders or subpoenas in advance of compliance with the request.
 - d. A third party may also be given access to student records in connection with a student's application for, or receipt of, financial aid.
5. All persons, agencies, or organizations desiring access shall be required to sign a written form which shall be kept permanently with the file of the student but only for the inspection of the parent, guardian, or adult student. Such form shall indicate specifically the legitimate interest that each person, agency, or organization has in seeking this information.
6. The school may release to the public, for appropriate reason (announcement of school honors, outstanding programs, the publicizing of school activities and event, etc.,) the following "directory information": student's name, address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and awards received.
7. To protect the privacy of a student, a student's social security number shall not be used or incorporated in any school record as a means of identification.
8. When the school district maintains education records which include the names of more than one child, the parents of the child have the right to view only information pertinent to their child.

III. Notification of Rights

1. Annually the school district shall notify parents of children attending the Newtown Public Schools and adult students of their rights regarding student records, stating the following:
 - a. A student, or former student, 18 years or older, or a parent of a student under 18 years, attending our schools, shall have the right to inspect and review all official records, files, and data directly related to such student.
 - b. The procedure for granting a request for such inspection shall be as follows:
 - (1) Requestor a review of personal records shall be made in writing.
 - (2) Such records shall be made available for review within the ten(10) days following the receipt of a written request.
 - (3) Following such review, the parent or adult student may challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.
 - c. Any parent or eligible student (18 years of age or older) has thirty (30) days from the receipt of this policy to notify the Board in writing of their refusal to allow the Board to designate any or all of the above-referenced information about the student as "directory information".(ReferenceII,#6)

IV. Procedure for Challenging Content of a Student Record

1. In the event a parent or adult student desires to challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, such party shall be afforded an opportunity for such challenge with the following procedure:
 - a. Submission of a written statement identifying the record or records which are believed to be inaccurate, misleading, or otherwise in violation of privacy. A statement of the reasons for such a challenge of the records shall be filed with the school principal.
 - b. The school principal will respond within a reasonable period of time to such challenge. The written response shall indicate which

5. All supplementary records concerning students enrolled in or being considered for special education programs shall be destroyed when the subject student reaches age 21 or six years after the student's last entry in school, whichever is later. Parents, guardians, or adult students shall be notified in writing whenever records are to be destroyed and given an opportunity to retrieve such records if they so desire. Destruction of such records will take place under the personal supervision of the Director of Special Education Services.

Adopted 5/25/76

Revised 4/19/84, 2/15/94, 11/9/94, 7/8/97, 11/10/98

7-502.1

STUDENT SMOKING REGULATIONS

School regulations and penalties regarding student smoking shall be announced annually to students and published in the handbook distributed to students.

An inclusive educational program calling attention to the hazards of smoking shall be conducted at all grade levels.

Adopted 3/11/80

Modified 10/10/95

7-701

Substance Abuse

The Newtown Board of Education recognizes the serious societal problem of substance abuse. As the central developmental institution of the community's youth, the schools play an important role in the early detection of substance abuse, the protection of children from the use, promotion, possession, and sale of alcohol and drugs (as defined in this policy) or any controlled substances (including prescription drugs) as defined in the Penal Code of the State of Connecticut.

Recognizing the potential of each student and that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, the schools will take positive actions to prevent such

records are inaccurate, misleading, or otherwise inappropriate, and that such records have been corrected. The parent or adult student will be given a hearing to present facts or evidence supporting such challenge. The principal will provide a written response when the request to correct the record is denied.

- c. When a decision by the principal is not acceptable, the parent or adult student may request a hearing conducted by the Superintendent. The parent or adult student shall be given the right to present evidence in support of his belief that the record is erroneous and to rebut any evidence submitted in support of the record. A written decision shall be issued stating the disposition of the challenge to the record and the reasons for the determination.
- d. If the hearing results in a decision that the records should remain as they are, the parent or adult student shall be allowed to insert into the record a written statement outlining objections to the material. This statement shall become a permanent part of the student record and will be disclosed whenever the records of the student are being disclosed.

V. Life of Pupil Records

1. Records of a pupil's conduct shall be retained separately with the building for one year after the pupil's last attendance and shall then be destroyed under the supervision of the building principal.
2. The cumulative record file of high school students shall be retained intact for a period of one year following graduation. Thereafter, only the record of report card grades, attendance, and test records accomplished in grades 9-12 shall be retained. This record will be kept permanently with the high school after graduation. This record shall be placed upon microfilm and stored in the high school vault indefinitely.
3. If students cease schooling before graduation, their records shall be retained in a manner similar to that which would apply if they had graduated with their classmates.
4. Students who transfer to another school outside of the district shall have their cumulative record sent to the new district. The school shall retain a record of the pupil's attendance.

abuse and dependency. These actions will include, but are not limited to, substance abuse prevention education, early intervention, parental involvement, medical and/or assessment referral, and police involvement in the handling of incidents in the schools involving the possession, sale, and/or use of drugs and/or alcohol. The schools will work in partnership with families and other institutions seeking treatment for substance abusers.

School properties may be inspected by school authorities in the interest of the maintenance of health and safety. Inspections for the location of drugs, alcohol, weapons, poisons, missing properties, and other hazardous or life threatening materials, are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel (See search and seizure policy #7-402B)

In the event that the student is under the influence of, or in possession of, or engaged in illegal activity involving drugs and/or alcohol, he/she will be suspended from school, referred to an appropriate treatment agency, and considered for expulsion. The sale of drugs and/or alcohol requires a mandatory expulsion hearing under this policy. Parents will be contacted and will be actively involved in the education and treatment plan of the student. In cases of the illegal activity of possessing, and/or selling drugs and/or alcohol, the police department will be notified. Disciplinary procedures for violation of this policy will be detailed in the policy.

Adopted 10/13/87

Modified 2/13/90, 10/11/94, 8/8/95, 10/10/95, 5/13/97, 6/23/04, 1/4/05

7-701.1

SUBSTANCE ABUSE ADMINISTRATIVE PROCEDURES

I. DEFINITION OF TERMS

“Drug” shall include any controlled drug, controlled substance and restricted drugs and/or substances as defined in the Connecticut General Statutes.

Examples of the above include, but are not limited to, marijuana, hashish, anabolic steroids, LSD, amphetamines, barbiturates, narcotics, chemical solvents, glue, look-alike substances and any capsules or pills of any substance not registered with the Nurse, annotated within the student’s health record and given in accordance with the school district procedures for the administration of medication to students in school.

“Alcohol” shall include any alcoholic liquor or alcoholic beverage as defined in the Connecticut General Statutes.

Examples of the above include, but are not limited to, alcohol, beer, spirits, and wine.

“Student Assistance Team (SAT)” is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team reviews and makes recommendations for all aspects of the student learning experience including academic performance, social adjustment, and healthy growth and development.

“Sale” is any form of delivery which includes barter, exchange or gift, or offer therefore, and each such transaction made by any person whether as principal, proprietor, agent, servant, or employee.

“Possession” is to possess or hold, without any attempt to sell drugs and/or alcohol as defined by this policy.

“Drug Paraphernalia” includes any item that in the school’s judgment can be associated with the use of drugs and/or alcohol.

II. PROCEDURES FOR HANDLING SUBSTANCE ABUSE PROBLEMS

A. Voluntary Disclosure

1. If a student voluntarily tells a staff member of a drug, alcohol, or other substance abuse problem in advance of a suspicion by, or report to, a staff member, the staff member must make every effort to guide the student to appropriate professional help, without regard to whether the student is or is

not presently under the influence of drugs, alcohol, or other substance.

2. If the student will allow disclosure of the problem, the staff member will share the information received with the principal and the school's student assistance team and/or social worker.
3. The student assistance team and/or social worker will arrange a conference with the parent(s)/guardian(s) of the student. Professional assistance to help the student overcome the problem will be discussed and encouraged.
4. The student assistance team and/or social worker will maintain contact with the student and the family regarding the problem.

B. Suspicion of Active Involvement With Alcohol or Drugs

1. If a student is suspected of being under the active influence of alcohol or controlled drugs while on school property and/or during a school sanctioned activity, the student is to be taken to the school nurse, if available, or designee for medical attention. The parents are to be notified immediately and advised of the abnormal behavior observed and requested to take the student to the family physician or to the hospital.
2. If the parents are not available or transportation is not at their disposal, the school nurse, the school doctor, the principal or designee shall accompany the student to the hospital.
3. If the symptoms are considered serious, the nurse shall or designee shall have the student taken to the hospital by ambulance while the principal or designee attempts to contact the parents.

III. DISCIPLINARY CONSEQUENCES OF ALCOHOL AND/OR DRUG ABUSE

Upon reasonable belief by school personnel, pursuant to section IIB of this policy, that a student is under the influence of or in possession of drugs and/or alcohol, during school, on school grounds, or during school activities, said students will be in violation of this policy, and the following steps will be taken:

First Offense:

- a. The nurse, if available, or designee will determine whether the student is in need of urgent medical attention. If so, the nurse or designee will administer any first aid required and/or immediately request emergency services and will notify the student's parent(s)/guardian(s). The administration will be informed of the student's condition.

- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended from school for a minimum period of five days.
- c. The parents or guardians of the student or students involved will be contacted by the administrator and notified of this incident. Parents will be required to participate in education about substance abuse, the stages of addiction, and parent resources. The student will be required to:
 - (1) Complete an assessment by a Board-chosen agency licensed to evaluate drug and alcohol problems at parent/guardian expense.
 - (2) Demonstrate compliance with the treatment program as recommended after the assessment.
 - (3) Agree to a behavioral contract between the student, school administration, and a representative of the assessment group.
 - (4) Sign a release which shall grant the school right to formal written and/or oral communication with the treatment agency.
- d. The student will be referred to the Student Assistance Team. This team will gather information to look at the academic performance and social adjustment of the student to school and make recommendations pertaining to support services and academic program adjustment as appropriate.
- e. The student will be excluded from all school-related extracurricular activities for a period of 60 calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.
- f. If the substance abuse involves an illegal action, the police will be notified.
- g. The failure of the student to comply with part (c)(1-4), will subject said student to a recommendation to the Board of Education for expulsion from the Newtown School System for up to one calendar year, pursuant to Connecticut General Statutes Section 10-233d.

Second Offense:

- a. The nurse, if available, or designee will determine whether the student is in need of urgent medical attention. If so, the nurse or designee will administer any first aid required and/or immediately request emergency services and will notify the

student's parent(s)/guardian(s). The administration will be informed of the student's condition.

- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended from school for a minimum period of five days.
- c. If the substance abuse involves an illegal action, the police will be notified.
- d. The parents or guardians of the student or students involved shall be contacted by the administrator and notified of this incident.
- e. Any student found to be in violation of this policy for the second time during his/her tenure in the Newtown School System shall be externally suspended and recommended to the Board of Education for expulsion from the Newtown School System up to one calendar year, pursuant to Connecticut General Statutes Sec. 10-233d.

Any student actions that violate sections IIB of this substance abuse policy and said actions are off school grounds and are seriously disruptive of the educational process shall, if not covered by the mandatory expulsion proceedings of section IV, be subject to the discipline penalties set forth in Section III.

IV. SALE OR DISTRIBUTION OF ALCOHOL AND/OR DRUGS

The administration shall recommend expulsion proceeding in all cases where there is reason to believe that a student was engaged on or off school grounds in selling and/or offering for sale alcohol and/or drugs, as defined in this policy, which act and/or offer may be subject to criminal penalties under the Connecticut General Statutes.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent, or designee, determines that a student must be expelled, in accordance with this provision, he/she shall recommend the student for expulsion to the Board of Education so that the Board can consider and act upon the recommendation pursuant to Board policy and Connecticut General Statute 10-233d.

Legal Reference: Connecticut General Statutes

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|---------|---|
| 10-154a | Professional communications between teacher or nurse and student. |
| | Surrender of physical evidence obtained from students. |
| 10-221d | Boards of education to prescribe rules, policies, and procedures. |
| 10-223d | Expulsion of pupils. |

10-233e	Notice as to disciplinary policies and action
21a-240	Definitions. (8) "Controlled drugs"
21a-277	Penalty for illegal manufacture, distribution, sale, prescription, dispensing.
21a-278	Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.

Adopted 10/13/87

Modified 2/13/90, 10/11/94, 8/8/95, 10/10/95, 5/13/97, 6/23/04, 1/4/05

7-409.1

TITLE I PARENT INVOLVEMENT

The Board of Education endorses the parent involvement goals of Title I of the Elementary and Secondary Education Act and encourages the regular participation by parents of Title I eligible children in all aspects of the program. Title I eligible children are those who are failing, or most at risk of failing, to meet student academic achievement standards based on the criteria in section 1115(b) of the Title I statute. The purpose of this program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, procedures for operation, and evaluation of the program for the next school year. An overview of the proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least two additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program and any other interested parents. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, a description of the services to be provided, and an explanation of how progress will be measured. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

Instruction

Title I Parent Involvement

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Improving America's Schools Act, P.L. No. 103-382, Sec. 1112

Local Education Agency Plans.

Improving America's Schools Act (IASA), P.L. 103-382.

PI 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, Sec. 1118.

Adopted 3/2/04

3-701

TRANSPORTATION SERVICES

I. TRANSPORTATION CONTRACTS

School Bus Contracts

The Board of Education will provide scheduled, daily transportation within Newtown only through contracts with owner-operators of school buses, or any other appropriate means. Contract terms shall be determined by the Superintendent or his designee, based upon the best interests of the Board.

Adopted 1/17/62

Updated 11/11/75, 5/10/85, 5/10/88, 10/10/95, 2/12/02

Non-Public Schools Transportation

The Board of Education will arrange for the transportation of eligible resident students to public vocational-technical high school programs in other towns, to non-public schools within the boundaries of Newtown, and for special education students to approved programs outside of Newtown.

Adopted 4/12/59

Updated 2/9/60, 10/9/62, 5/12/64, 11/11/75, 5/10/88, 10/10/95, 2/12/02

Daycare Transportation

Transportation to daycare will be provided within the child's district only, and only to one location for an individual student. Request for transportation must be received in writing at least 10 working days prior to start of daycare.

Adopted 5/10/88

Updated 10/10/95, 2/12/02

Equipment Guidelines

All contractor-owned buses must be of a capacity as designated by the Board and must be a new bus upon contract issuance or at time of bus replacement. No bus over 10 years of age may be used by a contractor to regularly transport school children unless an exception is made, in writing, by the Superintendent or his designee, pursuant to specified master contract provisions. Unless specifically altered by the Board, in writing, all contractors will comply with the terms and conditions of the master contract that controls the relationship between the Board and individual contractors.

Adopted 4/28/59

Updated 2/9/60, 10/9/62, 5/12/64, 11/11/75, 4/27/76, 4/8/86, 5/10/88, 10/10/95, 2/12/02

Video Cameras

On or about January 1, 2003 all owner-operator buses must be equipped with operable video cameras to be used to monitor bus conduct and for student disciplinary reasons. It shall be the owner-operator's responsibility to insure that such cameras are maintained in appropriate working order at all times students are aboard the owner-operator's buses. Copies of the videotapes shall be maintained by the owner-operator for a period of ten days and shall be made available to school administration upon request. Administrators are authorized to access appropriate disciplinary action based on, among other things, information obtained from the use of said cameras.

Local Field Trips - Bus Rates

When owner-operator buses are used for local field trips, a minimum fee will be paid in accordance with the approved field trip rate schedule, the effective hourly rate, or in accordance with the provisions stipulated in the master contract.

Adopted 11/11/69

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

Duties of Drivers

The driver shall:

Be responsible for enforcing all rules and regulations concerning pupil conduct while on the bus or boarding, and disembarking the bus.

Receive or discharge pupils only at designated stops, except by special written permission of a school administrator.

Observe regulations regarding walking limits.

Report to the Director of Transportation and/or the local police department any violations of State law that prohibits motor vehicles from passing a stopped school bus from either direction when stop-on-signal lights are flashing.

Refrain from using cell phones at any time while the bus is in motion.

Refrain from making inappropriate remarks on the radio frequency and keying over other drivers.

Check passenger capacity on the bus and report any overloading to the Director of Transportation.

Not leave a regular bus stop if pupils are in sight and making an effort to meet the bus, unless the tardiness continues after warning.

Not permit dogs or other pets on the bus when pupils are being transported.

Report all parental complaints to the Director of Transportation.

Keep the bus in a clean and sanitary condition at all times.

Prevent pupils from placing or storing books, instruments, or other equipment in the driver's compartment, in the aisle, or at the rear door in order to assure a clear and unobstructed path to emergency equipment and vehicle exits.

Post a set of Board approved "Pupil Behavior Rules" in a conspicuous place in the front of the bus; cooperate in instructing pupils about the rules; and take all necessary steps to enforce them.

Report all hazards relating to pupil transportation to the Director of Transportation.

Report to the appropriate building administrator those pupils who persist in violating the rules.

Cooperate with respective building administrators to conduct the state-mandated school bus safety drills twice annually.

Verbally report all accidents to the Director of Transportation as quickly as possible. A written report must be completed as soon as possible and a copy given to the Director of Transportation. The report must be detailed and specific indicating the time, place and nature of the accident, the names of persons involved, witnesses, injuries, and any other pertinent data.

When waiting for passengers at the schools, drivers will shut off buses within three to five minutes of arrival. Buses should not be kept idling beyond five minutes at any school unless temperature or safety issues require it.

Adopted 4/11/61

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/03

II. BUS ROUTES

A. Bus Routes

On behalf of the Board of Education, the Superintendent of Schools or his designee will establish bus routes and assign buses to such routes. Every effort will be made to equalize mileage assignments for the various buses.

Adopted 4/28/59

Updated 2/9/60, 10/9/62, 5/12/64, 11/11/75, 5/10/88, 10/10/95, 2/12/02

B. Bus Stops

It shall be understood that it is not the intent of the Board of Education to transport every child from his door to school. Bus stops shall be established by the Superintendent or his designee on the various routes at appropriate points.

Bus stops will be reviewed annually and such changes made as indicated by changes in conditions.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

C. Limits of Transportation

The maximum walking distance from a pupil's property entrance way to the bus pick-up point or to school is as follows:

Grades K-8: 1 mile

Grades 9-12: 1 1/2 miles

Exceptions to the walking distance limits to a school or a designated school bus pick-up point will be considered under the following condition

1. Physical disability limitations
2. Unusual conditions or hazards along walking location to a designated bus stop.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

D. Loading and Unloading

First consideration shall be given to the safety of the pupils when establishing bus stops, loading and unloading buses, and in all other phases of school bus transportation.

Supervision for loading and unloading buses will be provided under the direction of the building principals at the elementary schools, the 5/6 school, and the middle school. The high school will only provide supervision for loading buses.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

E. Picking Up and Discharging Passengers

Bus routes will be designed to pick up and discharge children in a safe and appropriate manner.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

F. Eligible Riders

Only students and individuals designated by the administration may ride on school buses.

Adopted 4/28/59

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

III. BUS SAFETY

A. Safety Rules for Drivers

1. When a bus is on school property and children are present, the driver will not back up a bus until the children are supervised by an adult.
2. The driver shall not permit any unauthorized person to occupy the driver's seat, drive the bus, operate the controls, or tamper with the motor while the bus is in service.
3. The driver shall never move the bus when children are entering and leaving or when they are not seated, and he must see that all doors are closed while the bus is in motion.
4. The driver shall signal the children when it is safe to walk in front of a bus or cross the street.
5. When possible, and in the safest manner, the driver shall pick up and discharge students only on that side of the State road or highway on which they live. This specifically applies to Routes 6, 25, 34, and 302 only. Exceptions must be authorized by the Superintendent or designee.
6. The driver will not allow any unauthorized persons to board the bus.

Adopted 4/11/61

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

B. Student Behavior

When a bus driver believes the conduct and behavior of a student may endanger the safety of the bus or its passengers, he has the authority to return the student to school on an afternoon run. If a disturbance occurs on a morning bus run, all passengers will be brought to school. On both runs, the driver must immediately report the incident to the Director of Transportation or school principal. The principal will determine appropriate disciplinary action, including curtailment of bus privileges.

Adopted 1/14/69

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

C. Pupil Safety Rules

1. All pupils waiting for buses are to wait quietly, without running and/or playing in the designated area.
2. Pupils must form an orderly line prior to entering the assigned bus.
3. Before leaving the area to re-enter the school, to go to other parts of the school property, or to leave the school property and then return for transportation, pupils must have permission from staff who are supervising the loading area.
4. Pupils will enter/leave the bus without hurrying or pushing.
5. Every pupil must be seated immediately upon entering the bus and remain seated until the bus comes to a full stop at the point where the pupil disembarks.
6. Pupils will not block or obstruct an entrance or exit with books, instruments, or other equipment.
7. Feet must be kept on the floor and out of the aisle.
8. Pupils will at no time or in any manner cause any disturbance that will distract the bus driver's attention and/or endanger the occupants of the bus.
9. Pupils will refrain from loud talking and shouting while on the bus.
10. Pupils must not throw or shoot objects in the bus.
11. No pupil shall mark or damage a school bus or leave waste material in it.
12. There shall be no eating on school buses.
13. The use of obscene or profane language is strictly forbidden.
14. Pupils disembarking buses on the opposite side of the road from their homes should cross in front of the bus and walk at least ten feet away from the bus bumper. When they reach the roadside they must stop, look up and down the road for cars approaching from either direction, and proceed only on a signal from the bus driver. Exceptions for safety reasons may be allowed.

15. Pupils shall not bring any items on the school bus that can endanger others, or that could disrupt the environment necessary for proper bus safety.
16. Violation of any of these regulations will be reported by the appropriate school administrator to parents or guardians. If bus safety violations continue, parents or guardians will be advised that a loss of bus transportation or suspension from school may be a consequence under student disciplinary procedures.

Adopted 4/11/61

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

7-502

USE OF TOBACCO PRODUCTS

The Board Education recognizes the health consequences of tobacco use and the reports from various medical sources identifying health hazards for tobacco users/smokers and nonsmokers. It is the desire of the Board to provide a safe and healthful environment for students and adults who use school premises.

The Board of Education prohibits smoking and the possession or use of tobacco products, including cigarettes, cigars, pipe tobacco, chewing tobacco or snuff, at anytime, by anyone, in school buildings, on school property, or on transportation provided by the Board of Education.

Reference: CGS 1-21b(a), 31-40q

Public Act 08-184, effective October 1, 2008

Adopted 8/1/89

Modified 10/10/95, 3/9/98

The Appeals Board will be created and convened by the principal and made up of five members. There will be one member each from the faculty, staff, administration, and student body, as well as one parent. All members will be appointed by the principal.

Class Cut: A class cut occurs when a student is present in school but absent from class for more than ten minutes without permission. Permission must be obtained from a member of the faculty, staff, or administration.

Exemptions: School-approved field trips, including mentoring and job shadowing, as well as sports activities, i.e., State and league championships, are considered days in class.

Tardiness: Tardiness occurs when a student is late to class without permission. Permission must be obtained from a member of the faculty, staff, or administration. (For lateness beyond ten minutes, see Class Cut above.)