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## **ABSENCES & ATTENDANCE – Including Truancy, Make Up Work, and Vacations**

On the day the student returns to school after any absence, **the child must bring a written excuse from the parent/guardian.** If a student is absent ten (10) or more school days consecutively because of illness, we must have a written statement from a physician certifying that the child is physically able to return to school.

We ask that you keep your child home for 24 hours after his/her fever of 100.5 degrees or more has subsided. Also, please keep your child home if he/she vomits during the night or in the morning before school (see information under HEALTH SERVICES beginning on page 15 of this handbook).

**Please note that students who are absent from school may NOT participate in after school activities, clubs, programs, etc.**

### Mandatory School Attendance

Connecticut state law requires children living in the school district to attend public school “*regularly during the hours and terms the public school ... is in session*” unless they are “*elsewhere receiving equivalent instruction in the studies taught in the public schools.*” On June 27, 2012, the Connecticut State Board of Education adopted the following definitions for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes.

- **Excused Absences**

A student’s absence<sup>^</sup> from school shall be considered excused if written documentation<sup>^^</sup> of the reason for the absence has been submitted within ten school days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered excused when the student’s parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
  - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  - 2. student’s observance of a religious holiday;
  - 3. death in the student’s family or other emergency beyond the control of the student’s family;
  - 4. mandated court appearances (additional documentation required);
  - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

- Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

- Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

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*^The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.*

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

**Please note: If the school does not receive an explanation for the absence, it will be considered unexcused.**

### Truancy

Current law defines a "truant" as a child between the ages of five and sixteen who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year [CGS § 10-198a(a)].

When a student is identified as a truant, the Superintendent (or designee) will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy.

This meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year.

In reviewing and evaluating the reasons for the student's truancy, the participants of the meeting will consider the appropriateness of referring the student to the school's planning and placement team. At the meeting, school personnel shall be designated to coordinate services with and referrals of children to community agencies providing child and family services if appropriate.

If the parent of a child who is truant fails to attend the meeting or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file a written complaint with the Superior Court pursuant to Connecticut General Statutes §46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

### Tardy/Late Arriving Students

If you bring your child to school after 9:00 AM, please bring your child to the school office. Late arriving students must be signed in by the parent/guardian accompanying the child to school. The school secretary will then send the child, with a pass, to the classroom and remove his/her name from the absence list. Kindergarten students will be escorted to class by school staff. Students who accumulate 5 or more tardies, will serve an office detention.

### Make Up Work

Students who are absent from school will have one day to make up work for each day they are absent. Class assignments/homework will be made available to students who are absent for an extended illness beginning at 4:00 PM on the **third consecutive absence from school**.

If a child leaves school early due to illness or any other reason, it is possible that the child may leave without that night's homework assignment. This is because some staff do not assign/review homework until the end of the day. Teachers are not expected to stop teaching in order to prepare homework for students leaving early as this is disruptive. Children can make up the work when they get back to school.

### Vacations

The school/administration does not grant permission for students to miss school. In addition, teachers are not expected to provide extended assignments for children who are out of school for such reasons. As referenced above, children are allowed one day to make up work for each day they are absent from school. Please keep in mind that effective July 1, 2012, the Connecticut Board of Education adopted definitions for both excused and unexcused absences for the purpose of reporting truancy.

### **BIRTHDAY CELEBRATIONS**

The school recognizes student birthdays during morning announcements and individual classes may recognize students in other ways as well (crowns, buttons, etc.). Parents may also send in goody bags for students in the classroom. However, due to safety concerns, no food items are allowed to be distributed to children in school.

Birthday party invitations are also not to be distributed at school.

### **BULLYING/SAFE SCHOOL CLIMATE PLAN**

*[State Law requires that boards of education notify students annually of the process by which they may anonymously report acts of bullying to school employees.]*

Bullying behavior and teen dating violence by any student in the Rocky Hill Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

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

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

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

Students and/or parents/guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to the Safe School Climate Coordinator, school administrators, or school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Please refer to our website: [www.rockyhillps.com](http://www.rockyhillps.com) to view the entire Bullying Policy (5310) and The Rocky Hill Safe School Climate Plan. These policies and regulations are available to students and their parents/guardians upon request.

## **BUS TRANSPORTATION**

**No child may take a school bus unless he/she has been assigned to that bus.** Exceptions may be made in an **emergency**, *with permission of the principal*, but a child who is assigned to a particular bus may not switch to another bus to visit a friend, go to a party, etc. Students will be required to take their assigned bus without fail. Any changes must be requested by the parent/guardian for any other transportation arrangements.

### Bus Conduct

Students will be advised that they may be suspended from transportation services and subject to any other disciplinary action for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

- 1. Students must take a seat when they enter the bus and remain seated at all times while the bus is in motion.

2. Indecent or profane language, smoking, rowdyism, loud talking, card playing, or unnecessary conversations with the driver are expressly prohibited.
3. Students must not throw any object in or out of the bus.
4. Students must not, at any time, extend their arms or heads out of the bus window.
5. Students must not open bus windows without permission from the driver.
6. Students shall enter and leave the bus only by the front door except in cases of emergency.
7. Students must be on time and at all times must cooperate in keeping the bus on schedule.
8. Students must not stand on the traveled portion of the highway while waiting for a bus.
9. Students must cross the highway, if necessary, only in front of the stopped bus, being careful to see that traffic is halted.
10. Students to keep the aisle clear of books, bags, instruments and other possessions. Suspendable behavior, such as fighting, destruction of property, etc. will be handled according to Board policy covering suspension and expulsion. In addition, students and their parents shall be held liable for any damage or abuse caused by them. Serious first or second offenses may result in immediate loss of riding privilege, as well as suspension from school.

## CAFETERIA

While in the cafeteria, students are expected to exhibit good manners and appropriate behavior. Students who do not abide by the rules established in the cafeteria may be removed from the cafeteria.

Note: Cash will no longer be accepted at the register during meal service. Payment options include:

1. Setting up a Meal Payment Account at [www.MypaymentsPlus.com](http://www.MypaymentsPlus.com). With this account parents can view balances, set up low balance email reminders, and monitor their child's meal purchasing decisions.
2. You may send in a check to be deposited into your child's account. (There is no fee for this method of payment.) Checks should be made out to Rocky Hill School Lunch. Please record your child's name in the memo line.
3. You may send in cash in a sealed envelope. Your child's name, grade, and classroom number/teacher's name, must be clearly written on the sealed envelope. Please note that no change will be returned but will be applied to your student account.

A student who has forgotten their money or whose lunch account has been depleted will be provided with a lunch by the cafeteria personnel. It is expected that the School Lunch Program will be reimbursed on the next regular school day. The School Lunch Program calendar lists the prices, menus, and other information pertaining to the program. **Under no circumstances should students share food, ask for, or borrow money from other students.**

## **CHANGES IN ADDRESS, PHONE NUMBERS, AND OTHER CONTACT INFORMATION**

For the safety of the children, it is vitally important to keep student information up to date.

### Changes in Address

If you move during the school year, even within the town of Rocky Hill, you must notify the town Residency Specialist, Tom Kennison, at Central Office. His phone number is (860) 258-7701 x1177.

### Phone Numbers and Other Contact Information

Home, cellular and business/work phone numbers, as well as other contact information, (i.e. email) should be updated by parents via the Parent Portal. If you need to make changes to phone numbers and contact information after the start of the school year, please notify your child's classroom teacher as well.

## **CONCERNS/COMPLAINTS**

In the event that a parent/guardian has a concern or complaint involving instruction, discipline, learning materials, or some other aspect of the school program, the proper channeling is as follows:

1. Teacher
2. Principal/ Assistant Principal
3. Superintendent
4. Board of Education

Exceptions are complaints that concern board actions or board operations only.

## **CONDUCT**

Students are expected to behave in an appropriate manner at all times in the classroom, cafeteria, playground, and on the school bus. All students have the right to receive an education in an atmosphere that is free from disturbing influences.

We expect students to be courteous toward adults and their classmates, to respect the rights, feelings, and property of others, to abide by the rules, and to act in a way that is appropriate to the activity or class.

If your child is disruptive, you will be notified by a member of the staff by either phone or email or a disciplinary notice (*Stop & Think Form* or *Office Referral*). Continual disruptive behavior will be cause for temporary removal from the classroom and possible suspension from school.

Student behavior and discipline is a shared responsibility between the home and school. With your cooperation and support, we will be able to minimize the reoccurrence of poor behavior and strive to improve the student's self-control and self-esteem.

## CONFIDENTIALITY OF EDUCATION RECORDS

### Definitions

1. Student Records: Any item of information directly related to an identifiable student which is maintained by the school district or required to be maintained by an employee in the performance of his/her duties whether recorded by handwriting, print, disk, tapes, student gathered within or without the school system and maintained within the school district, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of review by a second party is considered a student record.
  - a. Student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.
  - b. Substitute: a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of notes in his or her position. Medical records are not open to public inspection.
2. Parent: Means a natural parent, an adopted parent, or legal guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right to access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access.
  - a. Whenever a student has attained 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student.
3. Access: A personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record.
4. Student: A person who is or was enrolled in a school
5. Adult Student: A person who is or was enrolled in school and who is at least eighteen years of age.
6. Eligible Student: A person sixteen years or older or who has completed grade 10.

### Types of Records

The school district shall maintain only the following three categories of records:

1. Mandatory Permanent Student Records are those records which are maintained for fifty years after they become inactive and which schools have been directed to compile by statute, regulation, or authorized administrative directive. Such records shall include the following:
  - a. Legal name of student
  - b. Date of birth
  - c. Method of verification of birthdate
  - d. Sex of student



- e. Place of birth
  - f. Name and address of parent of minor student
  - g. Address of minor student if different from the above
  - h. An annual verification of the name and address of the parent and the residence of the student
  - i. Entering and leaving date of each school year and for any summer session or other extra session
  - j. Subjects taken during each year, half year, summer session, or quarter
  - k. If marks or credits are given, the mark or number of credits toward graduation allowed for work taken
  - l. Verification or exemption from required immunizations
  - m. Date of high school graduation or equivalent
  - n. Immunization Records (could be a copy)
2. Mandatory Interim Student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed as per statute, regulations, or authorized administrative directive. Such records include the following:
- a. A log or record shall be maintained for each student's record which lists all persons, agencies or organizations requesting or receiving information from the record, and the legitimate interests therefore. (Exception from listing, see Access Log 2.)
  - b. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.
  - c. Progress slips and/or notices
  - d. Parental restrictions regarding access to information or related stipulations
  - e. Parent of adult student rejoinders to challenged records and to disciplinary action
  - f. Parental authorizations or prohibitions of student participation in specific programs
  - g. Results of standardized tests administered within the preceding 3 years.
3. Permitted Records are those records having clear importance only to the current educational progress of the student. Such records may include the following:
- a. Objective counselor and/or teacher ratings
  - b. Standardized test results older than three years
  - c. Routine discipline data
  - d. Verified reports of relevant behavioral patterns
  - e. All disciplinary notices.

### Access to Student Records

1. Parents
- a. Parents of currently enrolled or former students shall have an absolute right during regular business hours to access any and all student records related to their children which are maintained by the district. Neither the student record, nor any part thereof shall be withheld or edited.
  - b. A parent or guardian's request for access to student records shall be made in writing to the custodian of student records. Access shall be granted not later than ten days following the date of the request.
  - c. A requesting parent shall be notified of the location of all student records, if not centrally located.
  - d. When a parent's dominant language is not English, the district shall make an effort to:

- Provide interpretation of the student record in the dominant language
- Assist the parent in securing an interpreter

## 2. Parental Consent

- a. The custodian of student records may permit access to student records during regular school hours (a) to any person for whom a student's parent has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released; or (b) to the student if he/she is an emancipated minor, or has entered a post-secondary educational institution.
- b. The recipient must be notified that the transmission of the information to others without the written consent of the parent is prohibited.
- c. The consent notices shall be kept permanently with the student record.
- d. Upon request, the district shall provide the parent/eligible student with a copy of the record which is disclosed.

## 3. Without Parental Consent

- a. No person or agent shall be permitted access to student records without written parental consent, or under judicial order, except that access to those particular records relevant to the legitimate educational interests of the requester shall be permitted to the following:
  - Officials and employees of other public schools or school districts, including local, county, or state correctional facilities where education programs leading to high school graduation are provided, where the student intends to or is directed to enroll.
  - Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an educational agency, state education officials, or their respective designees, or the United States Office for Civil Rights where such information is necessary to audit or evaluate a state of federally supported education program or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - Other state and local officials to the extent that such information is specifically required to be reported pursuant to state law.
  - Parents of a student eighteen years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
  - A student sixteen years of age or older having completed the tenth grade who requests such access.
- b. Information from student records may be released to the following:
  - Appropriate persons in connection with any emergency if the knowledge of such information is necessary to protect the health or safety of other persons. The factors to be considered in determining whether information may be disclosed include the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom

the information is disclosed are in a position to deal with the emergency; and, the extent to which time is of the essence in dealing with the emergency.

- Agencies or organizations in connection with a student's application form or receipt of financial aid, provided that information permitting the personal identification of students or their parents may be disclosed only as may be necessary for such purposes as to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid or to enforce the terms or conditions of the financial aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Officials and employees of private schools or school districts where the student is enrolled or intends to enroll subject to the rights of parents by law.
- No person, persons, agency, or organization permitted access to student records pursuant to this regulation shall permit access to any information obtained from such records by any other person, persons, agency, or organization without the written consent of the student's parent; provided, however, that this paragraph shall not be construed as to require prior parental consent when information obtained pursuant to this regulation is shared with other persons within the district so long as such persons have an equal legitimate interest in the information.

## **DEADLY WEAPONS/DANGEROUS INSTRUMENTS**

If there is cause to believe a student or other individual is in possession of a deadly weapon or dangerous instrument, the following steps should be taken:

1. Remove all students and staff from the area.
2. Calmly request that the person in possession of the deadly weapon/dangerous instrument place it on the floor or other flat surface.
3. Unless necessary do not handle the deadly weapon/dangerous instrument.
4. Isolate area wherein weapon/dangerous instrument is situated and notify police. **Police will be in charge of proper handling and disposal of deadly weapon/dangerous instrument.**
5. Notify Superintendent of Schools.
6. Implement policy on suspension/expulsion, i.e., place student on immediate 10 day suspension and refer matter to Superintendent for consideration of expulsion proceedings.
7. Instruct all who may know of event to maintain strict confidentiality.
8. Refer all press inquiries to Superintendent of Schools.

Deadly weapon means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, blackjack, bludgeon, or metal knuckles” and firearm means “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged.”

“Dangerous instrument” means any “instrument, article, or substance which, under the circumstances in which it is used, or attempted, or threatened to be used, is capable of causing death or serious physical injury, and includes a ‘vehicle’ as defined in subdivision (8) of section 53 a-3 of the Connecticut General Statutes.”

If a student has in his possession a weapon or a dangerous instrument, suspension/expulsion procedure will be implemented.

## **DIRECTORY INFORMATION**

Directory information or class lists of student names and/or addresses, and telephone lists shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained status as an eligible student. (An eligible student or former student is someone who has reached eighteen years of age or who is attending an institution of post-secondary education or is an emancipated minor.)

***“Directory information”*** means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent’s name and/or e-mail address.

A student’s Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

Military recruiters or institutions of higher learning shall have access to secondary school students’ names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

### Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District’s option to release such information and the requirement that the District must, by law, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information. Such notice will be given prior to the release of directory information.

### Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student within fifteen days of the annual public notice.

Legal Reference: Connecticut General Statutes  
1-210 (11) Access to public records. Exempt records.

10-221b Boards of ed to establish written uniform policy re treatment of recruiters.  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008.)  
P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for FY 2001.  
P.L. 107-110 "No Child Left Behind Act" Title IX, Sec. 9528.

## EARLY DISMISSAL REQUESTS

All requests for early dismissal must be made in writing by the parent or legal guardian and submitted to the principal's office. In an **emergency**, telephone requests for early dismissal may be approved by the principal. In order to minimize a loss of instructional time, students will be called to the office once the parent/guardian arrives. Please do not go directly to the child's classroom or make the request while the child is waiting in the bus line. **A parent and/or guardian** will sign their children in/out as it applies.

## FIELD TRIPS

All students will be provided transportation to and from a school field trip. In the event that a parent attends the field trip and wants to bring his/her child home, a release form must be signed.

## GENERAL SCHOOL RULES

- No gum chewing without permission of the teacher and principal
- No hats worn in school
- Electronic devices are not allowed in school (except where permission is granted from the principal)
- No running in school
- Birthday invitations are not allowed to be distributed in school
- No toys should be brought to school
- No laser pens of any kind are allowed

## HEALTH SERVICES

It is very important that you keep the school nurse abreast of any significant medical information. Your assistance in keeping her informed will help us in providing proper health services.

In the event of illness or injury at school, the nurse and teacher will make every effort to insure immediate care and comfort for your child. Parents will be notified if it is necessary for the child to go home. Parents will also be notified of certain injuries even though the injury is minor and exclusion is not necessary (i.e., a blow to the head). Parents or individuals designated by the parents are responsible for transporting ill children home or to a physician or medical facility.

When to Keep your Child Home: Parents are responsible for keeping students home when an illness is evident and are advised to keep a student home when a rash is detected. **Nurses are not allowed to diagnose an illness or rash.** Students should be kept home until they have been free of fever (temperatures below 100.5) and/or vomiting for 24 hours. *Parents should call the school office to report if a student will be absent because of illness.* This is to ensure the safety of the student and to verify an excused absence so the student does not lose academic credit or get reported to local agencies as truant.

When to Call the School: Parents must notify the school -

To inform the school if the student has:

- a. been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.
- b. been placed on daily medications
- c. had severe, known reactions to allergens, e.g., bee stings, foodstuffs, etc.
- d. had any surgery
- e. had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date)
- f. had hearing or sight tested, and the results of these tests
- g. had any update of immunizations (e.g., DT, MMR).
- h. had a communicable disease (e.g. strep throat, chickenpox)

Exclusion for Certain Health Conditions: Students will be excluded from school for the following conditions -

- any undiagnosed rash
- any untreated eye infections
- diarrhea (defined as 3 or more loose stools per day)
- temperature of 100.5 degrees or over
- suspected communicable diseases, e.g., chickenpox, head lice, etc.
- vomiting

In the Event of Accident or Illness: Nurses and teachers make every effort to insure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- Parents, or an individual designated by the parents, are responsible for transporting an ill student to his home or to the physician.
- If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or hospital of choice listed in PowerSchool, if applicable) where s/he will remain until the parent arrives. In a life threatening emergency the student will be transported by ambulance to the nearest hospital.

Head Injuries: When a student hits their head, either on another student or on a hard surface, they are sent to the nurse to be assessed. The nurse will make every effort to contact a parent regarding all head injuries. School staff is very conscientious about sending students to the nurse when head injuries occur. Please be sure your child understands the importance of reporting any head injuries to the adult responsible, whether it is their classroom teacher, specials teacher or lunchroom monitor.

Students on Crutches: Students on crutches must have a physician's order stating that crutches are needed in school. Additionally, students on crutches cannot ride the regular school bus. Alternate transportation arrangements can be made to assist your child in getting to/from school.

Lengthy Absences: Parents whose child has been absent from school because of illness or injury for a period of ten school days or longer must secure their doctor's approval for the student's readmission to school.

Homebound Instruction: Students who are unable to attend school for reasons of temporary (10 school days or more) medical, physical, or personal disability may be granted home instruction upon certification by a physician. Please contact the guidance counselor for further information.

Yearly Health Screenings: In an effort to promote a maximum level of wellness and in keeping with CT Gen. Statute 10-214, students in kindergarten, grade one, and grade 3 will be provided with vision and audiometric screening.

Students on Medication: Students who require medication, including over the counter medication, during school hours may do so provided they have WRITTEN AUTHORIZATION from a physician, dentist, advanced practice registered nurse/physician's assistant. The MEDICATION AUTHORIZATION FORM **must** include the following:

- Date of document
- Student's name, address, and birthdate
- Condition for which the medication is being administered
- Name of drug, amount of drug, time of administration, relevant side effects, and duration to be administered (from \_\_\_\_\_ to \_\_\_\_\_)
- Doctor's signature

This form, which can be found by following the Health Services link on the district website, along with a parent's written authorization, must be presented to the nurse prior to any drug being administered, per Connecticut State Law.

Students who are able to self-administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on a field trip may do so provided:

- 1) They present a physician/dentist/advanced practice RN/physician assistant's written order for "authorization for self-administration".
- 2) There is written authorization from student's parents including an agreement to supply the school nurse with back-up medication.
- 3) There is a signed statement of understanding from the student.
- 4) The school nurse has evaluated the situation and deemed it to be safe and appropriate. If the nurse determines that the medication cannot be safely administered, the physician and parent will be notified. If the situation cannot be resolved, the school medical advisor will determine if the student can self-administer medication.

All medication must be in a properly labeled bottle from the pharmacy. It is to include the student's name, date, medication name, frequency of administration, and the doctor's name. All medication, except those approved for transporting by students for self-medication, must be delivered to the nurse by a parent, guardian, or other responsible adult. No more than a 90 day supply of medication may be brought to school.

## **HOMEWORK**

### Guidelines

These homework guidelines represent the philosophy and standards of the school district regarding homework in the elementary grades. Administrators and faculty worked cooperatively to arrive at what we considered fair and proper amount of work to be accomplished at home.

Central to our mission as an educational system is the development of academic skills and independence in learning; homework is an important tool in that mission.

Although homework is an activity which requires active monitoring and involvement on your part, you should bear in mind that the final responsibility for its completion belongs to your child.

### Why is Homework Assigned?

Homework is assigned in kindergarten through grade three to meet these objectives:

- supplement classroom work
- provide practice to reinforce and apply specific skills taught
- complete work not done because of absence
- develop initiative, independence, self-direction, & responsibility
- foster good study habits

Note: Kindergarten homework is optional. Students in grades one, two, and three are expected to complete homework assignments regardless of extra-curricular activities.

### How Much Time is Spent on Homework?

Every student is expected to spend time studying and completing homework assignments in order to develop good habits and self-discipline. A general rule of thumb is 10-15 minutes of homework per night, per grade level. For example, students in grade 2 would be expected to complete 20-30 minutes per evening.

### **LOST AND FOUND**

Throughout the year we accumulate a number of items and pieces of clothing. The “lost and found” is located in the office area and is available for your perusal. Items unclaimed during mid-year and at the end of the year will be donated to a worthy organization.

### **NOTICE OF NON-DISCRIMINATION**

The Rocky Hill Board of Education Policy (5110) prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran’s status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder . The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Amy Stevenson, Director of Special Education and Pupil Personnel Services, 761 Old Main St., Rocky Hill, CT 06067, 860-258-7705. For further information on non-discrimination, visit: <http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



## **PARENT PICK-UP PROCEDURE**

All students who are being picked up by an adult will report to the cafeteria after school to be signed out. Parents need to enter and exit through the cafeteria doors near the ball field. You need to send your child to school with a note when you plan on picking up your children, otherwise they will be put on the bus. We ask that you write a note ahead of time as last minute changes can be disruptive to the classrooms. However, we realize that there are emergencies that arise and we will make every effort to accommodate such requests.

In addition, if your child is being picked up from someone other than a parent or legal guardian, the office requires a written note stating permission for this individual to pick up your child. The office may ask to see/copy their driver's license if we are not familiar with the person.

## **PARENT/TEACHER CONFERENCES**

In addition to the scheduled conference days that are indicated on the district calendar, you are welcome to call or schedule an appointment with your child's teacher at any time. If you have concerns about your child's progress or other matters, clarify this through a phone call or conference with your child's teacher. Teachers cannot leave the classrooms while they are with children, but they are available at other times. Communication provides a link which will promote mutual understanding.

When a concern arises, please address the matter with the teacher, as she/he is usually closest to the concern. The principal welcomes your concerns but often times must gather information before being able to respond. As a matter of Board of Education policy, concerns should be addressed and resolved as close to their origin as possible.

## **PHYSICAL EDUCATION**

The physical education (PE) program attempts to provide parents with flexibility in providing clothing which must be worn by their children in PE classes while still maintaining satisfactory student safety standards.

The clothing requirements for children in the physical education program in grades K-3 are:

- sneakers (no unlaced, no heeled, no wedged, and they must not be too large/loose on their feet);
- comfortable fitting slacks or shorts on the days they are scheduled for PE (no pants that are too big);
- please make sure your child's name is marked on the sneakers; and
- minimal jewelry, please.

**Gym Exclusions:** Only doctors can excuse a child from gym class. Notes from parents excusing their child from gym class *will not* be accepted. Even for obvious reasons, a note from a doctor is required. Notes from the doctor should include how long the student will remain out of gym class and when he/she may return. Any modifications/ adaptations in gym should be indicated as well.

## **REPORT CARDS**

Report cards are issued three times a year to students in grades K-3.

## SCHOOL HOURS

### Regular School Day

	Start	End
Kindergarten – Grade 3	9:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	8:45 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs)	12:45 PM	3:30 PM

### Delayed Openings, Cancellations, & Emergency Closings

Emergency/storm closings will be announced on local radio stations starting at approximately 6:30 A.M. In addition, the district will continue to utilize SchoolMessenger to notify families. *It is very important that you discuss with your child alternate plans for emergency and early closing days.*

In the event of an all-day closing or early dismissal due to inclement weather, all evening activities scheduled for the schools will be postponed automatically unless announced otherwise on the radio (WTIC, WDRC, WRCH) or TV (Channel 3 WFSB or Channel 30 WVIT).

Lunch will be served every day school is in session *including* the last day of school.

### Delayed Opening Times

On delayed opening days, the schedule will begin 2 hours later than the regular schedule. **Please do not call the school.** Parents are asked not to bring students to school before 10:45 AM when there is a delayed opening, as there is no supervision until that time.

	Start	End
Kindergarten – Grade 3	11:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	No Class	No Class
Bright Beginnings PM (M-Thurs)	12:45 PM	3:30 PM

### Early Dismissal Times

Early dismissal times are as follows:

	Start	End
Kindergarten – Grade 3	9:00 AM	1:05 PM
Bright Beginnings AM (Mon-Thurs)	8:45 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs)*	No Class	No Class

## SCHOOL PROPERTY

Students are issued textbooks and other materials to use in the education program. Students are responsible for returning texts, library books, etc., in satisfactory condition at the proper time. If such materials are lost, you and your child are responsible for the cost of replacement. You will be billed for the items not returned. If they are found at a later date, the money will be refunded. Report cards will be held until the child's account is paid in full.

## **SCHOOL SAFETY REGULATIONS**

It is against the law to pass a school bus with flashing lights. Do not drive past the school bus during loading and unloading at the beginning of the day or at dismissal time. The bus loading area is also a fire lane with parking or stopping prohibited during the school day. For the safety of all students, please abide by these rules.

When entering the building, please do so ONLY through the main office doors. You will need to press the security buzzer in order to enter the building. All visitors must sign in and wear a visitor's badge.

At 8:45 AM students will be allowed to enter the building and proceed to their classroom. Supervision of children is not provided until 8:45 AM. Therefore, students should not be left unattended before that time.

## **SEXUAL HARASSMENT**

### What is sexual harassment?

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

While the majority of incidents of sexual harassment involve a male harassing a female, harassment also can involve female to male, male to male, or female to female behaviors. Harassment may be student to student, teacher to student, student to teacher, or teacher to teacher.

### What are my responsibilities and rights related to sexual harassment?

Students are legally protected against sexual discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also covered under Connecticut state law. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

This brochure is an adaptation of a Maryland State Department of Education publication, which is used with permission.

### How do I know when sexual harassment may be occurring?

Am I being harassed? Am I harassing someone? Ask yourself the following questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or any other person feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some kind of power over another person?
- Is the behavior part of a pattern of repeated behavior?
- Would you want this behavior to be directed toward a member of your family or toward a friend?

What are the differences between flirting and harassment?

Flirting	Harassment
<i>Welcome</i>	<i>Unwelcome</i>
<i>Wanted</i>	<i>Unwanted</i>
<i>Two-sided</i>	<i>One-sided</i>
<i>Feels good</i>	<i>Feels uncomfortable</i>
<i>Enjoyable</i>	<i>Embarrassing or humiliating</i>
<i>Equal participation</i>	<i>Use of power</i>

What are some examples of behaviors that may be considered sexual harassment?

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Physical sexual assault

What should I do if I believe I am being sexually harassed?

Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.

- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed below.

Where can I get additional information or assistance?

School District Title IX Coordinator, Amy Stevenson (860) 258-7701	Office for Civil Rights, Region I U.S. Department of Education J.W. McCormack Post Office and Courthouse, Room 222, Boston, MA 02109 (617) 223-9662
West Hill School Title IX Coordinator, Mrs. Merle Cohen (860) 258-7761	
Gender equity consultant, CSDE P.O. Box 2219, Hartford, CT 06145 (203) 566-7325	The Commission on Human Rights and Opportunities, 90 Washington Street Hartford, CT 06106 (203) 566-3350
Permanent Commission on the Status of Women, 90 Washington Street Hartford, CT 06106 (203) 566-5702	Connecticut Women's Education & Legal Fund 135 Broad Street Hartford, CT 06105 (203) 247-6090

## **SMOKING**

Following its long standing practice of implementing and supporting a curriculum which instructs students on the harmful effects of the use of all forms of tobacco, and since the purchase of tobacco products by persons under the age of eighteen is illegal within the State of Connecticut, the Rocky Hill Board of Education prohibits the use of or possession of tobacco related products by students irrespective of age and the use of all tobacco products on all school system property by anyone else. In addition to the ongoing instruction regarding tobacco, the Board of Education will also offer assistance to students who are tobacco addicted. This assistance will be in the form of smoking cessation clinics which will be made regularly available at Board expense. Principals are responsible for establishing and implementing appropriate administrative procedures for monitoring and enforcing this policy.

## **STUDENT ATTIRE**

Parents should monitor the appropriateness of their child's clothing. Moderation in dress and appearance is always the best guide. Students arriving to school with clothing with suggestive pictures or writings will be asked to call home for a change of clothing.

Students are not allowed to wear boots or shoes with carbon-based black soles. This is a school district regulation for all schools. This type of shoe makes black marks which are difficult to remove. For student safety, flip-flops and open-toed shoes are not allowed in school. The principal may make exceptions for special events (concerts, pictures, etc.).

## **STUDENT BEHAVIOR**

### Removal/Suspension/Expulsion

#### **I. DEFINITIONS**

- A. "Exclusion" is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. "Removal" is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. "In-school suspension" is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- E. "Expulsion" is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such

exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

- F. "Emergency" is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the education process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. "Days" is defined as days when school is in session.
- H. "School sponsored activity" is defined as any activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off student property.
- I. "Deadly Weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- J. "Dangerous Instrument" means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a motor vehicle
- K. "Firearm" means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.

## II. REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV(C).
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal against whom such disciplinary action was taken and the reason therefore.

## III. STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Any student whose conduct endangers persons or property or whose conduct on or off school grounds is seriously disruptive of the educational process, or is in violation of any board policy, may be subject to suspension or expulsion. The following conducts shall be considered cause for suspension or expulsion:
  - 1. Conduct causing a threat of injury to the student or others;
  - 2. Use of physical force against another person which is not reasonably necessary for self-defense;
  - 3. Bullying, hazing or harassing comments or behavior;
  - 4. Theft of person or school property, or taking or attempting to take personal property or money from other person, or from his/her presence, by means of force or fear;
  - 5. Willfully causing, or attempting to cause, damage to school property;
  - 6. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
  - 7. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
  - 8. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

9. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
10. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
11. Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument;
12. Possession of a facsimile of any firearm or knife;
13. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
14. Possessing or consuming tobacco products or possessing smoking paraphernalia;
15. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
16. Intentional and successful incitement of truancy by other students;
17. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community to school property; and
18. Violation of any other board policy or rule dealing with conduct or school conduct, including that dealing with conduct on school buses.

#### IV. SUSPENSION PROCEDURE

- A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section iii, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section iii, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.  
If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
- B. In the case of suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in Section I, above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident upon which the proposed suspension is based. The administration shall then determine whether or not effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V-B of this policy is first granted.

- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student (1) graduates from high school, or (2) is not expelled or suspended during the two year period commencing on the date of his/her return to school from the suspension.

## V. EXPULSION PROCEDURES

The board of education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The board of education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the board of education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel, provided that three affirmative votes shall be required for expulsion.
  - 1. The board shall conduct an expulsion hearing when a student is alleged to have possessed a deadly weapon or firearm and shall act to expel any student who is found to have engaged in such conduct for a period of one (1) calendar year, provided the board may modify the period of expulsion for a student on a case-by-case basis.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:
  - 1. Notice of the proposed hearing which shall include:
    - a. a statement of the time, place, and nature of the hearing;
    - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
    - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
    - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
    - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) carrying onto school property or a school-sponsored activity a firearm, deadly weapon, or dangerous instrument, or (b) offering for sale or distribution



on school property or at a school-sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity).

2. The opportunity to be heard;
3. The opportunity to present witnesses and evidence;
4. The opportunity to cross-examine adverse witnesses;
5. The opportunity to be represented by counsel; and
6. Prompt notification of the decision of the board of education which decision shall be in writing if adverse to the student concerned.

C. The record of any hearing held in an expulsion case shall include the following:

1. All evidence received or considered by the board of education, including copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
2. Questions and offers of proof, objections, and rulings on such objections;
3. The decision of the board of education rendered after such hearing; and
4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

D. Rules of evidence at expulsion hearings shall include the following:

1. Any oral or documentary evidence may be received by the board of education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
2. The board of education shall give effect to the rules of privilege recognized by law;
3. In order to expedite a hearing, evidence may be received in written form provided the interest of any party is not substantially prejudiced thereby;
4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
6. The board of education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted; and
7. In determining the length of an expulsion the board of education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension, or expulsion; and
8. A record of any oral proceedings before the board of education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.

E. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

F. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.

G. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative

educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student (1) graduates from high school or (2) is not expelled again or suspended one or more times during the two year period commencing on the date of the student's return from such expulsion.

- H. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the board of education shall complete the expulsion hearing and render a decision.
- I. The board of education may adopt the decision of a student expulsion hearing conducted by another school district provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the board of education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.

#### VI. NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours the time the student was excluded.

#### VII. SPECIAL EDUCATION STUDENTS

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

#### VIII. ALTERNATIVE EDUCATIONAL OPPORTUNITY

The board of education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not chose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the board of education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined that the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school sponsored activity a firearm, deadly weapon or a dangerous instrument or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. 21a-240,

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 C.G.S. 21a-277 or 21a-278. If the board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of Connecticut General Statutes 10-76a.

#### IX. GUN FREE SCHOOLS ACT

The Board shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. Section 8921, et seq.

Rocky Hill Board of Education	Statutory references
Rocky Hill, Connecticut	20 U.S.C. Section 8921 et seq.

#### CT General Statutes

4-176e thru 4-180e, 4-181a, 10-76a	10-233a thru 10-233g, 21a-240	21a-277, 21a-278
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#### Public Act 95-304

Revised: 12/4/75, 9/1/77, 3/17/83, 3/16/95, 9/7/95, 9/17/98

#### **TECHNOLOGY & INSTRUCTION: ACCEPTABLE USE OF COMPUTER NETWORK**

Rocky Hill students should acquire the skills, knowledge, and values that will allow them to function comfortably as a productive citizen in a technology-oriented society. Technology literacy is expected to be accomplished over a number of years in a planned and systematic program through 12<sup>th</sup> grade.

Continuous evaluation of progress toward this goal is to be conducted by the superintendent and school district staff.

The Board of Education is aware that the Internet is an unregulated communication environment in which information changes constantly and that some of this information is inappropriate for users, based on age and/or developmental levels. The Rocky Hill Public School system has taken precautions such as installing “filter” software to restrict access to inappropriate material. Although guidelines cannot totally eliminate the possibility of inadvertent or unintentional access to objectionable data, we believe we can significantly limit such possibilities.

The Rocky Hill network and internet access has been designed to provide a vehicle for communication with staff and students in Rocky Hill Public Schools. All of the guidelines and expectations for responsible use of the Internet also pertain to use of email and other communication systems.

The Board and its staff will take an active role in ensuring that students and their parents are aware of the responsibility required in using the Internet in an ethical and educational manner.

The Board's goal is to provide "users", anyone who has access to the computer network of the Rocky Hill Public Schools, with the understanding and skills needed to use the Internet appropriately to ensure educational learning. All Student Conduct Policies of the Board of Education will also govern students' use of district technology.

Please refer to the Rocky Hill Public Schools' Website: [www.rockyhillps.com](http://www.rockyhillps.com) for the complete policy and regulations on acceptable use of the computer network,

Policy # 5760 – Technology and Instruction: Acceptable Use of the Computer Network.

## **THURSDAY FOLDERS**

Handouts go home on Thursdays in the students' West Hill School folders. However, there are some occasions where notices are sent home on other days of the week, so please check your child's folder regularly for notices, teacher notes, corrected homework/class work, discipline referrals, or other forms of communication from the school. In an effort to become more environmentally friendly, many notices will be placed in our electronic Thursday Folder and sent out via our School Messenger system. Parents may access this information through a link on the school's website as well as through their email.

## **VISITORS**

All visitors must check into the office before they are permitted around the building. Visitors must sign into the Visitor's Register in the main office and wear a Visitor badge. The indication of visitors is important to maintain the safety of the students.

We ask that unless you are specifically scheduled to work with a teacher, volunteer, or have a scheduled meeting time with a staff member that you do not enter into student areas of the building. The importance of our students' safety and maintaining a safe school environment in which children can maximize their learning is our primary concern. We will make every effort to see that you feel welcome in our school as we try and provide the balance necessary in order to provide your child and other children a safe learning environment.