

PRESTON PUBLIC SCHOOLS

MISSION STATEMENT OF DISTRICT AND SCHOOL

The Mission of the Preston Community Schools, a partnership of school, family and community, is to instill in each child a passion for learning, a life-long quest for knowledge and the skills to become a responsible and contributing global citizen. This is accomplished by:

- Recognizing and addressing the uniqueness of each individual
- Providing a diverse, future-focused curriculum
- Supporting and encouraging creativity, innovation and quality within our partnership
- Creating a positive, nurturing atmosphere and
- Providing a safe and healthy environment

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BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of Preston Public Schools.

Board of Education Members:

Chairperson: Sean Nugent, Ph.D.

Vice Chairperson: Cindy Luty

Secretary: Deborah Burke-Grabarek

Members: Daniel Harris, Megan Gallant, Cindy Dupointe, Charles Raymond

In order to perform its duties in an open and public manner and in accordance with state laws, the Preston Board of Education usually holds regular business meetings on the second Monday of each month at 7:00 PM in the Preston Plains Middle School Library. Parents, students and other community members are welcome and encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda, the Board chairperson will recognize individuals who wish to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if advance notice is given to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public opinion on district issues, which can assist them in formulating policy that reflect the community values and expectations.

Board of Education policies are available on the district's website at www.prestonschools.org. The policies are subject to modifications by the Board at any time.

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PRESTON PUBLIC SCHOOLS REOPENING PLAN 2021-2022 SY: Preston Public Schools is committed to periodically review and revise our Safe Return to In-Person Instruction and Continuity of Services Plan at least every six months through September 30, 2023. Each review will include an opportunity for Public Comment.

PPS review dates will be conducted on or before the following dates. New versions will be created as updates after each date.

- June 23, 2021 – Version 2
- December 23, 2021 – Version 3
- June 23, 2022 – Version 4
- December 23, 2022 – Version 5
- June 23, 2023 – Version 6

Public input will be documented by recording the number of people that attend any open forums, respond to any surveys, or provide written documentation through email, text or letter.

PREFACE - The material covered within this student handbook is intended as a method of communicating general district information, rules, and procedures to students and parents and is not intended to either enlarge or diminish any Board policy (**for a complete listing of district policies, please visit: www.prestonschools.org**). Administrative regulations or negotiated agreement material contained herein may, therefore, be superseded by such Board policy. Information contained in this handbook is subject to unilateral revision or elimination without notice.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the district’s Student Code of Conduct and school safety and security plans which are intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Policy changes that affect portions of this handbook will be made available to students and parents through newsletters, web pages, or other communications.

PRESTON PUBLIC SCHOOLS MISSION - Preston Public Schools is a high-quality rural learning environment that seeks to encourage academic growth, fiscal responsibility, a positive growth mindset, and a healthy social, emotional, and physically mature student. Our true north for all of our children is academic success, a sense of excellence, and the creation of a pathway to a full, rich, prosperous life.

ADVERTISING - The public schools maintain careful controls of the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AMERICANS WITH DISABILITIES ACT and SECTION 504 OF THE REHABILITATION Act of 1973 – Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the district to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504-accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinical categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call your child’s school principal.

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district’s designated Section 504 Coordinator (contact the superintendent) within 30 days of the alleged occurrence.

ASBESTOS - Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. The district has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

BUILDINGS AND GROUNDS – Information about district green cleaning requirements, asbestos management, and pesticide applications is available on the district website (www.prestonschools.org).

CHANNELS OF COMMUNICATION - If there is a question about a student’s classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) Board of Education.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT - All school employees, including teachers, superintendent, administrator, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse. Please refer to the appropriate BOE Policies for further information including Title IX.

CHILDREN IN FOSTER CARE - The district collaborates with the state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. The district's Liaison for Homeless Students is Gloria Homiski and is also the point of contact person for the education of children in foster care.

CRISIS RESPONSE - The district recognizes that schools are subject to a number of potentially disruptive events. These events include major crises. See Board policy for more information.

DEFIBRILLATORS IN SCHOOLS (AEDs)/SUDDEN CARDIAC ARREST - Each district school has at least two (2) automatic external defibrillator (AED) units and all school personnel are trained in AED operation and cardiopulmonary resuscitation (CPR). The AEDs and trained personnel are available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies. Coaches, as required by law, review the State's sudden cardiac awareness education plan before beginning his/her assignment. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

EMERGENCY DRILLS - Emergency drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom and by direction from the teacher. A crisis response drill or lock-down drill may be substituted for one or more of the required school safety drills. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. Students may not return to the building until the return signal is given.

EMERGENCY SCHOOL CLOSING INFORMATION - In the event school is closed due to bad weather or another emergency, announcements will be made on radio stations WICH and WCTY, television channels 3, 8, 30 and 61, and a Blackboard Connect message will be sent.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION - Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. For more information about the district's designated district compliance officer, contact the superintendent.

EQUITY AND DIVERSITY - Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

Preston Public Schools is a small rural school district located in eastern Connecticut. Our Pre-K to 8 student population is approximately 420. Currently, 33% of students meet eligibility guidelines for free and reduced lunch. Our student population includes 16% students of color. We are committed to full compliance and assurance of the elimination of barriers that impede equitable access and participation of any person based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation.

Due to our small population, we can with some confidence ensure communication with every family and every student. We use various methods, including Blackboard Connect (voice messaging to all homes), a district Facebook page (350+ parents), a district Webpage, and translation services when necessary. We are able to respond to and make modifications for the sight and hearing disabled. Every student has one-to-one Chromebook capability. When necessary, any household has access to Kyjeet Hot Spots to improve WIFI functionality. Our district Social-Emotional Equity Learning Team (SEEL), which includes two school psychologists, two school nurses, two principals, and a full-time social worker, meets regularly to assess and support students and families struggling with food insecurity, social-emotional issues, and school safety and inclusion issues that also address concerns of the LGBTQ community. We maintain an Alliance for Acceptance Club at the middle school when in face-to-face mode.

Our district staff has completed training conducted by the Anti-Defamation League and Effective School Solutions that focused on bias awareness and trauma informed classrooms. Our entire district was registered for training provided by The Yale Center for Social Emotional Learning emphasizing social-emotional well-being. We have an Equity Audit conducted by The Equity Institute and other bandwidth-expanding activities created by new partners and local staff in process during the 21-22 school year to be reviewed as part of the FY 23-28 strategic plan development.

In the design of all projects, we address potential equity concerns at all levels with the goal of full participation and the achievement of high leverage instructional standards. Additionally, we have in place a Title IX coordinator. We work diligently to hire and support a dedicated staff committed to ensuring equity in all aspects of the school program.

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – Under FERPA, parents and students over 18 years of age have certain rights regarding student’s education records. The superintendent will notify parents and students of these rights annually.

SEPARATION OF CHURCH AND STATE - In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion. In that spirit of respect, students should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

STUDENT DIRECTORY INFORMATION – “Directory information” means one or more of the following items: student’s name, address, telephone number, age and place of birth, 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, awards received, and the most recent previous public or private school attended by the student, parent’s name and/or email address.

Directory information, as defined above, may be disclosed by Preston Public Schools without prior written consent unless the district is notified in writing to the contrary. Preston Public Schools will give annual public notice to parents/guardians of students in attendance. The notice shall identify the types of information considered to be directory information and the district’s option to release such information. Such notice will be given prior to the release of directory information.

SUICIDE PREVENTION – Teachers, paraeducators, and support staff shall be sensitive to student behavior indicating significant depression or emotional upset. Whenever staff members become aware of student behavior which might reasonably indicate a potential for suicide or suicidal gestures, or whenever student behavior indicates the possibility of such an act, specific steps should be taken. For more information about these steps, access policies on the district website.

VACATIONS: School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session will be considered “unexcused absences” in light of State Board of Education guidelines.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS (for School Security Purposes) - The district has installed video recording equipment on school buses to monitor school transportation and discipline. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas on campus. The principal or his/her designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the district’s discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school’s video surveillance equipment.

VISITORS - Parents and other visitors are welcome to visit Preston Public Schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

WEBSITES - School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The principal or his/her designee will approve all material posted on the school’s web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. The district/school is committed to ensuring accessibility of its website(s) for parents, students and members of the community with disabilities.

WELLNESS - Student wellness, including good nutrition, physical activity, and mental health, is promoted through the district’s educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

ENROLLMENT, PLACEMENT and WITHDRAWAL:

ADMISSION/PLACEMENT - A student seeking enrollment in Preston Public Schools for the first time or following attendance in

another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available and with BOE approval. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parents of students attending district schools have the option to enroll their child(ren) in a magnet school with which the district is a nonparticipating district, if the magnet school has unused student capacity. The district will pay any tuition charge (does not include tuition for a preschool magnet program).

CLASS PLACEMENT - Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee. For the complete BOE policy, refer to the district website.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ENGLISH LEARNERS) - The number of students from non-English-speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed, and provided appropriate services.

PROMOTION AND RETENTION - Students shall be placed by the school administration at the grade level best suited to them academically, socially and emotionally. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the administration, such exceptions are in the best interest of the students. Exceptions will only be made after prior notification and explanation to each involved parent or guardian. The final decision shall rest with the building administrator.

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

HOMEBOUND - Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

HOMELESS STUDENTS AND STUDENTS IN FOSTER CARE - Homeless students, as defined by the McKinney-Vento Act, and children in foster care placements will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the superintendent of schools or his designee.

WITHDRAWAL FROM SCHOOL - If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, athletic equipment and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

ATTENDANCE AND EARLY RELEASE:

ATTENDANCE - Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the district office.

Absence means an excused absence or an unexcused absence. A student is considered to be "in attendance" if present at his/her assigned school or an activity sponsored by the such, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

A child whose total number of absences at anytime during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team.

All children attending district schools must obtain the required immunizations unless they have medical contraindications or religious

objections. This obligation may be waived for homeless students.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

ABSENCE - Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 8:00 AM and 10:00 AM on the day of the absence by telephoning the school. If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the classroom teacher or the Main Office to make arrangements to obtain missed school work or homework assignments. Students who are absent during the school day are not eligible to participate in after-school activities (i.e., sports, dances, clubs, etc.) held on the day of the absence.

EXCUSED ABSENCE – A student's absence from school shall be considered "excused" only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and when they are absent from school for the following reasons:

1. Medical/illness or injury which requires the student's presence at home. Three or more absences in a week or a pattern of excessive absence due to illness may require a physician's note at the discretion of the principal or his/her designee
2. Death in the student's immediate family;
3. Observance of religious holidays;
4. Mandated court appearance (documentation required);
5. High School visits and interviews;
6. Extraordinary educational opportunities pre-approved by district administration and in accordance with Connecticut State Department of Education guidelines.

All other absences with or without written explanation will be considered unexcused.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within ten days after the student returns to school.

UNEXCUSED ABSENCE - Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report card when issued. Parents are also encouraged to contact the teachers and administrators to get help in verifying attendance and attendance records at any time during the year.

TWENTY DAY LIMIT, GRADES 1-8 - A maximum of twenty (20) excused absences or a combination of excused/unexcused absences in a school year will be permitted without academic penalty. Students who exceed the maximum twenty (20) days may be considered for non-promotion. In an effort to inform parents/guardians of the importance of regular school attendance and the Twenty Day Limit, the school principal will:

1. The principal will schedule a meeting with the parent/guardian after ten (10) school day absences have been recorded, or four (4) within a month.
2. The principal will send the parent/guardian a letter after twenty (20) school day absences have been recorded indicating that the child may be considered for non-promotion.
3. The parent/guardian may appeal the principal's decision for non-promotion to the Superintendent of Schools. The decision of the Superintendent of Schools shall be final.

CHRONIC ABSENTEEISM - A student whose total number of absences at anytime during a school year is equal to or greater than the percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the attendance Review Team and the Chronic Absenteeism Prevention and Intervention Plan developed the State Department of Education. This district will also collect and analyze data on student attendance, truancy and chronic absenteeism for students with disabilities.

LEAVING SCHOOL GROUNDS/RELEASE OF STUDENTS FROM SCHOOL - Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request to the office. When a student is to be picked up by someone other than a parent or guardian, the note should state the adult's name and relationship to the child. Telephone requests for early dismissal of a student should be reserved for emergencies. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring proper identification. **Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school.** No student may be released in the custody of any individual not the parent or the guardian

of the student unless the individual's name appears on the list maintained in the main office as authorized to obtain the release of students.

The Board of Education does not condone/approve students leaving a school campus in third-party ride sharing vehicles, especially such service (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

TARDINESS - Students who are not in their homeroom/classroom by 8:40 AM at Preston Plains Middle School and 8:50 AM at Preston Veterans' Memorial School are considered tardy and must report directly to the office for a tardy slip. We ask that parents not interrupt classes when their children are tardy. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

TRUANCY - Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or schools officials. A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant. Habitual truancy is defined as any child who has twenty unexcused absences within a school year. An unexcused absence is defined as an absence from school without parent or guardian knowledge and without a written letter from the parent or guardian explaining the absence.

The principal will schedule a meeting with the parent or guardian of each child truant within ten days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year. At this meeting, the principal will develop with the parent or guardian, a plan for regular daily attendance of the child. The plan will be written at the meeting, and the parent or guardian will sign the plan as an acknowledgment of receipt of the plan. At this meeting, school administration will provide the parent/guardian with information on community agencies in the area, which may be helpful coordinating services for the family.

Parents are responsible in assisting school officials to remedy and prevent truancy. The superintendent of schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

CAFETERIA AND HEALTHY SCHOOL LUNCH PROGRAM:

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building without the express permission of teachers or the principal. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The district participates in the School Breakfast Program and the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from the district website.

The district complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

It is the intent of the Board of Education that schools take proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. No sodas or sports drinks will be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the district but on those occasions that a student does not have money, they will be offered an alternate meal. Board of Education policy establishes the conditions under which students may charge a meal and the means of repayment.

ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS - The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population. Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.

FOOD ALLERGIES – The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and

implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

A student with an allergic condition may retain possession of an EpiPen or similar device while receiving school transportation services.

LUNCH INFORMATION – For the 2022-2023 school year the full price for a student lunch is \$3.25. The reduced price is \$.40 for those who qualify. The full price for a student breakfast is \$1.25. The reduced price for those who qualify is \$.30. Milk costs \$.40. More information on our school lunch program can be found on our website at www.prestonschools.org.

HEALTH SERVICES:

HEALTH SERVICES - The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

ACCOMMODATING STUDENTS WITH AN ACUTE MEDICAL CONDITION/INJURY - A student may be excused from participation in physical education class with a dated note from a parent/guardian. The principal or designee may require that a physician's note be provided when a student has been excused from physical education participation on three or more occasions. Excused or limited participation in any school activities, including physical education, for three consecutive days requires a statement signed by the student's physician, stating the specific limitations and reason for such.

To ensure safe and appropriate use, a written directive from a physician is required for a student to access assistive medical devices (including but not limited to crutches and wheelchairs) during the school day for any acute medical condition. Such directive should include anticipated duration of use.

ADMINISTRATION OF MEDICATION - Parents of students requiring medication (both prescription and, over the counter) during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, epi-pen, etc., the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

COMMUNICABLE/INFECTIOUS DISEASES - Students with any medical condition which, within the school setting, may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others. All recommended and approved pandemic protocols issued by the DPH, CSDE and when applicable, CDC, apply.

EMERGENCY MEDICAL TREATMENT - Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

IMMUNIZATIONS — For information regarding immunizations contact the school nurse.

PHYSICAL EXAMINATIONS - All students must present evidence of a physical examination upon enrollment to the district (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 10 (or 11). All students in grades K-6 and grade 9 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

PSYCHOTROPIC DRUG USE - Psychotropic drugs are 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 medications and anti-depressants. Staff may not recommend psychotropic drugs for students. "Recommend" shall mean to directly or indirectly suggest that a child use or needs psychotropic drugs. However, school health or mental health personnel, including school nurses or nurse practitioners, the district's Medical Advisor, Special Education Coordinator, school psychologists, school social workers, and school counselors may recommend a student be evaluated by an appropriate medical practitioner.

HIGH SCHOOL SELECTION:

Preston Public Schools is comprised of Preston Veterans' Memorial School, preschool through 5th grade, and Preston Plains Middle School, 6th through 8th grades. Upon completion of eighth grade, students may attend the designated high schools, Norwich Free Academy, North Stonington High School, Griswold High School, or the following high school programs:

- Ledyard High School;
- Ledyard High School Agri-Science Program;
- Norwich Regional Vocational-Technical School;
- Ella T. Grasso Southeastern Vocational-Technical School;
- New London Science & Technology Magnet High School;
- Marine Science Magnet High School; or
- A nonpublic secondary school of choice.

By November 1st of the student's eighth grade year, students must select a secondary school for the upcoming year.

INSTRUCTION AND RESOURCES:

ACCESS TO TECHNOLOGY RESOURCES - The Preston Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world. With access to the Internet, and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and, perhaps, of little or no educational value in a school setting. Every attempt is being made to prevent access to inappropriate material. The use of a filtering device(s) and constant monitoring of such device(s) is on-going. Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Parents and students in grades 3 through 5 and grades 6 through 8 will be required to sign an Acceptable Use Agreement before accessing school devices. For the complete BOE policy, refer to the district website.

AIDS CURRICULUM – It is the policy of the Board of Education to provide during the school day planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request to the principal.

ASSEMBLIES - There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

CARE OF INSTRUCTIONAL MATERIALS - Library books, textbooks, chrome-books, and other educational materials are loaned to students for their use, and shall be returned when requested by school authorities. Students must pay the current value of any book or educational material lost or damaged beyond ordinary wear. Teachers shall ensure that students take proper care of books. Students shall enter their name and other information on the bookplate. If a student loses his or her book during the school year, the teacher should issue another book to the student. Students shall be required to pay for lost books. If a student loses two books during the school year from any teacher, the teacher shall notify the parents before the third book is issued and request parents pay for the lost book or books if the first one has not yet been paid for.

COMPUTER RESOURCES - The district utilizes computer technology to broaden instruction and to prepare students for a computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that email communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using district equipment, while on district property, or at a district sponsored activity unless the posting is approved by a teacher. The district will not be liable for information posted by students on social media websites, such as Facebook, YouTube, Instagram, TicTok, etc. when the student is not engaged in district activities and not using district equipment.

The district reserves the right to monitor, inspect, copy, review, and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such

information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Therefore, students (plus staff) will be permitted to access the district's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

DISTRIBUTION OF MATERIALS - Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing the material:

1. Is related to the school, community, local recreational or civic activity;
2. Does not relate to any religious belief or activity, or promote private gain;
3. Does not promote any outside governmental political party, candidate, or position;
4. Does not promote profit-making organizations; or
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The district has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the district.

Publications prepared by and for the school may be posted or distributed with prior approval by the principal, sponsor, or teacher. Such items include school posters, brochures, school newspaper, and yearbook.

EXEMPTION FROM INSTRUCTION - A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Family Life and Sex Education, as well as sexual abuse and assault awareness and prevention instruction upon receipt of a written request for such exemption from his/her parent or guardian.

EDUCATIONAL FIELD TRIPS - Field trips may be scheduled for educational, cultural or extracurricular purposes. While on a trip, all students are considered to be "in" school; this means that conduct and dress standards will be appropriate for the field trip activity. Students whose behavior is repeatedly inappropriate may jeopardize their privilege of participating in field trips. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal.

FINANCIAL ASSISTANCE - Students will not be denied opportunity to participate in any class or school sponsored activity directly related to the curriculum because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Free and reduced forms will be used to determine financial assistance.

GRADE PROMOTION/ACCELERATION/RETENTION - Refer to the district website for the complete policy.

GRADING SYSTEM AND PROGRESS REPORTS – Preston Public Schools uses a standards-based reporting system in all grade levels. Progress reports are generated at the end of each trimester (i.e., December, March, June). Students are expected to deliver report cards to their parents/guardians. Report card envelopes are to be signed by the parents/guardians and returned to the school within five school days. Parent/Teacher Conferences are scheduled twice a year (December and March); however, a parent may request a teacher/parent meeting at any time.

HOMEWORK – Homework is regularly assigned by teachers as an extension of topics of study. Teachers will provide students with specific information about assignments and due dates. Homework information is available on teacher class pages (located on individual school websites). In general, parents should expect that homework will increase as students move through the grade levels. A general rule of thumb is 10 minutes times the child's grade level, i.e., 10 minutes x 1st grade = 10 minutes, x 2nd grade = 20 minutes, x 3rd grade = 30 minutes, etc.

PHYSICAL ACTIVITY - Students at Preston Veterans' Memorial School shall also have a daily period of exercise (recess), of not less than 20 minutes unless waived by a Planning and Placement Team action. Students at Preston Plains Middle School do not have a daily recess.

PHYSICAL EDUCATION UNIFORMS – All Preston Plains Middle School students will wear a physical education uniform. Uniforms will be provided by Preston Public Schools. Students are issued one uniform each school year, although uniforms can be exchanged for different sizes during the school year. Parents are responsible for replacement costs due to lost or damaged uniforms.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS - Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught, the teacher's undergraduate major and any graduate degrees or certifications a teacher may have, whether the teacher is certified under an emergency or provisional status, and whether the teacher is teaching in the field or discipline covered by the teacher's certification. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications. Since the 2004/2005 school year, all teachers and paraprofessionals must meet the requirements of "highly qualified" according to the No Child Left Behind Act.

STATE AND DISTRICT ASSESSMENTS - All students in grades 3 through 8 will participate in Smarter Balanced assessments. Students in grades 5 and 8 will participate in Next Generation Science assessments. Special education students participate in both Smarter Balanced and Next Generation Science assessments, except in the rare case when participation in an alternate assessment is determined by the student's PPT. Parents will receive yearly notification of their student's performance on Smarter Balanced and Next Generation Science assessments.

Three times during the school year (fall, winter, spring), the district will administer universal screening assessments to all students in kindergarten through 8th grade. Parents will receive results from these assessments at parent/teacher conferences and upon parent request.

In addition, the district will participate in NAEP (National Assessment of Educational Progress) assessments from time to time when requested to do so by the Connecticut State Department of Education.

TITLE I COMPARABILITY OF SERVICES - All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

PARENT INVOLVEMENT/COMMUNICATIONS:

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities. Parents/guardians should become familiar with all of the child's school activities and with the district's academic programs, including special programs. Attendance at parent-teacher conferences, participation in Parent-Teacher Organizations, attendance at Board of Education meetings and volunteering in your child's school are strongly encouraged. Parents may reach their child's teachers via email: the district's email code is: "LastNameFirstInitial@prestonschools.org", i.e. "bernier@prestonschools.org". The school system also uses Connect-Ed, the computerized phone message system to communicate with parents.

AUTOMATED PHONE MESSAGING SYSTEMS - Preston Public Schools uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community or they can tailor transmissions to smaller groups, when needed. The system allows the district to program up to three numbers for each family (home phone, work phone, cell phone). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

FUNDRAISING - All fundraising activities must be approved by the superintendent. For more information, see Board policy.

PPMS and PVMS Parent Volunteer Groups - Come Join the Fun! Meet other parents, make new friends, and stay involved in your child's education. The PVMS PTO supports many school functions through volunteer efforts, fundraising, and education. We need YOU!

TITLE I PARENTAL INVOLVEMENT

The Preston Board of Education endorses the parent involvement goals of Title I and encourages regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the Preston Public School district has developed and agreed upon this written Parent Involvement Policy with parents of children participating in the Title I program. Parents will continue to be involved with any changes made to this policy as it is reviewed or renewed- The policy is to be mailed to all parents of participating students. If needed, attempts will be made to provide the

policy in the parent's primary language. The policy will also be available on the school district website, at the Preston Public Library, Town Hall and in the local Pipeline Newsletter.

The administration of Preston Veterans' Memorial School and Preston Plains Middle School will be responsible for convening an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. To facilitate parent attendance at meetings, Title I funding may be used to provide and pay for childcare. The meeting will be to inform parents of the school's participation in the Title I program, explain the requirements and the right of parents to be involved. Parents will have the opportunity to participate in the design, development, operation and evaluation of the program for the next school year.

At least two additional meetings shall be held at flexible times during the year (day and evening) for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

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

To ensure effective involvement of parents and to support their partnership with the school, parents and the community to improve student academic achievement, Preston Veterans' Memorial School shall:

1. Provide assistance to parents of children participating in the Title I program in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate teachers, pupil service personnel, administration and other staff, with the assistance of parents, in the value and utility of contributions of parents, and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Coordinate and integrate to the extent feasible and appropriate, parent involvement programs and activities with Head Start, public preschools and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Ensure that information for school and parent programs, meetings and other activities is sent to the parents of children participating in the Title I program in a format and, to the extent practicable, in a language parents can understand;
6. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in the Title I program.

Additionally, Preston Veterans' Memorial School may:

1. Involve parents in the development of training for teachers, administrators, and other educators to improve the effectiveness of such training;
2. Provide necessary literacy training from Title I funds received, if the district has exhausted all other reasonably available sources of funding for such training;
3. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
4. Train parents to enhance the involvement of other parents;
5. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and businesses in parent involvement activities;
8. Provide such other reasonable support for parental involvement activities as parents may request.

As a component of this school-level parental involvement policy, Preston Veterans' Memorial School shall jointly develop with parents for all children served in the Title I program, a School-Parent Compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

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 that enables the children to meet the State's academic achievement standards;
2. Indicate ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring media access, volunteering in the classroom, and as appropriate, participating 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, providing at least one report on their student's achievement between each marking period (via telephone, written communication, or other media access).

To the extent practical, Preston Veterans' Memorial School shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including information and school reports required under section 1111 in a format and, to the extent practicable in a language such parents can understand.

STUDENT ACTIVITIES:

DANCES AND SOCIAL EVENTS - School dances may be scheduled periodically during the school year by the Preston YSB. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by school administration and the Preston Youth Service Bureau. Students are expected to follow the school dress code for dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. Students are expected to meet standards of behavior that are required during the school day when attending school dances. Disciplinary action will result from behavioral violations.

EXTRACURRICULAR ACTIVITIES - Preston Public Schools shall provide, within budgetary limitations, active student opportunities for participation in extra class activities including interscholastic athletics, clubs, music and drama organizations, and other student activities and programs.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian complete the concussion education plan and signs the informed consent form. The concussion education plan may consist of written materials, online training or videos, or in-person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

PPMS interscholastic athletics program expects to include competing with area schools in the following sports:

FALL

Soccer
Cross-Country

WINTER

Girls' Basketball
Boys' Basketball

SPRING

Track and Field

PARTY INVITATIONS - If you are planning to invite children from school to a private party outside of school, your child may distribute invitations in school provided that they are given to **all the children in the classroom**. If that is not possible, then the invitations may not be distributed in school. Invitations to children not in your child's classroom need to be mailed from home.

STUDENT EXPECTATIONS:

BACKPACKS AND BOOK BAGS - Students find it useful to carry book bags, duffel bags and knapsacks. Students are allowed

to carry/use these items to and from school only. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used. Safety and comfort of both students and adults must be considered.

DRESS CODE - Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

LASER POINTERS – Students are not permitted to possess or use laser pointers while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member’s supervision and in the context of instruction. Laser pointers will be confiscated and students will be disciplined.

PVMS DRESS CODE - Students will dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, such as flip flops, opened-toed shoes on the playground, disruptive or contrary to law. Any school dress which in the judgment of the principal or his/her designee, impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others, or is inconsistent with Preston BOE Policy is prohibited. Contact PVMS Main Office for current regulations.

PPMS DRESS CODE – Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. In general, student clothing should be clean and free of holes, rips, and tears. Clothing, jewelry, and personal items such as gym bags, notebooks, backpacks, and purses with pictures and/or wording depicting alcoholic beverages, weapons, drug culture, gang affiliation, violence, obscene/questionable language, and sexually harassing materials are not allowed. Clothing and personal items adorned with chains are also not allowed. Contact PPMS Main Office for current regulations.

The following specific dress code requirements will be enforced: tops do not expose cleavage or midriff area, underwear is not visible, strapless tops are not acceptable; all dresses/skirts/skorts/shorts are mid-thigh in length; pants are worn with waistbands at the waist; heels on shoes are less than 2” high; shoes/boots with wheels are not allowed on school grounds; hats/hoods and sunglasses are not worn inside the school building.

ELECTRONIC DEVICES AND GAMES - (including cell phones, iPods, MP3 players, cameras, camcorders, laser pointers, or portable and stationary electronic device games): Students are not permitted to use such items including cell phones, iPods, MP3 players, cameras, camcorders, laser pointers, or electronic device games, etc. during the school day. At the beginning of the school day, students carrying such devices must turn them in for secure storage during the school day; at the end of the school day, devices will be returned to students. Students may access their device during the school day in the main office after asking permission. Use of such devices during instructional time is made at the discretion of the principal and teacher. In general, field trips are considered instructional time; therefore, students are not allowed to bring cell phones or other electronic devices on field trips that take place during regular school day hours (departure after 8:35 am and return before 3:00 pm), including trips made for Field Day. Class field trips that take place outside of regular school hours (departure before 8:35 am or return after 3:00 pm) are an exception; students are able to bring cell phones and devices on these trips. Electronic device violations will result in confiscation of the device by the principal; the principal will return the device to the parents. Disciplinary action will follow the Disciplinary Flow Chart. (Page 23).

USE OF TELEPHONES BY STUDENTS - Students may use the school phone during the school day after explaining the purpose of the call.

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

STUDENT EXPECTATIONS (Code of Conduct):

STUDENT BEHAVIOR CODE AND GENERAL SCHOOL RULES – To sustain a safe, welcoming, and secure learning environment students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district

transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include, but are not limited to the following:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful and directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, fireworks, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on the buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member, or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: Marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile such as a toy weapon and using this object in a manner that resembles a weapon.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying.
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings without prior approval of the principal.
23. Violating the district's Internet – Acceptable Use policy.
24. Cheating, plagiarizing, forgery, lying and gambling, drawings that are inappropriate, lewd or disrespectful, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring.

School administrators have broad discretion in determining whether and how to discipline students. In determining consequential actions, the administration may consider evidence of past disciplinary actions. When appropriate, students who violate these rules shall be referred to legal authorities for violation of the law. The following are possible consequences for infraction of these rules. One or more may apply:

- Student conference;
- Parent contact;
- Conference with a parent;
- Detention by the teacher or principal during lunch, recess or after school (parents are responsible for transportation);
- Suspension in or out of school, at the discretion of the principal;
- Restitution;
- Expulsion – determined by the Board of Education.
- Other consequences deemed appropriate.

DISCIPLINE:

A student who violates the district's code of conduct shall be subject to disciplinary action. Preston Public Schools disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in-school suspension, out-of-school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and violates publicized Board of Education policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Detention: A student may be detained outside of school hours for not more than one hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention and can arrange for the student's transportation on the day(s) of the detention.

Suspension: A student may be removed from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administrator may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless after an informal hearing the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

Expulsion: A student may be removed from a class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom. The Board of Education may expel a student in grades 3 through 12 inclusive from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the education process or is in violation of a publicized Board policy. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will

contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

For any student under 16 years of age who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school buildings, on school grounds, in any school vehicle, or at any school-sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If a student's expulsion is shortened or the expulsion period is waived based upon the fact that the student was expelled for the first time, has never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school, or if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students under age 16 will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the student's first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A district student who has committed an expellable offense who seeks to return to a district school after having been in a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement for one year or more, in lieu of expulsion from the district shall be permitted to return to the appropriate school setting within the district. Further, the district will not expel the student for any additional time for the offense(s).

BULLYING - Bullying behavior by any student in the Preston 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 to another student attending school in the same school district that:

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear or harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of school.

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

Students who engage in any act of bullying on school grounds, at a school-sponsored or a school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of

Education, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the Board of Education, and outside of the school setting if such bullying:

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

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

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report an act of bullying to 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. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

To make a formal written complaint, students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the action giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the principal or his/her designee for review and action.

To make an informal/verbal complaint, students may make an informal complaint of conduct that they consider to be bullying by verbal report to the principal or to any school employee. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee or the principal who receives an informal complaint shall promptly reduce the complaint to writing. Such written report by the school employee, if not the principal, shall be promptly forwarded to the principal or his/her designee for review and action.

Students who make informal complaints may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. An anonymous complaint shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

CHEATING/PLAGIARISM - Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with district goals and values. All forms of cheating and plagiarism, including by electronic means, are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences of cheating will consider the grade level of the student and the severity of the misrepresentation.

CYBERBULLYING - The district's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of district policy and of the district's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist or the principal. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats or making a threat off school grounds to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

CYBERSECURITY – The district and school administration in coordination with technology support maintain a broad latitude to secure and maintain a cybersafe learning environment.

DANGEROUS WEAPONS AND INSTRUMENTS - No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school activity will be suspended or expelled from school. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education or superintendent. The Board or superintendent, as appropriate, may condition such readmission on specified criteria.

DISCIPLINE PLAN - Teachers have the authority to maintain discipline in their classrooms and in the general areas of supervision such as the corridors and lavatories. Students who misbehave will be given several warnings and reminders of appropriate behavior. Should a student persist in engaging in inappropriate behavior, a referral will be issued (a referral is a written warning and a reminder of school-wide expectations). In addition to a referral, students may be given a time-out from class, a detention, an exclusion detention, or other reasonable consequences established by the classroom teacher or adult in authority.

- A. **TIME-OUT** from class means a student will be sent to the office by a teacher/adult in authority for no more than ten minutes in a class period. A time-out form will be completed by the student while in the office.
- B. A **DETENTION** for misbehavior may be given by the teacher/adult in authority or principal. Should a student receive 4 referrals in a marking period for inappropriate behavior or failing to complete a homework assignment, he or she will serve a detention. The detention notice is given to the student who is instructed to take the notice home to be signed by his/her parent and returned to the office on the day of detention. The students will remain after school until 3:45 pm at which time the parent is requested to arrange a way home. A reasonable postponement of no more than two days, is possible upon the parent's written request on the detention notice. A student may participate in extracurricular activities once the detention is completed.
- C. **IN-SCHOOL SUSPENSION** is defined as an exclusion from regular classroom activity for no more than ten consecutive school days. The principal communicates directly with parents when a student receives an in-school suspension.
- D. **OUT-OF-SCHOOL SUSPENSION** is defined as an exclusion from school privileges for up to ten (10) consecutive school days. The principal communicates directly with parents when a student receives an in-school suspension.
- E. **EXPULSION** is defined as an exclusion from school privileges for more than ten (10) days and shall be deemed to include, but not limited to, exclusion from the school. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed. Expulsion actions involve the superintendent and the Board of Education.
- F. **OTHER REASONABLE CONSEQUENCES** may be established and enforced by individual classroom teachers/adults in authority for minor infractions. It is the student's responsibility to take the notice home, have it signed, and return it to school as instructed. Failure to follow these instructions does not excuse the student from the disciplinary action and may result in additional actions from the principal. Signing the notice by a parent only indicates that the parent is aware of the disciplinary action.

Any disciplinary action shall take priority over after-school activities. Students may not attend after-school sporting events (either practices or games/meets) or other extra-curricular school activities for the following reasons:

- Absence from school the day of the event
- Unserved detentions

DISCIPLINE PROCEDURES - Every discipline case will be assessed individually. Specific consequences will be determined based on the severity of the offense and prior history. The police will be notified when appropriate. For specific information please contact the school office.

SMOKING - Students shall neither possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by state and federal law.

SUBSTANCE ABUSE - As stated in the Student Behavior Code and General School Rules section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/ guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

As required by statute, instruction will be provided regarding the “knowledge, skills and attitudes required to understand and avoid the affects of alcohol, of nicotine, of tobacco, and of drugs.

SUSPENSION - The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. No student shall be suspended more than 10 times or a total of 50 days in one school year, unless the student is granted a formal hearing as specified in C.G.S.4-176e-4-180. However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance, the informal hearing will be held during the suspension. Suspension from school will result in loss of extracurricular and social privileges through the last day of suspension. **For the complete BOE policy, refer to the district’s website.**

IN-SCHOOL SUSPENSION – The administration may suspend a student for infraction of the rules. In-school suspension is defined as an exclusion from regular classroom activity for no more than ten (10) consecutive school days. Before imposing an in-school suspension, administrators are required to provide the student with the same type of informal hearing that is required for suspension generally. Also, no student may be placed on in-school suspension for more than fifteen (15) times during a school year, or for a total of more than fifty (50) days, whichever is less. During the period of in-school suspension students are permitted to participate in extra-curricular activities.

EXPULSION - The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. Expulsion from school will result *in* the loss of all extra-curricular and social privileges during the period of expulsion.

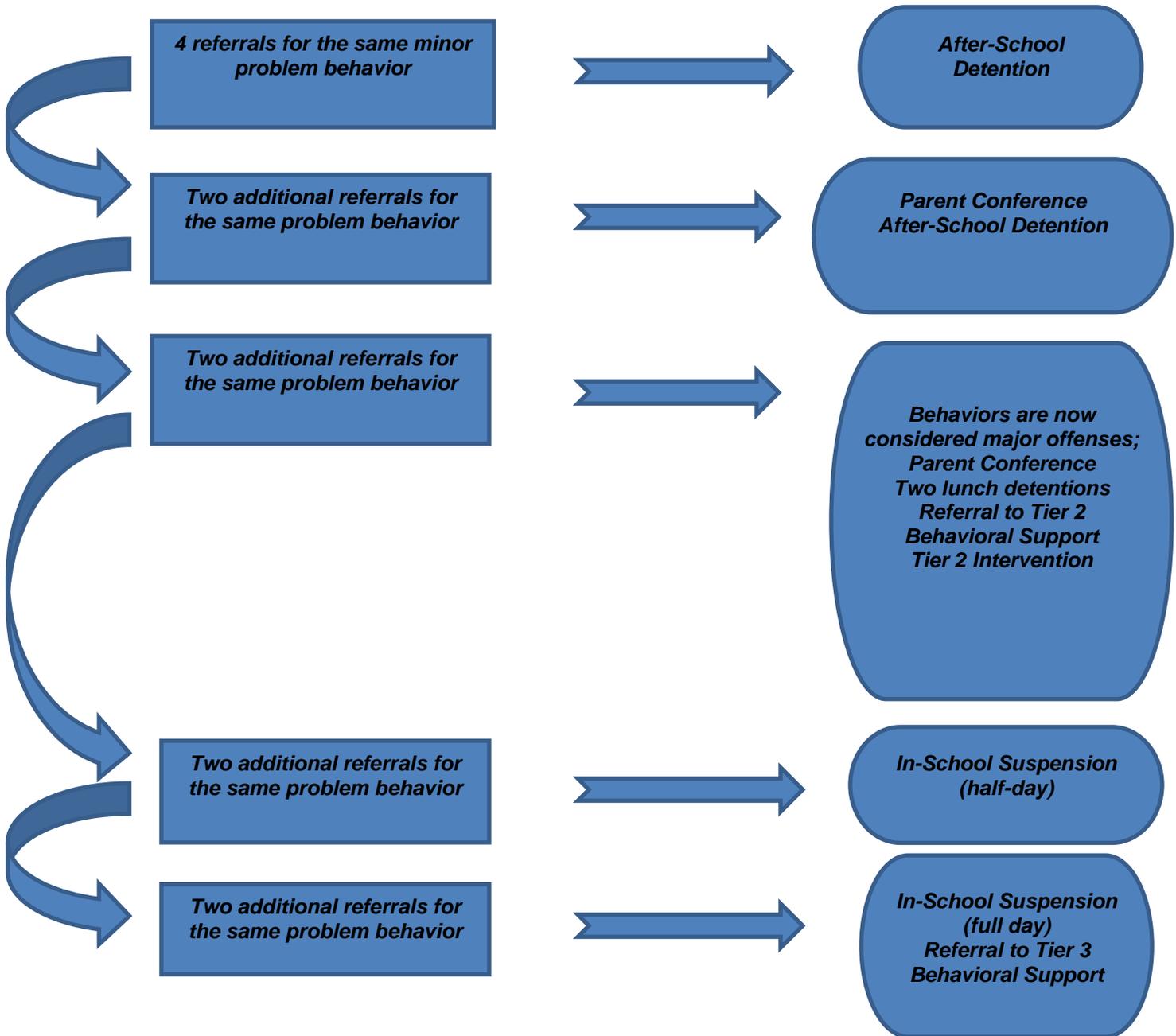
Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included in the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs. **For the complete BOE policy, refer to the district’s website.**

Preston Plains Middle School School-Wide and Classroom Disciplinary Flow Chart

PPMS teachers use referrals to document instances of unacceptable behavior. Offenses are identified as “minor” or “major.” Minor offenses are addressed by classroom teachers directly, while major offenses can be addressed by classroom teachers or by the principal. Major offenses may involve repeated or escalated behaviors that were originally addressed as minor offenses. However, specific behaviors such as fighting/physical aggression, property damage/vandalism, harassment, lying/cheating/forgery/plagiarism, or leaving class/school grounds are addressed as major offenses with the first incident.

Referrals are tracked over time. Escalation of disciplinary consequences and interventions is a direct result of multiple referrals for similar behaviors occurring within a limited period of time. When students incur a referral for a specific behavioral offense, there is a resulting consequence. All students are given three “fresh starts” (i.e., deletion of preceding referrals) during the school year at the beginning of each marking period.

The following disciplinary flowchart explains behavioral antecedents and disciplinary consequences:



TRANSPORTATION - BUS GARAGE: 860-887-9483

TRANSPORTATION - Transportation is provided to students based on Preston address of residence. Parents requesting transportation to/from an alternative location in Preston must provide a written note to PVMS/PPMS Main Office. Parents who wish to pick up their PPMS student at PVMS at dismissal time must provide a written note to the PPMS Main Office.

BUS CONDUCT - School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

SCHOOL BUS REGULATIONS:

1. Students shall board or leave the school bus at his/her designated stop unless a written request has been made by the parent to do otherwise. The request must be approved by the school principal and given to the bus driver. Parents of high school students will make requests to the Transportation Supervisor via the bus driver at least one day in advance or sign a special form for the year.
2. All passengers are under the direct supervision of the driver and the general supervision of the superintendent of schools, while occupants of the bus.
3. All students should be at the bus stop at least five minutes prior to the expected bus arrival (weather permitting).
4. The bus driver will not wait for students at the pickup point beyond the expected departure time.
5. During the school year, the school buses shall be used only for transportation of students, except in extreme emergencies. In such cases, permission may be granted by the superintendent of schools.
6. Transportation of animals and pets on the bus must be approved by the driver before boarding and be secured in a cage or container.
7. All injuries or illness should be reported to drivers for immediate attention. The driver will report the injury to the parent or guardian, and/or to the appropriate official of the school where the student is enrolled,
8. All questions or complaints concerning service shall be made to the Transportation Supervisor (860-887-9483) during normal school hours. If the nature of the complaint is a discipline matter, the parents should call the school. If regarding a high school student, the parent should call the superintendent of schools.
9. **Students in grades Pre-K through first will not be dropped off unless there is an adult present to receive them at the PM bus stop each day. These children will be returned to school and a parent must pick up their child.**

SCHOOL BUS RULES – the following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

TRANSPORTATION DISCIPLINARY ACTIONS:

1. A Bus Violation Report will be completed by the bus driver and forwarded to the school principal for action.
2. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
3. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
4. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES: All complaints concerning school transportation safety are to be made to the Transportation Supervisor. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Students riding bicycles to and from school are expected to park their bicycles in the front of the school.

Thank you for your attention to this important material.