

*united in excellence*

NEW LONDON PUBLIC SCHOOLS

# BENNIE DOVER JACKSON MULTI-MAGNET MIDDLE SCHOOL CAMPUS

STUDENT-PARENT HANDBOOK  
2022-2023 SCHOOL YEAR



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## A MESSAGE TO STUDENTS FROM ADMINISTRATION

July 29, 2022

Greetings Families,

I hope this letter finds your families healthy and well. We are excited to welcome all our students back from summer break on Tuesday, September 6<sup>th</sup>! I am happy to welcome back Ms. Janet Farquhar and Mrs. Alicia Ross as part of our admin team for this school year. We have been busy this summer with our new building construction project and the Commissioner's Network through the State Department of Education. Last year, we showed tremendous growth as a school community. By the end of the year, we had a newly developed Student Council, several brand new spaces through the construction project, positive feedback from our state leaders and consultants, and a significant decrease in physical altercations and major referrals. We are in a great position to continue our growth and provide our students with the best middle school experience possible. As you prepare for the upcoming school year, here is some helpful information for you:

- ❖ **School Times** – The school day hours for students on Monday, Tuesday, Thursday and Friday will be from **7:50-2:34. Students may start arriving to the building for breakfast at 7:42 AM.** We ask that all students being dropped off before 7:50 AM, arrive at the doors on Lincoln Ave, only. This is to prevent any disruptions and safety issues with the buses dropping off at the Main Entrance. Wednesdays will follow an early release schedule with students being dismissed every Wednesday at 1:54 PM.
- ❖ **Uniforms** – New London Public Schools will not be requiring students to wear a uniform for this upcoming school year. We will, however, continue to require that all students follow the dress code policy, set in place by the Board of Education. The safety of our students is our highest priority.
- ❖ **Backpacks** – We strongly advise students to come to school with a backpack to store their belongings (cell phones, supplies, clothes, etc.). Students will not have access to their lockers for this upcoming school year. All backpacks will be kept with students. Students should keep all valuable items at home since the school is not responsible for any lost or stolen items. If any assistance is needed for purchasing a backpack, please let us know.
- ❖ **6<sup>th</sup> Grade Orientation** – All incoming 6th grade students and guardians are encouraged to attend our orientation. Please watch for more information to be sent out shortly, via email.
- ❖ **Attendance Motivator** – We have added Ms. Shikiyah Brown to our staff. Ms. Brown is a New London High School graduate and member of our community. Ms. Brown is our new Attendance Motivator and has been conducting several home visits throughout the summer along with members of our support staff. The purpose of the visits is to build relationships and support our students and families. If your family has any needs (food, clothing, detergent, toiletries, etc.) that we can support with, please reach out to Ms. Brown at [brownshi@newlondon.org](mailto:brownshi@newlondon.org).

We look forward to a great year at the middle school. We will work closely with families and one another to support our students and school community. If you have any questions, please feel free to call at 860-437-6480 or email at [vamvakidesc@newlondon.org](mailto:vamvakidesc@newlondon.org).

Sincerely,



Chris Vamvakides, Principal  
Bennie Dover Jackson Multi-Magnet Middle School Campus

**BENNIE DOVER JACKSON MULTI-MAGNET CAMPUS**  
**36 Waller Street**  
**New London, CT 06320**

**NEW LONDON PUBLIC SCHOOLS' MISSION/VISION STATEMENT**

To educate and graduate students who specialize in one of three themed magnet pathways: International Education, STEM and Visual and Performing Arts, who are well-versed in the academic knowledge and practical experiences necessary to succeed beyond high school; who are critical thinkers and innovators; who are courageous and self-reliant; and who challenge the status quo while enriching their community, country and global society.

**PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Consult the district's website or the individual school's website for any significant changes.

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. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

**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.

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

Carrie Rivera is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

*Nondiscrimination on the basis of sex (Title IX) Coordinator:*

District wide:

Human Resources, Central Office

134 Williams St

New London, CT 06320

860-447-6020

Building level:

Alicia Ross, Assistant Principal

36 Waller Street

New London, CT 06320

860-437-6480 [rossa@newlondon.org](mailto:rossa@newlondon.org)

*Nondiscrimination in Vocational Education:*

Kathleen McCoy, Chief of Operations

134 Williams St

New London, CT 06320

860-447-6028 [mccoyk@newlondon.org](mailto:mccoyk@newlondon.org)

*Section 504 and Americans with Disabilities Act (ADA):*

Erica Bammerlin, Supervisor of Special Education 6-12

36 Waller Street

New London, CT 06320

860-437-6433 [bammerline@newlondon.org](mailto:bammerline@newlondon.org)





# NEW LONDON PUBLIC SCHOOLS DISTRICT Calendar

SCHOOL YEAR 2022-2023

BOE approved April 16, 2022

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

25<sup>th</sup> - 26<sup>th</sup> - New Teacher Orientation  
30<sup>th</sup> - 31<sup>st</sup> - Staff PD Days

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

1<sup>st</sup> - Staff PD Day  
5<sup>th</sup> - Labor Day  
6<sup>th</sup> - First Day of School

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

10<sup>th</sup> - Indigenous People's Day

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

8<sup>th</sup> - Parent Teacher Conferences/Election Day  
Middle School Quarter 1 Ends  
11<sup>th</sup> - Veterans Day  
23<sup>rd</sup> - Half Day for Students  
24<sup>th</sup>-25<sup>th</sup>- Thanksgiving Break

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

5<sup>th</sup>- Elementary Trimester 1 Ends  
26<sup>th</sup>-30<sup>th</sup> - Winter Break

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

2<sup>nd</sup> - New Year's Day Observed  
6<sup>th</sup> - Three Kings Day  
16<sup>th</sup> - Martin Luther King Jr. Day  
27<sup>th</sup> - Middle School Quarter 2 Ends  
- High School Semester 1 Ends

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

20<sup>th</sup>-21<sup>st</sup> - President's Day Break

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

10<sup>th</sup> - Parent Teacher Conferences  
15<sup>th</sup>- Elementary Trimester 2 Ends

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

5<sup>th</sup> - Middle School Quarter 3 Ends  
7<sup>th</sup> - Good Friday  
10<sup>th</sup>-15<sup>th</sup> - April Break

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

29<sup>th</sup> - Memorial Day

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

15<sup>th</sup> - Last Day of School/  
Half Day for Students  
19<sup>th</sup> - Juneteenth Day

- =Staff PD Day/ Parent Teacher Conferences  
No School for Students
- =Denote holidays for staff and/or students as designated
- =Early Release for Students  
(for the purpose of ongoing staff professional development and collaboration.)
- =Half Day for Students
- =First/Last Day of School
- =Denotes End of Semester/Quarter



**Harbor Elementary School**  
432 Montauk Avenue  
New London, CT 06320  
P. 860-447-6040



**C.B. Jennings International Elementary Magnet**  
50 Mercer Street  
New London, CT 06320  
P. 860-447-6050



**Winthrop STEM Elementary Magnet School**  
74 Grove Street  
New London, CT 06320  
P. 860-447-6070



**Nathan Hale Arts Magnet School**  
37 Beech Drive  
New London, CT 06320  
P. 860-447-6060



**BDJ Multi-Magnet Middle School Campus**  
36 Waller Street  
New London, CT 06320  
P. 860-437-6477



**NLHS Multi-Magnet Campus**  
490 Jefferson Avenue  
New London, CT 06320  
P. 860-437-6400





NEW LONDON PUBLIC SCHOOLS

# District Policies

Series	Required Notifications of Policy to Parents
0 000	<a href="#">0521 - Nondiscrimination</a>
1 000	<a href="#">1110.1 - Parent-Teacher Communication</a>
3 000	<a href="#">3542.43 - Charging Policy - Food Service</a>
3 000	<a href="#">3516.12 - Asbestos Control</a>
3 000	<a href="#">3231 - IDEA Fiscal Compliance</a>
4 000	<a href="#">4111 - Hiring of Certified Staff</a>
4 000	<a href="#">4000.1 - Title IX</a>
4 000	<a href="#">4112.61 - Use and Disclosure of Employee Medical Info</a>
4 000	<a href="#">4152.6 - FMLA</a>
4 000	<a href="#">4118.234/5141.23 - Prohibition on Recommendation of Psychotropic Drugs</a>
5 000	<a href="#">5118.1 - Homeless Students</a>
5 000	<a href="#">5124 - Reporting to Parents</a>
5 000	<a href="#">5124.1 - Report Cards</a>
5 000	<a href="#">5145.14 - On Campus Recruiting Opportunities</a>
5 000	<a href="#">5125 - Student Records - FERPA</a>
5 000	<a href="#">5131.81 - Use of Private Technology Devices by Students</a>
5 000	<a href="#">5113 - Attendance</a>
5 000	<a href="#">5114 - Exclusionary Time Out Suspension/Expulsion</a>
5 000	<a href="#">5131 - Student Conduct</a>
5 000	<a href="#">5131.6 - Drug and Alcohol Use by Students</a>
5 000	<a href="#">5121 - Examination/Grading/Rating</a>
5 000	<a href="#">5141 - Health Assessments/Screenings</a>
5 000	<a href="#">5141.21 - Administration of Medication</a>
5 000	<a href="#">5141.4 - Reporting of Child Abuse and Neglect</a>
5 000	<a href="#">5141.5 - Suicide Prevention and Intervention</a>
5 000	<a href="#">5131.911 - Bullying Prevention &amp; Intervention</a>
5 000	<a href="#">5123 - Promotion &amp; Retention</a>
5 000	<a href="#">5141.25 - Food Allergy Management Plan</a>
5 000	<a href="#">5141.7 - Concussion Management and Training</a>
5 000	<a href="#">5144.1 - Physical Restraint of Students</a>
5 000	<a href="#">5144.2 - Use of Exclusionary Time-Out Settings</a>
5 000	<a href="#">5141.4 - Reporting of Child Abuse and Neglect</a>
6 000	<a href="#">6172.4 - Title I Parent Involvement</a>
6 000	<a href="#">6141.311 - Limited English Proficiency Program</a>
6 000	<a href="#">6146.2 - Statewide Proficiency - Mastery Examinations</a>
6 000	<a href="#">6162.51 - Survey of Students &amp; Student Privacy</a>
6 000	<a href="#">6142.101 - Student Wellness Policy</a>
6 000	<a href="#">6171 - Special Education</a>
6 000	<a href="#">6159 - Individualized Education Program</a>
6 000	<a href="#">6141.321 - Acceptable Computer Use - Students</a>
6 000	<a href="#">6121 - Nondiscrimination in the Instructional Program</a>
6 000	<a href="#">6146 - Graduation Requirements</a>
6 000	<a href="#">6146.1 - Grading System</a>
6 000	<a href="#">6524.1 - Pest Management/Pesticide Application</a>
6 000	<a href="#">6154 - Homework</a>
6 000	<a href="#">6115 - School Ceremonies &amp; Observances</a>
6 000	<a href="#">6172 - Alternative Education Program</a>
6 000	<a href="#">6172.1 - Gifted &amp; Talented Students</a>
6 000	<a href="#">6112 - School Day</a>

FOR MORE INFORMATION, PLEASE VISIT [NEWLONDON.ORG/PARENTPOLICY](http://NEWLONDON.ORG/PARENTPOLICY)

# ACADEMIC INFORMATION

## Enrollment Procedures

Registration is based on the grade level of your child. All new families must submit an online SchoolMint application to apply and register. Families are encouraged to submit as many school choices as possible when applying, as applicants may not be selected for their preferred school of choice.

When accepted to a school, families are required to complete the online registration in SchoolMint. Families may upload the required registration documents to the online registration. Once online registration is completed, families are asked to bring the required documents to the designated registration site for verification.

1. Students transferring to BDJMMC will visit the appropriate school counselor or designee.
2. No student will be allowed to attend classes at BDJMMC until the school nurse has determined that all requirements for immunization and physical examination have been fulfilled.
3. All students under 18 must be registered by a parent or guardian. All new students are required to submit registration through the online portal. Please contact the BDJMMC Main Office at (860) 437-6480 for assistance.
4. New students will be placed in the grade and courses that are appropriate pending receipt of official records. Adjustments to grade, course or program placements will be made, if necessary, when official records are received.
  - a. Upon initial contact, parents will be asked to sign a release of information form and the request for records will be sent to the sending school as soon as possible.
  - b. Appropriate staff will contact the sending school(s) to obtain information regarding the student's educational history and most recent educational program.
5. Any student who is attempting to enroll at BDJMMC who resides with anyone other than a parent or legal guardian will be required to obtain an affidavit of residency. The guardian must provide legal documentation of guardianship through Probate Court.
6. Students who speak a language other than English will be given a Home Language Survey:
  - a. What is the primary language spoken by your child at home?
  - b. What is the primary language spoken by you or other people in your home?
  - c. What language did your child learn to speak first?
7. If the student answers "a language other than English" in 1 out of the 3 questions, the student MUST be referred to ESL for testing, using the Language Assessment System (LAS) test. The results of this test will determine English language proficiency and program placement.

## Transfers and Withdrawals

Students withdrawing from school must notify the BDJMMC office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

### Section 504 and Americans with Disabilities Act (ADA)

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 after enrollment, may also take a screening exam.

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 clinic 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 either your child's school principal or the Civil Rights Coordinator, Erica Bammerlin for the New London Schools District at (860) 437-6433.

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

### Special Education Information

Special Education services include classes, programs, and services designed to meet the educational needs of exceptional children between the ages of 3 through 22<sup>nd</sup> birthday.

Special education programs include special education for the intellectually and physically disabled, seriously emotionally disturbed, neurologically impaired, learning disabled, visually impaired, hearing impaired, and speech and/or language impaired.

Special services personnel include the Director of Special Services, school psychologists, social workers, speech pathologists, occupational therapists, physical therapists, special education teachers, an adaptive physical education teacher, an educational evaluator, and preschool specialists.

Anyone may initiate the referral for special education. Teachers and parents are encouraged to discuss their concerns prior to submitting a referral form, which may be obtained in the Student Services office.

All children requiring special education services are protected by the Individuals with Disabilities Act (IDEA), which is a federal law, and by Connecticut State laws. Procedural safeguards and due process procedures information are available in each school.

### For Students Requiring Special Services

1. A Pupil Planning and Placement Team meeting will be scheduled at the earliest mutually convenient date, but no later than five (5) school days from the date of the student's enrollment, for all special education students with up-to-date official medical, academic, and special education records.
2. If official records are not available but the student has been cleared through the nurse's office, a Pupil Planning and Placement Team (PPT) meeting will be scheduled within five (5) school days of the enrollment date. The PPT will develop an interim program in situations where sufficient information cannot be obtained by telephone or where receipt of written records is necessary for the PPT to determine if an appropriate program can be developed at BDJMMC.
3. The PPT will develop and implement an interim program with the understanding that modification may be made by a future PPT if official records indicate the need.

### English Language Learners

Parents of Limited English Proficient (LEP) student/English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited, to, English as a Second Language

program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

### **Middle School ESL Program Definition**

It is the purpose of the New London Public Schools Transitional Bilingual Education (TBE) Program to provide English language instruction to English Language Learners (ELL's) that will lead to proficiency in listening, speaking, reading and writing skills. Students will attain a level of proficiency in English that is sufficient to assure educational opportunity in the mainstream program. English Language Learners enroll in elective classes in the regular program and in content area courses in the regular program as determined by the Annual Review. Bilingual Tutors push-in to classrooms to offer support. Students will be exited from the program when they meet the criteria as determined by state and federal mandates. The program consists of three levels of ESL instruction and Sheltered content in the areas of mathematics, science, and social studies and language arts. ESL Resource is provided as a support to students taking classes in the mainstream.

### **Bilingual Education Program Definition**

Bilingual Education is offered to bilingual-eligible students. All other students (Spanish dominant, non-English proficient 30 months of bilingual instruction will be offered ESL and Sheltered Content Instruction. Due to limits put on Bilingual Education by State mandates, the Bilingual Program at the middle school level is designed to provide native language support within a Sheltered Content classroom.

### **Criteria for Enrollment in Bilingual and ESL Programs**

Upon arrival to NLPS, the potential bilingual, bilingual eligible and ELL student will be interviewed using the Home Language Survey. The results of this Survey will determine if the student will be administered the Language Assessment System (LAS). Results from the LAS will indicate if the student is eligible for entrance into the program and placement into one of the three levels of ESL, Sheltered Content Instruction, and/or ESL Resource. Annual Reviews for each individual student occur each Spring to make placement decisions and are based on LAS Links, MAP & teacher made assessments.

### **Bilingual/TBE Course Descriptions**

Sheltered and Bilingual Courses follow the curriculum of the regular program and the instructors are certified in the content area. Research-based sheltered instruction techniques are utilized to make the content comprehensible and expand academic vocabulary in the four domains (Reading, Writing, Listening & Speaking) of language. Students are recommended to classes using LAS Links, MAP scores as well as classroom assessments. The goal of the sheltered courses is to teach academic content and the English language simultaneously providing for a smooth transition into the regular program.

### **Migrant Students**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title 1 programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant

students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program

### Report Cards

Written reports of student grades and absences shall be issued to parents 4 times a year.

### Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills, extend classroom learning, stimulate and further interests, reinforce independent study skills, develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the student's work in school.

#### Guidelines for Students

1. Students must clearly understand the homework assignment before leaving class.
2. Students are required to hand in assignments on time.
3. Students are responsible for any homework missed due to absences from class.
4. Student should realize that homework will be part of their grade.

#### Guidelines for Parents

1. Parents should be familiar with and support the philosophy and guidelines for the New London Board of Education concerning homework.
2. Parents should provide the student with a time and place to carry out the homework assignments.
3. Parents are advised to contact the teacher in the event of questions or concerns.
4. Parents should be interested in the child's work but give only that assistance which will help a child to think for himself/herself.

### Study Habits

Specific skills and techniques can make learning easier, more meaningful and more enjoyable. The following are guidelines to help your child achieve good study habits:

1. Be prepared with necessary materials during class time.
2. Be an active participant in class. Listen well, take notes and take part in class.
3. Ask question that will help you understand the information.
4. Do not be afraid to make mistakes. Mistakes are a path to learning.
5. Seek support from your teachers and school counselors if you are having significant problems understanding lesson content.
6. Plan your day and include time for your homework and rereading your notes.
7. Use what you learn and apply it to new situations.
8. Strive to do your best work at all times.

### Naviance

Naviance and the Family Connection (Naviance) is a web-based portfolio that helps you plan and organize your middle school career.

The path to career readiness begins with self-discovery. Naviance allows students to learn about their strengths and reflect on their interests. Armed with this information, students can plan courses to



complement their career pathway. At each grade level, counselors and students work together to explore and use the different features of Naviance.

More information will be provided, including student logins and the parent section of Naviance at the start of the school year. For more information, please contact your child's school counselor.

### **Student Success Plans**

A student success plan for each student enrolled in grades six through twelve shall be created. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive. Such plans shall provide evidence of career exploration in each grade including, but not limited to, careers in manufacturing. In creating the student success plan, consideration must be given to careers and academic choices in computer science, science, technology, engineering and mathematics. When possible, the student success plan should be created in collaboration with each student and the student's parent or guardian.

The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

### **Academic Assessments**

The New London Public Schools administers district and state-mandated tests to each student throughout the year. These assessments are used:

- To gather student performance data as they relate to reading, writing, math and science content standards
- To inform instruction and guide teacher instruction

#### **ASSESSMENT SCHEDULES GRADES 6-8**

Our students must take several district and state assessments during the course of the school year. They are as follows:

- Measurement of Academic Progress – MAP for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Graders Fall, Winter & Spring
- Smarter Balance Assessment – administered in Spring for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Graders
- Next Generation Science Standards Assessment – administered in Spring for 8<sup>th</sup> Graders

### **Weighted Grading**

The Board of Education believes that, due to the rigorous nature of honors and/or advanced placement classes, grades earned in such classes deserve additional weight for the purposes of calculating grade point average and determining class rank. The grading system reflects their position.

### **On Campus Recruitment**

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education center, magnet schools, and charter schools will be provided. Military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's

parent/guardian submit a written request that such information not be released without their prior written consent.

### **Physical Activity**

All students enrolled in elementary school shall have included in the regular school day, time devoted to physical exercise, of not less than 20 minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services or if the board of education permits an additional amount of time.

This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to a brief period of respite/time-outs, referrals to a building administrator, or for safety reasons. Students in elementary school may not be denied participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Loss of recess or other physically active learning opportunities may be permitted on an administratively approved case-by-case basis.

### **Physical Exercise**

All students in elementary school shall have, in the regular school day, time devoted to physical exercise, of not less than 20 minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

### **Promotion, Retention and Placement**

A student shall be promoted from one grade to the next on the basis of academic performance. A middle school student must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: Language Arts (including reading improvement if required), mathematics, social studies, and science. If a student's grade average in any subject or course is below (7) at the end of the first three weeks of any grading period, the student's parents shall be notified.

A student in grades 6-8 who is not promoted shall be retained in the same grade or placed in an alternative education program. No student shall be retained more than once in grades 5-8 unless a committee of the student's teachers and two administrators approve and the parent/guardian agree because of special circumstances.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

## Psychotropic Drug Use

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

## Property, Lockers, and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property

will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

## School Climate

School climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. For teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

## Reporting Attendance

To report an absence or late arrival, a parent or guardian needs to call the Secretary at 860-437-6480. Please be sure to provide **the date, your name, the student's name, and the reason for the absence or delay**. Students who are absent from school must bring a note verifying their absence/s upon their return. According to BOE, absence 1-9 requires parent or guardian note only. Absence 10th and above, additional documentation is required (e.g. doctor's note, signed note from a court official, etc.). Notes should be sent within 10 days. This note should be given to the Secretary. **Automated calls will be made reporting absences from class or school. It is essential that parents keep their phone records in school up to date to ensure this information is successfully communicated.**

## Children in Foster Care

New London Public Schools collaborates with 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. NLPS' Liaison for Homeless Students is Carrie Rivera and is also the point of contact person for the education of children in foster care.

## Homeless Students

Homeless students, as defined by federal and state legislation, 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 Dr. Valerie Kelsey. The district has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate nighttime residence." Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

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

A homeless student who is not in the physical custody of a parent/guardian shall have full access to his/her education and medical records in the Board's possession.

## Arrival Procedure

Students arrive at school one of various ways; by walking, by school bus/van, by being driven by an adult and by car/bike.

1. Students that arrive by walking or by car should use the Lincoln Avenue entrance. **Upon arrival, students should enter the Lincoln Avenue entrance into the school building, get their breakfast, and proceed to their first period classes.** When walking to school, students should always walk on the sidewalk and ensure that they cross at the crosswalks and follow the directions of the crossing guard.
2. School bus/van students will be dropped in the bus drop-off area which is the main entrance of the school. **Upon arrive, students will get their breakfast and proceed to their first period classes.**

## Early Dismissal

If it is necessary to be dismissed before the close of school for a doctor's or preset appointment, a written note is required and should be submitted to the Main Office no later than the day before the appointment. The note should include the date, student's name, reason for the dismissal and a phone number the parent or guardian may be called for verification. **Verification will be required before a dismissal will be honored.** **All students that are dismissed MUST BE signed out. Parents must show photo ID. Students will not be**

**released to any adult who is not listed on the student's registration, unless the parent/guardian makes a specific request, preferably in writing.** In cases of divorced or legally separated parents of a child, the principal or his/her designee requires that a legal statement designating the custodial parent or guardian be entered in the child's personal file.

In the case of an emergency dismissal, a written note must be turned into the Main Office before 9:00 AM the morning of the dismissal.

**For the health and safety of our students, it is imperative that parents understand that they will not be allowed to enter the interior of the building. If picking up a child, please press the front door buzzer and state that you are here to dismiss a student, and a staff member will come to assist you. Teachers and staff will not release students to a parent or outsider unless the student is signed out with the Main Office and proper identification is provided.** Once a student is dismissed, they are to leave school grounds immediately. If the student returns to school, the student must be signed back in.

If you have any questions or concerns, please call the office.

Please note that early dismissals cause significant interruptions to your child and the other students in the classroom. We understand that emergencies arise, however, we encourage you to avoid early dismissal whenever possible by setting appointments that will not interfere with school hours.

### Daily Dismissal Procedure

Safe dismissals are another major priority. Student dismissal is at 2:34 PM.

1. The Lincoln Avenue entrance is used for walkers and parent/guardian pickups. The main entrance on Waller Street is only used for bus transportation.

Adults who drive to pick up children must follow the guidelines described below:

1. Follow the directions of the staff on duty. Please be patient.
2. Please drive slowly. Driving speed should not exceed 5 miles. Please watch out for students who may be crossing the streets to walk home.
3. Please do not double park so as not to block the flow of traffic.
4. Please do not pass school buses that have their stop sign and flashing lights on.

We need your help to maintain student safety. Please follow these guidelines in order to ensure the safety of your children during dismissal times.

### School Delays and Cancellations

1. The Superintendent of Schools may cancel school because of inclement weather. Please listen to local radio announcements or the local TV news and social media sites and [newlondon.org](http://newlondon.org).
2. Rather than cancel school for the day, the Superintendent may delay the opening of school; however, he/she will dismiss school at a regular time. Under these conditions, buses pick up students later in the morning but leave school at the regular time in the afternoon.
3. Please do not call radio stations to determine whether school is canceled. They need to keep the telephone lines open.

## **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. Students are required to attend school on a regular basis both in-person and virtually.

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 school, 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.

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 school district offices.

A child whose total number of absences at anytime during a school year is equal to or greater than 10 percent 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 7:00 A.M. and 8:00 A.M. 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 principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

## **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 meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. (Define required documentation.)



B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Students observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Court appearance which are mandated. (Documentation required)
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of military service members.

A phone call with no written follow-up will automatically be coded as an unexcused absence. 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 5 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. Such absences may also be reflected in the students final grade.\*

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 cards when issued. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Chronic Absenteeism**

A student whose total number of absences at anytime during a school year is equal to or greater than then 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 by the State Department of Education. The 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 should send a written request to the office. Telephone requests for

early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. 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. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list maintained by the school's principal as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. 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 7:52 A.M. are considered tardy and must report directly to the office. 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 in-school suspension if the principal determines that tardiness is excessive.

\*Students are late to school if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in. Students are allowed 5 tardies per semester. Any student who is late more than three times will receive a detention for each tardiness beyond three. A detention may be waived by an administrator if the cause of the tardiness is unavoidable.

### **Truancy**

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school 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 a truant. Disciplinary action may include 45 minutes of after school detention for each class/study period missed. Tests and academic work missed in class that day will be recorded as a failing grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

## **STUDENT BEHAVIOR**

The Bennie Dover Jackson Multi-Magnet Campus community of learners wants children to become skilled at caring for themselves, their work, their fellow students and their environment. Academic success is critical; however, our school community wants more for our students. All adults at BDJMMC will help children succeed academically and socially using elements of the Restorative Practice approach. All staff members in the school will teach children to be responsible, caring learners.

Therefore, a learning environment that is safe and provides consistency for all is very important to our community. A spirit of belonging, competency, independence and generosity are attributes that promote high standards and expectations. Therefore, every effort will be made to provide a safe environment that nurtures and strengthens these qualities. These are skills that everyone can learn and use independently to help him/her become a responsible, respectful and caring member of the school community. The school's discipline policies and procedures are designed to preserve the dignity of all involved. Each person in our community is responsible for his/her actions and will be clearly informed of the consequences of both positive and negative behaviors.

We believe that it is important for students and school staff to be engaged in defining rules and expectations. Appropriate behaviors are most likely to occur when students are involved in the development of school and classroom expectations as such involvement enables students to understand how the rules benefit them as individuals and a school community. **This understanding is necessary to build self-discipline, responsibility and a sense of community. Each year, classes and the school community will work to define the rules and expectations that we need, throughout the various school settings, to create a safe, respectful and supportive school environment.**

### Conduct

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:

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 or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, 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 school 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.
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 Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, 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.

During school dances, students may not leave the building until 2:34 P.M. unless written permission is received from parents indicating that the parents will pick up the student prior to 2:34 P.M. At 2:42 P.M., the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the dance activity. Smoking is not allowed at any school functions. All school rules are in effect during such activity.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

### **Dangerous Weapons and Instruments**

No guns, knives or any other objects, including martial arts weapons and facsimiles of 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 expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **Smoking**

Student shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, 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 Conduct 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 actions as outlined by The New London Public Schools Code of Conduct.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

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.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

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 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.”

### **Academic Dishonesty (Cheating/Plagiarism)**

Students are expected to pursue their schoolwork 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 for cheating will take into account the grade level of the student and the severity of the misrepresentation.

### **Corridor Behavior (Hallway/Staircase)**

In order to ensure student safety and that of others, students will keep to the right when passing in the corridors, adhere to the HANDS OFF policy, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right hand side. Students in the hallway during class time require a pass.

administrative regulation.



Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes “horsing around,” just fooling around, poking, pushing, tripping, and/or jostling one another. The policy is HANDS-OFF. Students must also refrain from overt acts of affection. Violence will result in teacher/team and/or administrative consequences.

### **Cafeteria**

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be the 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 New London Public Schools District participates in the School Breakfast Program and the National School Lunch Program and offers students nutritionally balanced meals daily. Currently, lunch is free for all students who attend New London Public Schools. Menus are available on the website and also provide for students.

The New London Public Schools District complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. 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.

### **Dress Code**

For the 2022-2023 School Year there is an exception being made regarding mandatory uniforms. Students will be allowed to come to school in clothes other than the school uniform. It is important to note that students should follow the dress code which is described below:

- Students will not wear clothing, including jackets, shoes, jewelry, or other items which are identifiable as a known symbol of racism, sexism, violence, drug, alcohol or tobacco use, gang membership or affiliation, or contains offensive language.
  - o Due to the constantly changing nature of these symbols, determinations will be made by the administration.
  - o If an item is suspect the student will be given the opportunity to remove it.
  - o If he or she refuses or continues to violate this rule the student will be suspended.
- Nothing unsafe or unhealthy may be worn.
- All clothing and hairstyles must be neat and clean and meet safety regulations of certain classes (i.e. Physical Education).
- No student is allowed to write on their skin or clothing, nor is any student allowed to write on anyone else's skin or clothing.
- Tops must have shoulder straps and clothing must cover areas from one armpit across to the other armpit (front and back), down to approximately 3 to 4 inches in length on the upper thighs. Clothing must not be transparent in nature.

*Administration reserves the right to determine what constitutes appropriate dress*

## **DISCIPLINE**

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) 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 an 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 45 minutes 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 make arrangements for the student's transportation on the day(s) of the detention).

### **Class Removal**

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

### **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 shall be provided to the student and his/her parent or guardian. 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 hearings shall be held as soon as possible after the expulsion as possible.

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 conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. 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 extracurricular and social privileges, including participation in ceremonies, during the period of expulsion.

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 building, 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 students expulsion is shortened or the expulsion period 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 students 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 expulsion from the New London Public Schools District, shall be permitted to return to the appropriate school setting within the district. Further, the District will not expel the student from any additional time for the offense(s).

A teacher may remove a student 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 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.

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 of his/her parents.

## **STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS**

### **Student Complaints/Grievance Procedure**

Student complaints/grievances, for the purpose of this policy, will be encompassed by two broad categories: academic and disciplinary.

In the event of a student complaint/grievance concerning an academic problem (for example, grading or the nature of a particular assignment), or discretionary action, the student should first speak with the subject teacher to reach a fair solution. If the problem cannot be resolved in this manner, it should be brought to the attention of the building principal or his/her designee.

In the event of a student complaint/grievance concerning a disciplinary matter, the student should first speak with the teacher involved to reach a fair solution. If the problem cannot be resolved in this manner, it should then be brought to the attention of the appropriate assistant principal. If the assistant principal cannot resolve the matter, or the issue is the result of an action by the assistant principal, then it should be referred to the building principal or his designee.

If a student or parent remains unsatisfied with the principal's disposition, the complaint/grievance may then be carried to the Superintendent of Schools and subsequently to the Board of Education. The need for such action, however, should be infrequent. All efforts should be made to resolve student complaints/grievances.

## **TELECOMMUNICATION / ELECTRONIC DEVICE POLICY**

Telecommunication and electronic devices includes, but is not limited to: smartwatches, Chromebooks, cell phones, gaming devices, and earbuds. Connecticut General Statute § 10-233j gives New London Public Schools the authority to restrict student possession or use of cellular telephones at school.

The New London Board of Education policy grants the building principal permission to authorize use of electronic devices in school. In addition, teachers are authorized to have students use their cells for educationally sound reasons. See the full policy online at [www.newlondon.org](http://www.newlondon.org) - for Families & Students.

However, since the unauthorized use of cell phones has proven to be a distraction to student engagement & learning, the following are the key expectations of our campus community faculty and administration at our school:

1. Teachers may have students use devices for instructional/research purposes only. The teacher will determine the length and type of usage permitted and will also clearly indicate this by use of procedure posted in the classroom. A teacher may stop the use of electronics at any time during class. Failure to follow teacher direction will result in disciplinary consequences.
1. Other than the reasons described above, **cell phones should be off during instruction, class work, testing, etc.**
2. Devices shall not be used in a testing environment unless authorized and must be used in a manner that does not violate cheating/plagiarism policy as written in student handbook.
3. Phone calls on cell phones may not be made or received during school hours.
4. For emergency situations, parents may call the main office to contact their children. If students need to talk with parents, they may use a school phone.
5. Being on social media, watching videos, or the taking of recordings, including but not limited to, photographs and videos, is not permitted unless authorized by a teacher or an administrator for educational purposes.
6. No earbuds or headphones shall be worn during the school day unless authorized by an administrator.
7. The use of electronic devices will not be allowed during emergency situations, including drills.

8. The use of electronic devices will not be allowed in the locker room and/or bathrooms at any time.
9. The school will not be responsible for loss, theft, or damage to devices that are brought to school or are confiscated for violation of this policy.
10. Devices are subject to search and seizure per BOE policy and guidelines in the student handbook.
11. Students not adhering to these guidelines regarding the use of electronic devices will be referred to school administration.

For further information, please speak to the administration.

## **RECORDING OF CLASSROOM ACTIVITIES**

The District prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive of the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

## **TECHNOLOGY/ACCEPTABLE USE POLICY**

Your child has qualified to receive a telecommunications account in order to communicate with other schools, organizations, and students around the world on the Internet.

The Internet is the world's largest group of computers hooked together. It is like a radio or television network that connects many radio or television stations so that they can get the latest episode of your favorite program.

The New London Board of Education strongly believes in the educational value of Internet services and recognizes that it can support curriculum and student learning by facilitating resource sharing, innovation, and communication. The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

This educational opportunity demands personal responsibility. When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool and could result in possible disciplinary action upon your child, including, but not limited to, suspension or expulsion.

Although we have established an acceptable use policy and regulation (File: IIBGA and IIBGA-R), please be aware that there may be unacceptable or controversial material or communications that your child can access. We cannot control material available on other computer systems.

A complete copy of the policy may be obtained upon request from the building principal.

If you do not want your child to use the Internet, please notify the building principal within two weeks of receipt of the student handbook.

## **ACCEPTABLE USE POLICY**

The use of technology, including the Internet that the New London Board of Education has made available to students is a privilege and a resource. Unlike other resources, the Internet is a fluid environment in which information is constantly changing. The use of the Internet, therefore, demands personal responsibility. Account holders and users are expected to act in a responsible, ethical, and legal manner. Students must comply with New London Public School's policy, as well as the policies of other networks available through the Internet and

the laws of Connecticut and the United States. Unauthorized or inappropriate use of the technology, the computer, the network within the district or the Internet will result in disciplinary action.

Authorization must be obtained specifically for the following: Computer usage, Internet, Email, Chat Rooms and Games. Failure to do so will result in disciplinary action.

The following actions are prohibited and consequences will be determined based on the district's code of conduct:

- Changing designated screen settings or Password misuse
- Intentional attempt to access obscene or inappropriate material or loading software onto school computers
- Intentional damage to hardware, software or equipment
- Loss of computer privileges

\*Further disciplinary action beyond the above information is at the discretion of the administration as circumstances dictate.

### Special Networking Sites

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, SnapChat, You Tube, Flickr and Twitter.

The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

### Chromebook Student Usage Agreement

#### **RULES AND APPROPRIATE USAGE**

Chromebooks and the New London Public Schools network, like any other school property, must be used for the educational purposes for which they are intended. All Chromebooks issued to students are the property of NLPS. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a Chromebook is issued for use at home, students and parents or guardians will sign and return the Acceptable Use Policy and Parent Permission Form.

Students who are issued a laptop and a power cord will also be given a new student newlondon.org email account and access to the school network. Appropriate training and support will be provided so that all students can use their Chromebooks successfully for school related work and activities.

Students are expected to abide by the following rules and behavioral expectations regardless of location:



## **USE OF EQUIPMENT (Hardware and Software)**

- Students must have a Parent Permission Form signed by a parent/guardian on file with administration in order to receive and use the Chromebook at school and at home.
- The school Chromebook is to be used for educational purposes while at school.
- The use of games, movies, and social media are not allowed during school hours.
- The use of the Chromebook must not violate the existing Acceptable Use Policy that is currently in the Parent/Student Handbook.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- The assigned Chromebook is expected to only be used by that specific user.
- Students may not hide files or activity on the Chromebook.

## **THE NETWORK**

- Students may not change, alter, bypass (VPN), or attempt to bypass any Chromebook or network security measures including filtered Internet sites.
- Engaging in online activities that are inappropriate will result in significant consequences including the possible termination of the student's network/Internet privileges in accordance with the Parent/Student handbook.
- Sending messages or inappropriate content via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Parent/Student Handbook.

## **PRIVACY**

- There is no implied privacy. Chromebooks, computers and all school owned technology may be physically tracked and monitored at any time.
- It is a violation to share your Chromebook password with anyone else, or to access any account belonging to other students, faculty, or staff without explicit permission.
- NLPS Administrators reserve the right to confiscate the Chromebook and review its contents at any time.

## **MANAGEMENT**

NLPS will be monitoring all devices. NLPS also reserves the right to search Internet accounts accessed with school equipment at any time. Improper use of NLPS technology devices will result in loss of network privileges and other consequences as per the Parent/Student Handbook.

NLPS has a board approved Acceptable Use Policy that covers all users of technology in the district. There is a student level policy and a staff policy. NLPS has provided a copy of this policy to all staff and students and expects adherence. This is a brief summary of that policy:

- The use of technology must be for school purposes – private use of school equipment is not appropriate (the few exceptions will be outlined later).
- The use of technology is a privilege that, if abused, can be taken away.

- There is no implied privacy. Internet usage is filtered and monitored. If violations occur, they will be reported to administration.
- Use of intellectual property should be respected. No use of technology should violate copyright laws (this includes, but is not limited to – computer software, video editing, and photocopying).
- Although generally covered in the bullets above, the use of the Internet to view inappropriate material, download copyrighted or non-approved software or digital files that take away from the educational process is a clear violation of the policy.

### **RESPONSIBILITIES for 1 to 1 Chromebook program**

By signing the Acceptable Use Policy and the Parent Permission Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students will have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the provided sleeve when transporting the Chromebook to and from classes and to and from school. **If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians may be financially responsible for any missing Chromebook that is not recovered in good working order by authorities.**
- **Loss or unrepairable damage of the Chromebook will result in a replacement cost of \$250 per Chromebook and an additional \$30 for each lost or broken charger. If the damage of a Chromebook is determined to be intentional, willful or purposeful there may be further action by NLPS Administration.**
- Parents/Guardians are encouraged to obtain their son/daughter's username and password in order to monitor the student's computer usage at home. If parents have any difficulties obtaining this password, they should contact the Technology Department for assistance. When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times. Students can use the Chromebook on personal Wi-Fi networks, but it is the responsibility of the parent to make sure computer use is appropriate when the Chromebook is not in school.

## **Safe School Climate**

### **Harassment Statement**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to your child's counselor or administration. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

### **School Climate**

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

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

### **Bullying**

Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

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

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

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs
3. Threats and intimidation

4. Extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

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

1. creates a hostile environment at school for the victims,
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 suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal and/or anonymous complaints.) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

### **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 e-mail messages, instant messages, text message, 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, the Principal or Director of Technology. 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.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents/guardians of the alleged perpetrator of the bullying act and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school. Safe School Climate Specialists are required to receive mental health first aid training.

### **COMPLAINT PROCEDURE**

Reports of bullying may be received from students, school personnel, parents/guardians or may be anonymous. Students and parent/guardians may file written reports of bullying to the building administrator or Safe School Climate Specialist.

Students may request anonymity when making a report to a school employee or to the Safe School Climate Specialist. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, while maintaining the confidentiality of the source of the complaint.

School employees who witness acts of bullying or receive reports of bullying must orally notify the Safe School Climate Specialist or school administrator **not later than one school day** after such school employee witnesses or receives a report of bullying. The same school employee **must** file a written report **not later than two school days** after making the oral report.

All reports will be reviewed and investigated. Please refer to NLPS Policy 5131.911 for more information regarding the Bullying Behavior Policy.

### **Hate**

The District is implementing a comprehensive hate prevention program based on the premise that prejudice and hate-motivated behavior are not acceptable in our schools. This program strives to promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression are respected and appreciated.

### **HATE SPEECH**

The District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents “types of people” must be challenged.

### **HAZING ACTIVITIES**

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Optional language: Hazing, bullying or abuse of students or staff will not be tolerated . Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student’s opportunity to obtain an education shall be subject to appropriate disciplinary action.

### **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: (Give examples which are age appropriate.) Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Alicia Ross, assistant principal.

### **STUDENT TRANSPORTATION**

The New London Board of Education aids students in getting to and from school in an efficient, safe, and economical manner. With this purpose in mind, the Board shall provide for the transportation of all resident students between their home and school who live **1.5 miles or more from BDJMMC**.

Parents may request transportation where it is not normally provided. Requests may be made to the Attendance Office (or directly to the Transportation Office at [transportation@newlondon.org](mailto:transportation@newlondon.org)).

Buses will pick students up at designated bus stops and return them to those stops.

### **STUDENT CONDUCT ON BUSES**

The Board of Education is responsible for the health and safety of students. Because conduct on buses is directly related to the driver’s control of the vehicle and to the safety of all students aboard, the Board considers bus misconduct to be a serious offense and therefore the subject of disciplinary action reasonably appropriate to the nature and frequency of the offense. Misconduct while waiting or receiving transportation to or from

school may require suspension from school and/or from the school bus for varying periods of time. No student shall be suspended from busing for more than 50 days or more than ten times, whichever comes first. Any student exceeding these limits will be subject to expulsion.

The driver of the school bus shall exercise disciplinary authority while the bus is in operation and will refer any student who willfully violates bus regulations to the school principal or designated administrator. The principal or designated administrator will then take such action as deemed advisable in each case.

Each year, principals shall issue written bus regulations to parents, as approved by the Board, and will have them explained orally to students.

At such additional times as are necessary throughout the year, the principal or designee shall instruct students in safe-riding practices, including drill in emergency evacuation of buses.

The following rules of behavior shall govern student conduct on buses:

1. Due to Covid-19, all students must wear a mask at all times on the bus.
2. Students must be at designated bus stops at the scheduled times. Bus drivers will not wait for tardy individuals.
3. Students shall obey safety rules when waiting for a bus, boarding, or leaving the bus, and crossing the street.
4. Students will enter the bus by the front door. They will remain seated while the bus is traveling.
5. In the interest of safety and of maintaining good order, the driver may request students to change seats.
6. Students will be courteous to the bus driver and classmates at all times.
7. Students may not have pets or other commotion-causing articles with them.
8. Students shall not damage or deface school buses nor shall they throw articles at them or out of the bus. Students shall not leave trash on the bus.
9. Students who abuse or destroy property shall be held responsible, and parents will pay for cost of damage.
10. Students shall not smoke or use matches or lighters.
11. Students must show bus passes, if requested, when boarding or leaving the bus. **Students without bus passes will not be allowed to ride the bus.**
12. Bus passes are not transferable.
13. The emergency door must not be opened, except in emergencies.
14. Students shall not engage in disruptive behavior. Shouting, profanity, and abusive language will not be tolerated.
15. After having been duly warned, any student continuing in disruptive behavior while awaiting or receiving transportation to and from school will be reported to the school principal or designated administrator for appropriate action, which may include suspension from school and/or from the school bus for varying periods of time not to exceed a total of 50 days or ten times, whichever comes first. Any student exceeding these limits will be subject to expulsion.

## **Transportation Safety and Complaints Procedures**

All complaints concerning school transportation are to be made to the Transportation Manager, Julian Wilson and District Business Office, Mr. Robert Funk. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### **Substitute Teachers**

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy, and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

### **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. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qu

### **School Ceremonies and Observances**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. Nutmeg reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

### **Search and Seizure**



The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

### **SECLUSION/RESTRAINT/EXCLUSIONARY TIME OUT, USE OF**

List in this section the District's position pertaining to the use of physical restraints, seclusion and exclusionary time outs as specified in PA 15-141 and PA18-51 and the revised policy and administrative regulations required by statute. Indicate when they may be used and the applicable guidelines and reporting requirements. The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plan. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

## **SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM**

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

## **STUDENT DATA PRIVACY**

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records (“contractors”) and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the District’s website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board 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.

## **TITLE I PARENT AND FAMILY ENGAGEMENT**

Parents of a child in a Title 1 funded program will receive a copy of the district’s parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

## **SCHOOL SERVICES**

### **School Based Health Services**

The clinic employs a nurse practitioner and a full-time social worker. Services offered include physicals, immunizations, emergency medical treatment, and counseling on a wide range of teenage mental health issues. Students must have a parental permission form on file with the clinic to receive services. These slips may be obtained from the clinic. Services are offered to students at no cost. In cases in which in-house services cannot provide medical and/or psychological needs, referrals are made to outside agencies. After such a referral is made, a parent conference will be required prior to the student’s return to school.

### **School Nurse**

The School Nurse’s Office is designed to provide care to students who become ill or are injured while in school. The office also maintains a cumulative health file for each student. This file includes This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. All students must present evidence of a physical examination upon enrollment to the district.

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.

Students will be able to visit the health room when they:

1. Have true medical emergencies.
2. Have been requested to report to the health room by its staff.
3. Must take prescribed medications during school hours.

The nurse will be able to provide students a pain reliever only with parental signed permission. To contact the Health Room, please call 860-437-6489.

#### Administration of Medications Policy

The following requirements must be met concerning the dispensation of prescription medications:

1. Prescription medications must be administered by the school nurse.
2. Medications must be in the original container and carry a prescription label with the child's name, drug identification, dosage instructions, doctor's name and prescription date.
3. The prescription must be current.
4. A doctor's written prescription order must be submitted to the school nurse prior to the medication being used in school.

**OVER-THE-COUNTER**, non-prescription drugs may not be taken by students or held on their person. Physician orders and signed parent permission are necessary for administration of any medication in school (prescribed or over-the-counter.)

#### 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.

#### Defibrillators in Schools (AEDs)/Sudden Cardiac Arrest

Each school building has (a) four automatic external defibrillator (AED) and (b) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be 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

before beginning his/her assignment the State's sudden cardiac awareness education plan. 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.

### Student Services

The Student Services department at Bennie Dover Jackson Multi-Magnet Campus invites all students to use its resources. The department has adopted a developmental guidance curriculum, and each student is assigned a school counselor. The counselors are interested in their students and want to be as accessible to them as possible. Students may make appointments with their counselors during study periods, before and after school, or by special arrangement. Appointment requests are available in the student services office.

The Student Services department's objectives are to foster initiative, encourage students to set goals, and to reinforce the importance of personal responsibility.

Parents are urged to become acquainted with their son's or daughter's school counselor.

### School Counselor Assignments

<b>6<sup>th</sup> Grade Guidance Counselor</b>	<b>7<sup>th</sup> Grade Guidance Counselor</b>	<b>8<sup>th</sup> Grade Guidance Counselor</b>
<b>Tedman Martinez</b> <a href="mailto:Martinezt@newlondon.org">Martinezt@newlondon.org</a> 860-447-6051	<b>Jaclyn Sullivan</b> <a href="mailto:Sullivanj@newlondon.org">Sullivanj@newlondon.org</a> 860-437-6480	<b>Kimberly Molina</b> <a href="mailto:Molinak@newlondon.org">Molinak@newlondon.org</a> 860-437-6480x4012

### School Psychologist

The school psychologist conducts psychological and educational assessments as requested by a PPT. He/she counsels students, consults with staff and parents and assists the PPT in developing individualized educational programs. He/she is a referral resource to teachers, counselors, administrators, and parents and may help any BDJMMC student experiencing difficulties.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

### School Social Worker

The school social worker provides individual, group, and family counseling services to Bennie Dover Jackson Multi-Magnet Campus students and their families. The social worker and our Motivation Officer are responsible for pursuing truancy referrals, and, when necessary, involving appropriate community agencies. In addition, the social worker may be a participant in student/teacher conferences, PPT meetings involving special education students and child study meetings. The social worker serves on the Crisis Intervention Team and is an important resource to families experiencing difficulties.

## Anonymous Reporting and Mental Health Supports

New London Public Schools strives to provide a safe, secure, and respectful learning environment for all students in our school buildings, on our school grounds and on school buses, and at all school-sponsored activities. Bullying and harassment (written, verbal, physical, cyber), illegal activity (weapons, drugs, alcohol, theft, vandalism), or threats to student safety are not tolerated.

Students and families may make oral or written reports of bullying or safety concerns with school staff and administrators, in addition to several options to report concerns anonymously. Anonymous reporting boxes are found in both the middle and high school guidance suites and an electronic form can be submitted via the district website. Students and families may also submit an anonymous report through Anonymous Alerts, either through the app or web. All reports are followed up promptly by appropriate school and/or district staff.

Students with mental health or other crises are supported by school-based staff. All schools are supported by School Psychologists, School Social Workers, and School Counselors (6-12). In addition, the district maintains a Social and Emotional Support request form on the district website for students and families to request assistance.

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of student life at BDJMMC. Many school groups present a variety of programs, such as societies and clubs, that attract the interest and abilities of every student.

### Eligibility Requirements for Class Office, Athletics, and Extracurricular Activities

It is recognized that extracurricular activities are important to growth in ways that academics do not provide; however, at no time should these activities interfere with academic achievement. Academic eligibility must be checked within two (2) weeks after every marking period or prior to any appointment or election. (This affords you the opportunity to become eligible in 9 weeks if you are not eligible at the end of a specified marking period).

## Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian complete the required documents outlined in the Student-Athlete Handbook. A copy may be obtained by contacting the Athletic Director, Phil Orbe, at 860-437-6435.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is determined by ability and scholarship and is governed by state law as well as the regulations of the CIAC.

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 Director or designee.

### Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general. Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

### Dances and Social Events

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a dance will be announced prior to the dance.

## STUDENT SAFETY

### Safety/Accident Prevention

Student safety on campus and at school related events is a high priority of the New London Public Schools District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

### School Security and Safety

NLPS has developed and implemented within each school a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. NLPS, as required by law, also implements a school security and safety committee, which assists in the development and administration of the school's security and safety plan. Each district school conducts a security and vulnerability assessment every two years.

The The New London Public Schools district has developed, maintains, an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

In partnership with the New London Police Department, the New London Multi-Magnet Secondary Campus has one School Resource Officer (SRO) on staff. The purpose of the SRO is to act as an additional resource to students, supporting academic and behavioral growth and safety.

### Fire Drills and Emergency Preparedness

State Law, along with NLPS' focus on student safety, requires that safety drills are scheduled at regular intervals. Fire Drills and/or a Crisis Response drill (lockdown, active shooter, evacuation and shelter-in-place) will be scheduled monthly.

An orderly environment is crucial to our goal of maintaining staff and student safety while these drills are practiced. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. They should be aware of the exit directions posted in each classroom.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures." Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

### Video Surveillance

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depend upon the capacity of the district to maintain discipline and that good behavior of students is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

- a. The district shall notify students, their parents or guardians, and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
- b. The use of video surveillance equipment on transportation vehicles shall be supervised by the Superintendent or designee. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
- c. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
- d. Video surveillance shall only be used to promote order, and to enhance the safety and security of students, staff and property.

Legal Reference:

Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

### **Pesticide Application**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law.

Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Mr. Miguel Gautier, Jr.

### **Child Abuse, Neglect, and Sexual Assault**

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, 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 Services. 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.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

### **GENERAL STUDENT INFORMATION**

#### **Board of Education**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the New London Board of Education are:

President                      Elaine Maynard-Adams

Vice President              Jefferey Hart



Secretary Bryan Doughty

Members Bianca Alexis  
Nathan Caron  
Danni Cruz  
Frank Silva

In order to perform its duties in an open and public manner and in accordance with state law, the New London Board of Education holds regular business meetings on the second and fourth Thursday of each month at 7:00 PM in the STMHS Lecture Hall. Due to the ongoing health crisis, Board meetings may be held virtually. Access and location information for these meetings can be found on the posted Board Meeting Agendas at [www.newlondon.org](http://www.newlondon.org). Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board President will recognize individuals who want to make a statement, not more than 3 minutes in length, or to express a viewpoint.

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

New London Board of Education policies are available on the district's website at [www.newlondon.org](http://www.newlondon.org). The policies are subject to modifications by the Board at any time.

### Student Attendance at BOE Meeting

At its regular meeting of June 5, 1990, the Policy Committee of the New London Board of Education asked that the principals advise their students that the Policy Committee and the entire Board of Education encourage student participation and welcome their attendance at all meetings.

### Dogs

No dogs are allowed on school grounds at any time. However; the Board of Education, in compliance with state and federal laws, allows service animals to accompany persons with disabilities on the campus. A service animal is usually a dog that has been individually trained to do work or perform tasks for the benefit of a person with a disability. This does not include animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent.

### Eating/Meals

The New London Public Schools 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 a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not 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.

### 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.

The NLPS' specific plan for managing students with life-threatening food allergies will be posted on the district website (and/or on the school's website.)

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.

### Fees, Fines, Charges

The Board of Education shall provide sufficient materials to ensure that each pupil in a classroom has adequate instructional material for his/her own use. The Board also recognizes the responsibility of pupils to maintain and return loaned library materials, or other educational materials, including Chromebooks. It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

The Board authorizes the Superintendent of Schools or his/her designee to charge pupils the replacement costs for any damaged or un-retained library materials or educational material, including Chromebooks. The Board further authorizes the Superintendent or his/her designee to withhold such pupils' grades, transcripts, report cards, and/or participation from graduation events until the pupil pays for or returns materials in question.

The money collected will be earmarked for the replacement library materials or educational materials, including Chromebooks.

Other fees or deposits that may be required include, but are not limited to:

- Security deposits
- Personal physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
- Student accident insurance
- Admission fees to extracurricular activities

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. Each student is assigned a (desk), (hall locker) and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

### Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. 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. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

### First Amendment Rights

The New London Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

### Lost and Found/Personal Possessions

All clothing, backpacks, etc. found at school, regardless of their value, are placed in the lost and found box in the student union. Money, jewelry, glasses should be turned into the office. Students and/or parents may claim them after proper identification. Items not claimed will be donated to a charity during the months of December and June.

Students are not permitted to bring cell phones, electronic games, cameras, radios, etc. to school **unless** they are appropriate for some special or specific **classroom project**. Selling of personal belongings in school or on school grounds may result in disciplinary action, i.e. detention or in-school suspension from school. **In addition, these items will be confiscated and only an adult family member will be given the item.**

## Opioid Use and Related Disorders

New London Public Schools, as required, will provide instruction on opioid use and related disorders, as part of its program of instruction.

### Posters

Signs and posters that students wish to display must be approved by the principal (or his/her designee). Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### Public Complaints

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

### Pupil Records

1. In accordance with government regulations, parents may examine their children's school records. With some exceptions, student records may not be released to others without parental or student (if over 18) consent.
2. Any parent or student (18 years or older) may request permission to examine records. They may also attach information and request changes or corrections. Denied requests may be appealed to the Superintendent of Schools, the Board of Education, and the courts, if necessary.
3. Anyone wishing to examine official school records should contact the principal or his designee. A copy of the record will be provided no later than 5 days following the date of the request.
4. A copy of the Board of Education regulations on student records is available from the office of the Superintendent of School.

### Religion and Religious Accommodations

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

### Safe and Drug-Free Schools Program

Information regarding drug and alcohol information and policy and regulations are available in the school office and on the district website.

### Safe Haven Law Instruction

At the high school level, the district will provide instruction related to the safe haven law.

### Sexual Abuse Prevention and Education Program

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

### School Health Education

The district has a developmentally-appropriate sexual health education program for students in kindergarten through grade 12, inclusive, with the goal of providing young people with the knowledge and skills to promote their health and well-being while improving student outcomes and reducing risky sexual behavior.

### Student Accident Insurance

Parents or guardians may purchase accident insurance. The policy provides blanket medical hospital reimbursement coverage, dental expenses and accidental death coverage incurred as a result of accidental bodily injuries.

### Student Privacy Data

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records ("contractors") and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the district's website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

### Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an

administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

Working with the student; Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;  
Compiling statistical data; or  
Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Materials that are not considered education records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents of the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of student, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The district will release to the Parent Teacher Association or other parent organization recognized by the district the names, addresses, telephone number and grade levels of students (unless the district is information by September 15<sup>th</sup> of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used such organization for its own school activities or school business.

The district, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/ guardians of the student authorize the record transfer in writing, the sending district is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Carrie Rivera.

### **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.

### **Title I Parent and Family Engagement**

Parents of a child in a Title 1 funded program will receive a copy of the district's parent and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

### **Use of School Building**

Community groups and individuals are encouraged to make use of our building facilities. The facilities are available according to the Board of Education policy. Request for building use should be made through the school office.

### **Business / Non-Instructional Operations**

#### **Hazardous Material in Schools**

#### **Green Cleaning Program**

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the New London Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools. This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

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

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

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

## Notice Requirements

Annually, the district will give all members of the school staff and all parents/guardians a written copy of this policy. In addition, this written statement shall also include:

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

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

A copy of the green cleaning policy will also be posted on the district's/school website and included in the student, staff and parent handbooks.

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



**Bennie Dover Jackson Multi-Magnet Campus  
Family and Student Handbook**

**ACKNOWLEDGEMENT AND AGREEMENT FORM**

The Bennie Dover Jackson Multi-Magnet Campus Family and Student Handbook, which contains the school policies and procedures, is the official notification for the standards of conduct for all New London Secondary pathways. A digital copy of this Handbook, along with all New London Board of Education policies, can be found at [www.newlondon.org](http://www.newlondon.org).

To help all students achieve at high levels and to achieve our mutual vision of “United in Excellence,” please review the entire handbook and discuss the contents with your student. Together, we can help all New London Secondary students achieve to their fullest potential!

My signature below indicates that I have received, read, and understand the policies and procedures in place at Bennie Dover Jackson Multi-Magnet Campus. By signing this document, I agree to abide by all policies and procedures as outlined in the Family and Student Handbook, especially the policies emphasized below:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Dress Code Policy</li><li>• Electronic Device Policy</li><li>• Attendance Policy</li></ul> | <ul style="list-style-type: none"><li>• General Important Information</li><li>• Academic Honesty Statement</li><li>• Bullying Policy</li><li>• Sexual Harassment Policy</li></ul> |
|--|---|

*\*Failure to sign or return this form does not affect the student’s responsibility to act in accordance with the policies outlined in this handbook.*

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Student Name

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Grade

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Parent/Guardian Name

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Student Signature

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Date

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Parent/Guardian Signature

In order to ensure student safety, please indicate the appropriate answer for the below questions:

I give permission for my student’s name to be featured and/or promoted by NLPS in digital and print media.

YES

NO

I give permission for my son/daughter to be photographed.

YES

NO

***This form must be completed and turned in to the Main Office of BDJMMC  
no later than September 30, 2022***