

# Seymour Public Schools

## Handbook Acknowledgement

Student Name (Please Print) \_\_\_\_\_

Parent Name (Please Print) \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ I have read and discussed with my child the policies of the Seymour Board of Education, as outlined in the Parent-Student Handbook for my child's school.

\*\*\*\*\*

### **MEDIA RELEASE/DIRECTORY INFORMATION** **(Seymour Board of Education Policy 5145.15)**

**The following school activities and media publications require parent permission for a student's name and/or picture to be published.**

**Please check one response (yes or no) for each of the following items, indicating whether or not you give your permission for the student's name and/or picture to be published:**

- |   |         |        |
|---|---------|--------|
| 1. A local newspaper                                    | ___ YES | ___ NO |
| 2. On local television station                          | ___ YES | ___ NO |
| 3. In the school yearbook and other school publications | ___ YES | ___ NO |
| 4. On the school or district website                    | ___ YES | ___ NO |

\*\*\*\*\*

### **INTERNET USE AGREEMENT/PARENT PERMISSION** **(Seymour Board of Education Policy 6141.321)**

\_\_\_\_\_ I understand and will abide by the Internet Use Agreement. I further understand than any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*In accordance with the Seymour Board of Education Student Handbook Policy 5114.12, "Parents and students will sign a handbook acknowledgement notice within the first two weeks of each school year, and/or at the time of enrollment in the district."*

# Bungay

## **Celebrating Excellence**

*A key to student engagement and learning*



**2023-2024**  
**PARENT-STUDENT HANDBOOK**  
**BUNGAY ELEMENTARY SCHOOL**

*A Great Place to Learn and Grow!*

## TABLE OF CONTENTS

|   |         |
|---|---------|
| SIGNATURE PAGE- HANDBOOK AND MEDIA RELEASE        |         |
| SIGNATURE PAGE-INTERNET USAGE AGREEMENT           |         |
| MISSION STATEMENT                                 | PAGE 4  |
| CENTRAL OFFICE DIRECTORY                          | PAGE 5  |
| BUNGAY SCHOOL OFFICE STAFF                        | PAGE 6  |
| ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS | PAGE 7  |
| ALCOHOL, DRUGS, AND TOBACCO                       | PAGE 7  |
| ASBESTOS MANAGEMENT                               | PAGE 7  |
| ATTENDANCE/EXCUSES/DISMISSAL                      | PAGE 8  |
| BOARD OF EDUCATION STUDENT ACCIDENT INSURANCE     | PAGE 9  |
| VOLUNTARY STUDENT ACCIDENT INSURANCE              | PAGE 9  |
| BULLYING  | PAGE 9  |
| CYBERBULLYING                                     | PAGE 10 |
| BUS CONDUCT                                       | PAGE 11 |
| BUS TRANSPORTATION                                | PAGE 11 |
| CHILD ABUSE                                       | PAGE 12 |
| CLOSINGS, DELAYS, EARLY DISMISSALS                | PAGE 12 |
| CODE OF CONDUCT                                   | PAGE 12 |
| DRESS CODE  | PAGE 23 |
| ELECTRONIC DEVICES / CHROMEBOOKS                  | PAGE 24 |
| EXEMPTION FROM INSTRUCTION                        | PAGE 24 |
| EXTENDED SCHOOL YEAR                              | PAGE 25 |
| FIELD TRIPS                                       | PAGE 25 |
| FIRE DRILLS AND EMERGENCY PREPAREDNESS            | PAGE 25 |
| FOOD SERVICE                                      | PAGE 25 |
| GREEN CLEANING PROGRAM                            | PAGE 26 |
| HARASSMENT- TITLE IX DISCRIMINATION & SEXUAL      | PAGE 26 |
| HEALTH SERVICES                                   | PAGE 27 |
| HOMELESS STUDENTS                                 | PAGE 29 |
| HOMEWORK  | PAGE 29 |
| HOMEWORK FOR ABSENT STUDENTS                      | PAGE 29 |
| INTERNET ACCEPTABLE USE POLICY                    | PAGE 29 |
| LIMITED ENGLISH PROFICIENCY                       | PAGE 30 |
| NCLB PARENT NOTIFICATION MANDATE                  | PAGE 30 |
| PARENTAL INVOLVEMENT- TITLE I                     | PAGE 30 |
| PARENT TEACHER CONFERENCES                        | PAGE 31 |
| PARENT-TEACHER ASSOCIATION                        | PAGE 31 |
| PARTY INVITATIONS                                 | PAGE 31 |
| PESTICIDE APPLICATION                             | PAGE 31 |
| PLEDGE OF ALLEGIANCE                              | PAGE 31 |
| PRIVATE TRANSPORTATION                            | PAGE 32 |
| PROMOTION/RETENTION                               | PAGE 32 |
| PUBLIC SCHOOL OPEN CHOICE                         | PAGE 32 |
| SCHOOL HOURS                                      | PAGE 33 |
| LUNCH SCHEDULE / LUNCH / MILK PRICES              | PAGE 34 |
| SEARCH AND SEIZURE                                | PAGE 34 |
| SPECIAL PROGRAMS/SUPPLEMENTARY SERVICES           | PAGE 35 |
| SPECIAL SERVICES                                  | PAGE 35 |
| STATE ASSESSMENTS                                 | PAGE 35 |
| STUDENT RECORDS                                   | PAGE 35 |
| SUICIDE PREVENTION AND INTERVENTION               | PAGE 36 |
| TELEPHONE CALLS                                   | PAGE 37 |
| VISITORS  | PAGE 37 |

## SEYMOUR SCHOOL DISTRICT Mission and Vision Statement

### Mission of Seymour Public Schools

The mission of Seymour Public Schools is to fully know our students as learners, to educate and inspire them through a range of experiences that reflect high expectations for learning and prepare them to meet the challenges of an ever-changing world.

### Vision Statement of Seymour Public Schools

Seymour Public Schools works diligently in order to promote individual student learning. We strive to have all students succeed in all social and academic areas so they can become well rounded individuals who show compassion toward others and who can confidently confront and solve any problem with which they are faced.

### Core beliefs of Seymour Public Schools:

- All students can learn
- Everyone in our school community will be learners
- Accountability leads to growth
- All learners have individual interests, needs and talents
- All learners will be physically and emotionally safe in the learning environment
- Home, school, and community will act as team members in the educational process
- By working together collaboratively toward common goals with cooperation and teamwork, all learners will succeed.

## BUNGAY SCHOOL MISSION STATEMENT

Bungay is C.A.R.I.N.G.  
Children *First*

*Courteous, Achieving, Responsible, Interested, Neighborly, Growing*



## KINDERGARTEN – GRADE 5

The faculty and staff of Bungay Elementary School are committed to providing a respectful and engaging learning environment where all students are expected to achieve their maximum potential and become lifelong learners.

## **CENTRAL OFFICE DIRECTORY**

### ***Seymour Board Of Education:***

Mr. Christopher Champagne, BOE Chairperson  
Mr. Stephan Behuniak  
Mrs. Kristen Bruno  
Mr. James Garofolo  
Mrs. Kristen Harmeling  
Mr. Jay Hatfield  
Mrs. Shannon Levey  
Ms. Beth Nesteriak  
Mr. Edward Strumello

### ***Superintendent of Schools:***

Dr. Susan Compton  
203-888-4564

### ***Business Manager: Finance and Operations:***

Mr. Salvatore Bucci  
203-888-4564 ext. 1905

### ***Director of Curriculum and Instruction:***

Mrs. Mary Sue Feige  
203-888-4564

### ***Director of Pupil Services***

Dr. Kristopher Boyle  
203-888-7232 ext. 1267

### ***Director of Food and Nutrition***

Mrs. Cindy Brooks  
203-888-4640 ext. 1295

### ***Director of Technology***

Mr. Robert Dyer  
203-888-4513 ext. 1022

### ***Director of Facilities***

Mr. Tim Connors  
203-888-4513 ext. 1221

## ***Bungay School Office Staff Telephone Directory***

**Bungay School Main Office - 203-881-7500**

Main Office Fax – 203-881-7506

Mrs. Lauren Reid, Principal

. \_\_\_\_\_, Assistant Principal

Mrs. Karen Leeper, Administrative Assistant to the Principal

Ms. Miriah Spence, Administrative Assistant to the Principal

Mrs. Rebecca Bennett, Nurse

203-881-7500 x 1309

Mrs. Dana Mitchell

203-881-7500 x 1311

Miss Chloe Germain, School Psychologist

203-881-7500 x 1306

Mrs. Nancy Sarlo, Cafeteria Manager

203-881-7500 x 1304

### **A MESSAGE FROM THE PRINCIPAL.....**



Dear Parents and Guardians:

Welcome to Bungay Elementary School! We hope your children will have an excellent year filled with opportunities, challenges, successes, and excitement. Our school is a great place to learn and grow. We are all committed to educating all students to their highest level of academic achievement to become capable, creative, and responsible citizens through rich learning experiences supported by strong community collaboration and decision-making based on the best interest of all students.

Please review the handbook so that you are familiar with Bungay Elementary School's policies and expectations.

I encourage you to become an integral part of the "Bungay Elementary School family" by joining our Parent Teacher Association and by communicating with your child's teacher. Communication between home and school is essential for the full development of your child, as it improves school success and strengthens the home and school partnership. Your cooperation and support is essential and greatly appreciated.

If you have any questions concerning the policies and expectations, please feel free to contact me.

Best wishes for a great school year!

Sincerely,  
Lauren Reid  
Principal

## **ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS**

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases a student's disability may prevent him/her from eating meals prepared for the general population. Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student. All schools are also responsible for developing and implementing guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions and means to manage the student's allergy including avoidance measures.

**[Review full Seymour Public Schools policy 5141.25]**

## **ALCOHOL, DRUGS, AND TOBACCO**

The school district 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 in policy 5131.6.

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

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

Student shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

**[Review full Seymour Public Schools policy 5131.6]**

## **ASBESTOS MANAGEMENT**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act, (AHERA), in December of 1986, the Seymour Board of Education (SPS) performed inspections of each of the school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each of the school administrative offices since that time.

The EPA requires that buildings be re-inspected for asbestos materials every three years. Re-inspections have occurred every three years since 1990, the last one was completed in November, 2014. A licensed

asbestos inspector performs these re-inspections. A licensed management planner reviews the results of these re-inspections and recommends actions to safely manage the asbestos material in the schools.

The results of the re-inspections are on file in the management plan in each school's administrative office. All parents, faculty and staff members may view the management plans during normal school hours, (M-F, 8:00 a.m. - 4:00 p.m.) in the main school office or at the Board of Education Office at 98 Bank Street in Seymour. Any questions regarding the Plan can be answered by calling the Director of Facilities office at 203-888-4513.

The custodial and maintenance staff has received the required Asbestos Awareness training and are annually retrained. This training is designed to alert the custodial and maintenance staff as to the types of asbestos containing materials in their buildings and to instruct them in methods to use to work safely around these materials.

The asbestos containing materials in the schools are inspected twice a year by a trained designated person. There is an ongoing abatement program to remove or repair any materials determined to present a hazard to the school occupants.

At Bungay School there are asbestos containing materials which are currently being monitored under an Operations and Management Plan designed to maintain the asbestos containing materials in good condition. There are also areas assumed to contain asbestos containing materials which cannot be disturbed until tested.

No asbestos containing material has been disturbed or removed in the school in the past year. At this time there are no plans to disturb or remove any asbestos containing materials during the 2016-2017 school year.  
**[Review full Seymour Public Schools policy 3516.12]**

## **ATTENDANCE/EXCUSES/DISMISSAL**

### **Attendance**

The Seymour Board of Education believes that regular attendance is essential to the overall academic, social and emotional development of students. Parental guidance is essential to encouraging regular school attendance.

### **Excused Absences**

A student shall be considered "excused" when he/she does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances. Written excuse for such absences should be submitted to the school. All other absences, with or without written explanations, will be considered unexcused. If a student plans to be absent for reasons other than those listed above, the student should seek approval of the Principal.

Students who do not attend school for a minimum of four (4) hours due to illness or other reasons will not be allowed to participate in any school related activity on the day of the absence. Exceptions to this rule may only be granted by the Principal.

### **Tardiness**

**The Bungay Elementary School day begins at 9:00 a.m.** At Bungay chronic tardiness is a matter we take very seriously as all instructional time is important. As a result, any school time missed beyond the occasional doctor/dentist appointment should be prevented whenever possible. Being on time for school is important as it sets the tone in being prepared for the day and it demonstrates a commitment to success. When a parent brings a child to school late, the tardies are only excused by the school under the following circumstances:

1. Personal illness of student
2. Serious illness or death in immediate family



3. Student has a doctor/dentist/professional appointment (A note or phone call from parent or a professional note from doctor/dentist/professional will be required to verify.)
4. Family emergencies (approved by Principal or Superintendent)
5. Religious holidays

### **Consequences for being Frequently Tardy**

When a child's parents continue to bring their child late to school so he/she is excessively tardy despite the school's interventions, the school may need to contact DCF to further assist in having a child be on time for school on a consistent basis.

### **Dismissal During School Hours**

No student will be permitted to leave school at any time other than at regular dismissal without the approval of the parent or guardian.

### **Attendance and Possible Retention – Grades K-8**

If a student is absent more than twenty days in one school year, that student will be seriously considered for retention unless the School Review Board (principals, teachers, staff members) determines that the student is eligible for advancement to the next grade. These absences include all legitimate illness absences and any or all other reasons a student may have for staying home or a parent may have for keeping a student home. Evidence of extraordinary illness must include statements from physician.

**[Review full Seymour Public Schools policy 5113]**

## **BOARD OF EDUCATION STUDENT ACCIDENT INSURANCE**

The Seymour Board of Education maintains student accident insurance coverage on a full excess basis for all students while they are engaged in school activities. This includes the regular school day, gym classes, recess and extracurricular activities sponsored by the Seymour Board of Education. The full excess policy will provide coverage, per the plan limits, for expenses not covered by your regular health insurance plan. The insurance form is provided by the school nurse to the parent/guardian of a child upon timely notification of a student accident. It is the responsibility of the parent/guardian to complete and file the insurance form within the prescribed time limits established by the insurance carrier. The provision of this insurance does not acknowledge negligence by the Board of Education or responsibility for student accidents occurring on school property.

## **VOLUNTARY STUDENT ACCIDENT INSURANCE**

Voluntary student accident insurance may be purchased by the parent/guardian for twenty-four (24) hour coverage at their own cost. The insurance coverage is offered in September for the current school year. Payment is made directly to the insurance carrier. The Seymour Board of Education does not acknowledge negligence or responsibility for any claims filed under the **BULLYING**

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, which acts are repeated against the same student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Such behavior will result in disciplinary action. 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 put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions

## 5. Exclusion from peer groups within schools.

Students 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 a teacher or administrator, who will promptly reduce the complaint to writing and forward it to the Building Principal for review and action.

**[Review full Seymour Public Schools policy 5131.911]**

voluntary student accident insurance.

## **CYBERBULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. Such behavior will result in disciplinary action.

In instances where the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based on 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 operations of a school. Such conduct includes but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Students and community members, who believe they have been the victims of such misuse of technology, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school Principal or Director of Technology. The administration shall fully investigate all reports of cyber bullying.

**[Review full Seymour Public Schools policy 5131.913]**

## **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. If a youngster does not abide by these rules the bus driver will first warn the student verbally of the unsatisfactory behavior. Further warnings will be written and will follow the listed administrative regulations.

Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while waiting or receiving transportation to and from school which endangers person or property or violates a Board policy or administrative regulation.

**[Review full Seymour Public Schools policy 5131.1]**

**[Review full Seymour Public Schools policy 5114/5114.1 Suspension/Expulsion; Due Process]**

### **1<sup>st</sup> Written Warning**

Principal talks to student; parents notified by written warning. Written notice is signed by parents and returned to Principal's office on the following day.

### **2<sup>nd</sup> Written Warning**

Principal notifies parent of warning by phone, meeting with parents and students is made with Principal. (within five school days)

### **\*3<sup>rd</sup> Written Warning**

Student is denied bus transportation for ten school days.

\*If a youngster's behavior on the bus has been of such a serious nature then the two written warning procedures may be waived and the student would be denied transportation on a first offense for ten days.

Regulation approved: July 21, 2003

SEYMOUR PUBLIC SCHOOLS  
Seymour, Connecticut

## **BUS TRANSPORTATION**

School buses transport many of our children to and from school. The side entrance at the bus turn-around-circle is the area of arrival and departure for bus students. For one-half hour before and after the school day, this area is reserved for buses only to insure safety.

As present board policy states, regular bus transportation will be provided only under the following conditions:

- Only children eligible for bus transportation are allowed to ride the regular bus.
- Eligible bus children may ride the bus only to and/or from designated stops.
- Changing designated bus stops is not allowed.
- Children who qualify as walkers may not use the regular bus transportation to provide a courtesy ride, to visit friends, to attend parties, to attend scouts, etc.
- Children who qualify as bus riders may not transfer to other buses for a courtesy ride, to visit a friend, to attend parties, to attend scouts, etc.

Children will not be given permission to ride a bus through an oral or written request of their parents or guardians. Children will be permitted to ride the bus **only** if they live in the eligible area in need of bus transportation. Enrollment increases do not permit this courtesy.

These measures are taken to ensure safe and secure bus transportation with responsible accountability for our children.

## **CHILD ABUSE**

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, The Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect or placed in imminent danger of serious harm. Pursuant to Connecticut General Statutes 17a-101, as amended, any certified personnel, paraprofessionals, professional school staff including guidance counselors, social workers, psychologists, licensed nurses, and coaches of intramural or interscholastic athletics, are obligated by law to first report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm 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 yearly training in the procedures. Reporting of child abuse and neglect is a responsibility which is taken seriously.

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.

**[Review full Seymour Public Schools policy 5141.4]**

## **CLOSINGS, DELAYS, EARLY DISMISSALS**

### **SCHOOL CANCELLATIONS:**

The decision to close schools in the event of inclement weather is made by the Superintendent of Schools through consultation with the police department, the bus company, and neighboring school systems. All factors are taken into consideration with the primary concern being the safety and well-being of our students.

Closings are posted on the District web page, Channel 3, Channel 8, Channel 30, and radio station KC101.3. The Connecticut Weather Center, Inc. ([www.ctweather.com](http://www.ctweather.com)) is also notified. They send an e-mail communication to anyone who has signed for this free service notifying of cancellations or delays.

### **DELAYS:**

In the event that the forecast predicts improvement, a 2-hour delay will be called giving personnel and public works a greater opportunity to improve road and parking area conditions. It is advised that you continue to monitor your local TV and radio station, should conditions worsen and a closing be implemented. Bungay Elementary School will begin at 11:00 A.M. in the event of a delayed opening. When a delayed opening occurs there is no A.M. SONCCA. A message will be sent advising of a delayed opening.

### **EARLY DISMISSALS:**

In the event that the weather should become inclement during the school day, an early dismissal may be put into effect. Bungay School will be dismissed at 1:30 P.M. All after school activities are cancelled as well, such as SONCCA. A message will be sent advising of the early dismissal and parents and guardians are advised to continue monitoring the above-mentioned TV and radio channels for information.

## **CODE OF CONDUCT**

### **5114**

#### **Students**

##### **Suspension and Expulsion/Due Process**

The Seymour Board of Education in recognizing its moral and legal responsibilities to the total community, including parents, students and school personnel, is highly desirous of continued pride in its public schools. Recognizing that with every legal right that an individual in the public school possesses, an equal sense of responsibility must be shared by each individual for the common goal of respecting the rights of others in our schools. It is the purpose and philosophy of the Seymour Board of Education to outline necessary administrative

procedures that will provide for a fair but firm approach in promoting proper conduct of students in the Seymour Public Schools.

### **Removal/Suspension/Expulsion**

The Board of Education recognizes the necessity of fair and judicious rules and guidelines to aid in the positive conduct of students and the administration of the schools in a manner resulting in the benefit of all students. The Board authorizes its professional staff and its administrative staff to remove or suspend students whose conduct on school grounds or at a school-sponsored activity is violative of a published policy of such board or is seriously disruptive of the educational process, or endangers persons or property or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process. In making a determination as to whether conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in section 29-38, and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol. Further, the Board may expel a student from school after an opportunity for a full hearing conducted under procedures covered in the law for such conduct.

#### **Definitions**

1. **“Exclusion”** means any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** means the exclusion of a student from a classroom for all or part of a single class period but not to exceed ninety (90) minutes, not more than six times in any school year nor more than twice in one week, unless such student is referred to the building Principal or designee and granted an informal hearing in accordance with C.G.S. 10-233c.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

##### **Definitions (continued)**

3. **“Suspension”** means removal from school and exclusion from school privileges or from transportation services for not more than ten (10) consecutive school days, not more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted the opportunity for a formal hearing as provided by law.

No such suspension shall extend beyond the end of the school year in which it is imposed.

4. **“In-School Suspension”** means exclusion from regular classroom activities with student remaining in the school building under administrative authority for not more than five (5) consecutive school days, not more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion. No such exclusion shall extend beyond the end of the school year in which imposed.

5. **“Expulsion”** means the exclusion of a student from school privileges for more than ten (10) consecutive school days by the Board of Education for a period of time not to exceed one calendar year. Such period of exclusion may extend to the school year following the school year in which exclusion was imposed.

6. **“Deadly Weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

7. **“Dangerous Instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted to threatened to be used, is capable of causing death or serious physical injury.

8. **“Martial Arts Weapon”** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

The Seymour Board of Education lists the following breaches of conduct on school property, school transportation or any school sponsored activity that may lead to disciplinary procedures including consideration of suspension, exclusion from school activities, or expulsion in accordance with applicable Connecticut statutes and regulations.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

##### **Definitions (continued)**

1. Deliberate refusal to obey a member of the school staff, when a reasonable directive is given.
2. Continued disruptive behavior in the classroom, corridor, lavatory and/or other parts of the school building.
3. Threatening, intimidating and/or blackmailing other students or school staff.
4. Striking or assaulting a student or any member of the school staff.
5. The use of profane or obscene language or gestures to members of the school staff.
6. Theft.
7. Possessing in the school, or on school grounds, any kind of weapon, such as a pistol, knife, blackjack, etc.
8. Unauthorized possession, selling or consumption of drugs, narcotics, or alcoholic beverages in school, on school grounds, or at school activities or school-sponsored events.
9. Possession and open display or dissemination of indecent printed materials.
10. Destruction or defacing of school property, school-rented facilities, and/or school-loaned material.
11. Unauthorized leaving of school building and/or grounds.
12. Smoking
13. Any conduct or dress deemed detrimental to the health, safety and welfare of the students and/or staff as determined by the Board of Education.
14. Any other action whether on school property, school transportation, or school sponsored activity or outside the school which is disruptive of the educational process or is violative of a published Board policy or District regulation.
15. Harassment of other students, staff and/or guests.

The Seymour Board of Education also recognizing its moral and legal responsibilities to the total community will cooperate and assist local and state law enforcing personnel in interpreting and enforcing local, state, and federal laws. In this spirit of cooperation, if it is necessary for law enforcing agents to conduct investigations and meet with students within the school environs and during the school day, parents or guardians of said students will be informed for the purpose of granting permission for conducting such sessions. In granting permission, the parent or guardian can request that an administrator be present during any student interview. Specific abrogations of the fourteen breaches of conduct listed will be dealt with in accordance with the following categorical offenses as determined by the Board of Education and the Seymour schools' administration. They include:

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process (continued)**

##### **Categories of Offenses**

Appropriate disciplinary actions will be taken with any student whose conduct on school grounds or at a school sponsored activity is violative of a published policy of such Board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process.

Category I offenses will require referral by the administration to the Board for consideration of expulsion. The administration has the discretion, within the guidelines provided by this policy, to determine the appropriate disciplinary action for other categories of offenses contained herein.

This included certain behaviors that may occur off school grounds.

##### **Categories of offenses include the following:**

##### **Category I - Mandatory Referral For Expulsion**

##### **Category II - Mandatory Out-Of-School Suspension Possible Referral For Expulsion**

##### **Category III - Mandatory In-School and/or Possible Out-Of-School Suspension and/or Possible Referral for Expulsion**

##### **Category IV - Detention/Possible In-School Suspension/Possible Out-Of-School Suspension**

##### **Category I - Mandatory Referral For Expulsion**

Expulsion proceedings pursuant to Connecticut General Statutes Section 10-233d(2) are required whenever there is reason to believe that any student (A) on school grounds or at a school sponsored activity, was in possession of a firearm, as defined in 18 USC 921, or deadly weapon, dangerous instrument or martial arts weapon, (B) off school grounds, did possess such a firearm in violation of Connecticut General Statutes Section 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime or (C) on or off school grounds, offered for sale or distribution a controlled substance, as defined in subdivision (9) of Connecticut General

Statutes Section 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties. A student shall be expelled for one calendar year if the Board finds that the student did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance. The Board may modify the period of expulsion for a student on a case-by-case basis.

## 5114

### Students

#### Suspension and Expulsion/Due Process

##### Category I - Mandatory Referral For Expulsion (continued)

In addition, any student who commits any of the following offenses shall be suspended from school pending referral to the Board for consideration of expulsion. The administrator will immediately notify the police of any criminal offenses in this category. Violations of this category include, but are not limited to the following:

##### 1. Fire

A student who willfully by means of fire causes harm to property or to any person or participates in the burning of property or any person.

##### 2. A Student Who Strikes Or Assaults A Member Of The School Staff

##### 3. A Student Who Threatens Serious Violence Or Continually Harasses A Staff Member Or Student

##### 4. A Student Who Engages In Hazing

"Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for membership, continued membership or participation in a student organization, athletic team or any other school activity. The term shall include, but shall not be limited to:

- a. Any assault upon a person;
- b. Requiring any activity which would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- c. Requiring indecent exposure of the body;
- d. Confinement of a person.
- e. Requiring the ingestion of any substance; or
- f. Any other physical activity which would adversely affect the health or safety of an individual.

The term "Hazing" shall not include an action sponsored by the Seymour School System which requires any athletic practice conditioning or completion of a curricular activity.

##### 5. Any Conduct Which Requires Referral for Expulsion Under State and Federal Laws

Notwithstanding anything to the contrary above, the foregoing provisions shall not apply to a student enrolled in grade 3 and below with regard to the offenses set forth in sub-paragraphs (1) through (5), inclusive, above. A student in kindergarten, grade 1, grade 2 or grade 3 who commits such an offense shall be treated as having committed a Category II offense and therefore treated in accordance with the provisions of Category II below; however, a kindergarten, grade 1, grade 2 or grade 3 student who commits an offense as set forth in subparagraph (5) above shall nevertheless be treated in accordance with the provisions set forth above for a Category I offense.

## 5114

### Students

#### Suspension and Expulsion/Due Process (continued)

##### Category II - Mandatory Out-Of-School Suspension Possible Referral For Expulsion

A student who commits any of the following offenses will be suspended for one to ten days by the administration. Before the student returns to class after a suspension, the opportunity for a meeting of the Principal or designee, teacher, parent and student will be provided. A student may be recommended for expulsion for violations of any Category II behaviors. The Principal will immediately notify the police of any criminal offenses in this category. Violations of this category include, but are not limited to, the following:

### **1. Fighting**

A student who physically fights with another person for any reason.

### **2. Harassment**

A student who harasses another student, staff or guest. Harassment means any unwelcome verbal, written or physical conduct based on another person's actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation or disability which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the school's resources and activities, or creating a hostile, offensive or intimidating school environment. Such conduct includes derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical conduct, stalking, threatening, bullying, or the display or circulation of written materials or pictures when such conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

### **3. Continuous Insubordination**

A student who continuously refuses reasonable directives by staff members.

### **4. Profanity and/or Obscenity**

A student who verbally, electronically or by written words, photographs, or drawings, direct profanity and/or obscenity to any person or insults to any person by obscene gestures.

### **5. Theft/Possession of Stolen Property**

A student who, without permission of the owner or custodian of the property, takes property of significant value or has in his/her possession property of significant value which does not belong to him/her.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

#### **Category II - Mandatory Out-Of-School Suspension Possible Referral For Expulsion (continued)**

### **6. Breaking and Entering**

A student who enters in a stealthy, deceptive, or forceful manner onto school property or any part thereof which is closed, including electronically accessing any computerized systems of the school.

### **7. Destruction of Property**

A student who willfully causes destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are examples of property destruction.

### **8. Sexual Misconduct**

A student who engages in sexual misconduct at school or a school related activity.

### **9. Reckless Driving**

A student who recklessly operates a motor vehicle so as to endanger the safety, health and/or welfare of others on school property or damages school property.

### **10. Trespass**

A student who returns to school without permission while under suspension, expulsion, or removal, or who enters upon the premises of a public school other than the one to which he/she is assigned without authorization from the person in charge.

### **11. Continuous Disorderly Conduct**

A student who by use of violence, force, coercion, or threat of violence, disrupts or obstructs the educational process.

### **12. False Fire Alarm or Bomb Report, Tampering With Fire Alarm System**

Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely, communicate or cause to be communicated that a bomb is located in a building or on the premises of a building of the Seymour School District. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.



## 5114

### Students

#### Suspension and Expulsion/Due Process

#### Category II - Mandatory Out-Of-School Suspension Possible Referral For Expulsion (continued)

##### 13. Replicas, Imitations and Facsimiles of Dangerous Weapons, Instruments and Objects

A student, who possesses, handles, transmits, conceals or uses any replica, imitation or facsimile of a weapon, dangerous instrument or object, such as, but not limited to, a firearm, knife or blackjack.

##### 14. Other Violations

A Student who engages in conduct which violates any other school or classroom rules of a similar level of seriousness.

#### Category III - Mandatory In-School And/Or Possible Out-Of-School Suspension And/Or Possible Referral For Expulsion

A student who commits any of the following behaviors and/or offenses may be removed and will be assigned one to ten days of in-school or out-of-school suspension and such additional exclusions, up to and including expulsion, as the administration deems warranted. The administration shall immediately notify the police of any criminal offenses in this category.

Violations of this category include, but are not limited to the following:

##### 1. Disorderly Conduct

A student who misbehaves in a manner that causes disruption or obstruction to the educational process.

##### 2. Insubordination

A student who openly refuses a reasonable directive by a staff member.

##### 3. Smoking

A student who smokes or uses tobacco on school property or at any activity supervised by school personnel.

##### 4. Defacement of Property

A student who defaces or damages property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are examples of defacement.

##### 5. Truancy

A student who is absent from school except for illness, death in the family or other extenuating circumstances approved by the school administration.

### Students

A student who wears any clothing which is unclean, dangerous or distracting. This includes items such as the following: clothing which is **Suspension and Expulsion/Due Process**

#### Category III - Mandatory In-School And/Or Possible Out-Of-School Suspension And/Or Possible Referral For Expulsion (continued)

##### 6. Leaving School Grounds/Class Cuts

A student who cuts class or leaves school grounds during the school day without signing out in the main office.

##### 7. Gambling

A student who engages in any game of chance or contest where in money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

##### 8. Cutting Detention

A student who fails to attend an assigned detention.

##### 9. Other Violations

A student who engages in conduct which violates any other school or classroom rules of a similar level of seriousness.

#### Category IV - Detention/Possible In-School Suspension/Possible Out-Of-School Suspension

A student may be given a detention, in-school suspension or out-of-school suspension for the following offenses:

##### 1. Unruly Conduct

A student who does not comply with the directions of authorized school personnel.

##### 2. Inappropriate Language

A student who uses any inappropriate or discriminatory language.

### **3. Tardiness**

### **4. Lying**

A student who makes any false statements with the intent to deceive school personnel.

### **5. Inappropriate Attire**

soiled with grease, oil, paint or dirt; articles having indecent or inflammatory writing, pictures, slogans or displaying alcohol or illegal substances; an article of clothing or jewelry that could cause damage to other students or property (chains, cleats, studded accessories or belts, wristbands, etc.); bandannas; clothing that is torn, ragged, or that has holes; bare feet; short shorts and/or halter tops (short shorts can be defined as less than gym length; halter tops included half shirts which expose the midriff); clothing or accessories that symbolize membership in a group whose aims and objectives are disruptive to the educational process; an article of clothing that covers any part of the face or head, including hats, bandannas, and all other types of head coverings; all nonprescription eyewear including sunglasses; underclothing worn as outerwear, and see-through clothing; or any condition that distracts from the educational process.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

#### **Category IV - Detention/Possible In-School Suspension/Possible Out-Of-School Suspension**

(continued)

### **6. Hall Violations**

A student who is in the halls or goes to lockers during class without a pass. A student who uses the telephone without permission during class. A student who is out-of-bounds on a pass by going somewhere not listed on the pass or by taking the long route to the destination.

### **7. Violating Cafeteria/Playground Guidelines**

### **8. Other Violations**

A student who engages in conduct which violates any other school or classroom rules of similar level of seriousness.

#### **Removal/Suspension/Expulsion**

#### **Procedures Governing Removal**

1. A student may be removed from class by professional school personnel entrusted with the care and supervision of students for deliberately causing a serious disruption of the educational process.
2. Professional school personnel entrusted with the care and supervision of students may use reasonable physical force only to the extent that they believe it is necessary to maintain discipline or to promote the welfare of such students.
3. A student may not be removed from class more than six times in one school year, nor more than twice in one week unless the student is granted an informal hearing before the building Principal or designee.
4. Teachers removing a student from class are to send the student to an administrator with a notification explaining the reasons for removal.
5. Consistent removal from class for similar disruptions will lead to suspension from school.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

#### **Procedures Governing Out-Of-School Suspension**

1. The Principal shall observe the following procedures except in cases where the student has already been suspended, or such suspension will result in the student being suspended for more than ten times or a total of fifty days in the current school year, or except in circumstances under which the student will be prevented from completing a normal course of study. Where such exception exists the procedure to be followed shall be that described in the section under "Expulsion" Number 5, (a-h) of this regulation.
  - a. Unless an emergency situation requiring the student's immediate removal exists, no student shall be suspended prior to having an informal hearing before the Principal or the Principal's designee, at which time the student is informed as to the charges and is given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

- b. By telephone, the Principal or designee shall make all reasonable attempts to notify immediately the parent or guardian of the student to be suspended and state the cause(s) leading to the suspension.
- c. Whether or not telephone contact is made, the Principal or designee must forward a letter to the parent or guardian to the last address reported on school records, within one school day after the suspension action, offering the parent or guardian an opportunity for a conference to discuss the matter.
- d. Notice of the suspension shall be sent by the Principal or designee to the Superintendent of Schools by the close of the school day following the commencement of the suspension.
- e. Following a conference with the Principal or designee, (if requested by parents) the parents or guardians (or student if 18 years of age or older) may request the Superintendent of Schools or designee to review the Principal's decision.
- f. If a student is eighteen years of age or older, any notice required by this regulation shall be given to the student as well as his/her parent or guardian.
- g. Textbooks and homework are to be provided each student for the duration of the suspension, and the student shall be allowed to complete any class work, including examinations, without penalty, within a reasonable time limit, which the student missed while under suspension.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

##### **Procedures Governing Out-Of-School Suspension** (continued)

2. In cases where the student has already been suspended, or such suspension will result in being suspended more than ten times or a total of fifty days in a school year or when a student will be prevented from completing a normal course of study, the student shall, prior to suspension, be granted a formal hearing before the Board of Education as provided below under "Expulsion" Number 5, (a-h) of this regulation.

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

- 1. School administrators may impose in-school suspension in cases where a student's conduct endangers persons or property, disrupts the educational process, or violates any aspect of the school code of conduct.
- 2. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or his/her designee.
- 3. The in-school may not (a) exceed 5 consecutive school days, (b) extend beyond the school year in which imposed, or (c) be imposed more than 15 times or have more than a total of 50 days in one school year, whichever is fewer.

##### **Procedures Governing Expulsion**

- 1. A Principal, the Superintendent or the Associate Superintendent may request expulsion of a student in a case where there is cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process or is violative of a publicized Board policy or administrative regulation, or for off-campus behavior of a student that endangers persons or property and seriously disrupts the educational process. A Principal, the Superintendent or the Assistant Superintendent shall refer a student to the Board of Education for consideration of expulsion if the student is accused of any Category I (Mandatory Referral for Expulsion) offense as set forth above.
- 2. Requests for expulsion will be directed to the Board of Education through the Superintendent of Schools.
- 3. Upon receipt of the request, the Superintendent shall conduct an inquiry within three (3) school days of the request.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

##### **Procedures Governing Expulsion** (continued)

- 4. If after the inquiry the Superintendent or designee determines for expulsion, he/she shall forward such request to the Board of Education.
- 5. Except in an emergency situation requiring the student's immediate removal, the Board shall, prior to expelling the student would offer the student an opportunity for a hearing in accordance with law. Such hearing may allow

evidence of past disciplinary problems when deciding expulsion, the length of expulsion, and the alternative educational opportunity to be offered.

The hearing, if requested, shall be governed by the following procedures:

- a. The student and parent, or guardian, shall be given notice prior to the date of the hearing.
- b. The notice shall contain:
  1. Date, time and place and nature of the scheduled hearing.
  2. A statement of legal authority under which hearing is to be held; reference to particular sections of statute and regulations involved.
  3. The details of the grounds for the proposed expulsion and the proposed penalty.
  4. A statement of the student's right as listed in this regulation below in section (c) through (h).
  5. In cases where Section 6 of this policy applies, a statement that the Board is not required to offer an alternative educational opportunity.
- c. At any hearing under this policy, the student shall have the right to testify and produce witnesses and other evidence in his/her defense. The student shall have the right to demand that any witnesses against him/her appear in person to answer his/her questions. The Board may refuse to allow a witness against the suspended student to appear, when the Board believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases, a verbatim statement of the witness' testimony must be given to the student. A witness' unsubstantiated desire to remain anonymous is not such an exceptional circumstance as to justify dispensing with confrontation and questioning by the student.

## **5114**

### **Students**

#### **Suspension and Expulsion/Due Process**

##### **Procedures Governing Expulsion** (continued)

- d. A student may be represented by any third party of his/her choice, including an attorney.
  - e. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the students or his/her parent(s) or guardian(s) do(es) not speak the English language or has a disability which precludes normal modes of communication.
  - f. The Board shall keep a verbatim record of the hearing, and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
  - g. At a meeting of three or more Board members, a student may be expelled if a majority of the Board members sitting in an expulsion hearing vote to expel, provided that no fewer than three affirmative votes to expel are cast.
  - h. The Board shall report its final decision either orally on the record or in writing to the student and parent(s), stating the reasons on which the decision is based, and the penalty to be imposed, if any. Said decision shall be based solely on evidence in the record on the charges noticed to the student.
6. Any student under sixteen who is expelled shall be offered an alternative educational opportunity during the period of expulsion provided any parent or guardian of such student who does not choose to have his/her child enrolled in an alternative program shall not be subject to the provisions of C.G.S. 10-184. Any student between the ages of sixteen and eighteen who is expelled for the first time and who wishes to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board, and has not been expelled because of conduct as described in Connecticut General Statutes 10-233d, subsection (e). Such alternative may include, but shall not be limited to, the placement of a student who is at least sixteen years of age in an adult education program pursuant to Connecticut General Statutes Section 10-69. Prior to conducting an expulsion hearing for students requiring special education and related services who are described in C.G.S. 10-76a, subsection (e), subdivision (1) a Planning and Placement Team shall be convened to determine whether the misconduct is a manifestation of the child's disability. If it is determined that the misconduct was caused by the child's disability, the child shall not be expelled. If determined that the misconduct was not caused by the disability, such student may be expelled in accordance with the provisions of this policy notwithstanding any other provision of this policy. Whenever a student requiring such special education and related services is expelled, an alternative education opportunity, consistent with the child's educational needs, shall be provided during the period of expulsion.

## 5114

### Students

#### Suspension and Expulsion/Due Process

##### Procedures Governing Expulsion (continued)

7. Once the expulsion process has begun, the Board shall go forward with a hearing and make a decision even if the student withdraws from the Seymour school district during the pendency of the expulsion process. Notice of a pending expulsion hearing, and the result thereof, shall be included in the student's cumulative record which shall be sent to the receiving school district, if any.

8. If a student transfers into the Seymour school district while under a penalty of expulsion imposed by another school district, the Seymour Board of Education shall hold a hearing to consider whether to adopt the decision of the other School Board to expel the student. The Seymour Board of Education may adopt the decision of the other School Board if the Seymour Board of Education finds that the conduct in question merits expulsion under its own policies or administrative regulations. Until such time as the expulsion process is completed by the Seymour Board of Education, the student shall be excluded from regular classes. If a student enters the Seymour school district while another school district's expulsion hearing is pending, the Seymour Board of Education may exclude the student from classes if an emergency exists.

9. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included in the student's cumulative educational record. Such notice, except for notice of an expulsion based on possession of a firearm or deadly weapon, as defined in Connecticut General Statutes Section 53a-3, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

10. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board. The Board may delegate authority for the readmission decision to the Superintendent. If the Board delegated such authority, readmission shall be at the discretion of the Superintendent. Early readmission shall be based upon satisfaction, as determined by the Board or Superintendent, of specific criteria set forth by the Board or Superintendent.

##### Publication of Suspension/Expulsion/Removal Regulations

The Board of Education directs the Superintendent at the beginning of each school year, to provide for an effective means of informing all students, parents and/or guardians of the Board's policy and administrative regulations governing suspension, expulsion and removal.

## 5114

### Students

#### Suspension and Expulsion/Due Process

##### A. Students with Disabilities

A special education student's and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination. If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by the student's disability. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

## 5114

### Students

#### Suspension and Expulsion/Due Process

##### A. Students with Disabilities (continued)

2. If the IEP team (PPT) finds that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general curriculum and to advance toward achieving the goals of his/her IEP.

3. If the IEP team (PPT) finds that the misconduct was caused by the disability, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff.

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing under C.G.G. 10-76h to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in his/her then current placement pending decision in said due process hearing and any subsequent judicial review proceedings. This "stay put" requirement shall not apply when modified by a court order or by the decision of a hearing officer.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2½ inches in length. The interim alternative placement shall be determined by the IEP team (PPT). If hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and parents otherwise agree, or the Board obtains a court order.

## 5114

### Students

#### Suspension and Expulsion/Due Process

##### A. Students with Disabilities (continued)

6. In order for the district to unilaterally obtain a 45 day change in placement from a Federal Judge of Connecticut Hearing Officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

Legal Reference: Connecticut General Statutes 4-176e through 4-180a. Contested Cases. Notice. Record 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139. 53a-3 Definitions. 53a-217b Possession of Firearms and Deadly Weapons on School Grounds. PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227. 18 U.S.C. 921 Definitions. Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence) Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994. P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

20 U.S.C. Section 7114, No Child Left Behind Act

Policy adopted: July 21, 2003 SEYMOUR PUBLIC SCHOOLS

Policy revised: February 6, 2006 Seymour, Connecticut

## **5114.1**

### **Students**

#### **Publication of Suspension/Expulsion/Removal Regulations**

The Seymour Board of Education, recognizing that with every legal right that an individual in the public school possess, an equal sense of responsibility must be shared by each individual and his/her parent or guardian. Annually, in order to inform students and their parents and guardians of the Board's policy of Suspension/Expulsion/Removal, each student will receive and sign notice of receipt of the Board's Discipline Policy #5114.

Policy adopted: July 21, 2003 SEYMOUR PUBLIC SCHOOLS

Policy revised: February 6, 2006 Seymour, Connecticut

## **5114.12**

### **Students**

#### **Student Handbooks**

The administration shall publish and annually revise a handbook containing information about the District and about the individual schools and the rules and regulations with which students are expected to conform. The administration is responsible to ensure that the handbook does not conflict with any district policies or state or federal law. The handbook shall be distributed to all students the first two weeks of each school year and to new students when they enroll. The administration shall have the handbook and any revisions reviewed by Policy Committee.

Policy adopted: July 21, 2003 SEYMOUR PUBLIC SCHOOLS

Seymour, Connecticut

**[Review full Seymour Public Schools policy 5114]**

## **DRESS CODE**

The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student.
2. is disruptive to school operations and the education process in general.
3. is contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, sexual suggestiveness, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

Sexually provocative clothing – short shorts/skirts, see-through clothing, and garments designed or worn in such a manner as to expose parts of the body constituting what generally is considered immodesty.

Articles that are part of one's attire but also designed so that they can be used as weapons, rings that simulate brass knuckles, belt buckles with sharp edges, nailed or cleated shoes, jewelry obviously designed to inflict injury.

Teachers in particular subjects may require specific grooming/apparel rules for the safety of students. For example pulling back long hair in a laboratory setting, closed shoes, wearing goggles.

Students must wear proper and safe footwear. Any footwear deemed dangerous to the student or others will be prohibited.

**[Review full Seymour Public Schools policy 5132]**

## **ELECTRONIC DEVICES**

Use of Beepers/Paging devices/Cellular telephones/Cameras/Video cameras/Digital Music or Video recorders or players/Portable video games, etc.

Disciplinary action may be taken against any student for using a cellular telephone or other electronic devices, such as pagers, laser pointers and attachments that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules.

Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day, unless prior permission has been obtained from administration. Without such permission, the items will be collected by teachers and turned into administration. Administration will determine whether to return the item at the end of the day for it to be taken home by the student or whether the parent will be contacted to pick up the item. Use of cameras, video cameras, cell phones, iPads, iPods, or other electronic devices with the ability to record pictures, video, or audio is strictly prohibited on school grounds and on school transportation.

If a student chooses to bring an electronic device to school the school district will not be responsible for loss or theft of such an item. All electronic devices, headphones and other listening devices are to be stored and powered down in a student's backpack upon entering the school building. Possession of electronic devices during the school day may result in a discipline referral. Students who repeatedly break the Electronic Devices policy will face escalating consequences.

**[Review full Seymour Public Schools policy 5131.81]**

## **CHROMEBOOK:**

### **Use of Equipment Hardware and Software**

- The device is to be used for educational purposes only.
- The use of the device must not violate the parent/guardian/student signed "District Assigned Device Student User Agreement"
- Student may not destroy, deface, or alter device or accessories, identifying labeling or files not belonging to the student
- Student may not remove district installed software from the device.
- Only school appropriate software and data should be installed or stored on the device. No inappropriate media including but not limited to weapons, pornography, drug/alcohol related content, gang related content or any content that would be disruptive or dangerous to the learning environment.
- This District reserves the right to install or remove software or data including media from devices or online services associated with a district assigned account at any time

**[Review full Seymour Public Schools policy 6141.321]**

## **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. However, it is our strong recommendation that all students receive this information.



## **EXTENDED SCHOOL YEAR (ESY)**

Extended School Year Services (ESY) is made on an individual basis based on the needs of a student who receives special education services. The type of service, amount of service and duration of the ESY program for eligible children is determined by the needs of each individual child who is eligible for ESY services. During a student's annual review, criteria should be reviewed to determine a child's eligibility for services, including discussion regarding a child's eligibility for ESY and what that program would entail.

## **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 the trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

Before, a child is permitted to go on a trip; the parent/guardian must sign a permission form. Any parent/guardian who does not want the child to take a trip may have the child excused from the activity, but not from school. Any child not going on a trip will be assigned to another class for that period of time.

Parents or other adults may serve as chaperones on trips. All chaperones shall be approved by the building principal. All staff members, chaperones, and other adults participating in the trip shall at all times conduct themselves in such a way as to demonstrate the finest examples to the students.

**[Review full Seymour Public Schools policy 6153]**

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in the classroom. A crisis response drill may be substituted for one of the required monthly school fire drills every three months.

Students are expected to follow the directions of the teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is the message received over the emergency warning system. 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.

## **FOOD SERVICE**

The Department of Food Services encourages a healthy lifestyle by providing meals and snacks that contribute to learning about wise food choices. Menus offer a variety of choices from all areas of the Food Guide Pyramid and meet all Federal Guidelines.

A nutritious lunch is offered at all four schools, along with breakfast and per-school/per-kindergarten milk program for students who attend half-day per-school/per-kindergarten.

Seymour Schools participate in the federally funded National School Lunch Program. Therefore, meals are offered at reduced or no cost to students whose families qualify financially and have completed a Free and Reduced Application. Applications are sent home on the first day of school or you can contact the school directly for an application at any time during the year.

## GREEN CLEANING PROGRAM

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

Seymour Public Schools is committed to the implementation of this law by providing the staff and, upon request the parents and guardians of each child enrolled in each school with a written statement of the school districts green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: ***Green Seal or Eco Logo***
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law;

**"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"**

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff. Any questions concerning the program can be direct to the Director of Facilities at 203-888-4513.

## HARASSMENT - TITLE IX DISCRIMINATION & SEXUAL

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, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability or any other basis prohibited by local, state, and federal law. 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.

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: insulting or degrading sexual remarks; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with student's learning.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the building Title IX designee for this purpose the principal and/or assistant principal, or the District Title IX Coordinator. Contact information for the Title IX designees in each building can be found in the main office of each school in the district. The District Title

IX Coordinator is Vonda Tencza, Associate Superintendent and can be reached at the Board of Education offices, 98 Bank Street, Seymour, CT, or by calling 203-888-4564.

**[Review full Seymour Public Schools policy 5145.5]**

## **HEALTH SERVICES**

The school nurse is in our school from 8:45 a.m. until 3:30 p.m. each day. If a child is dismissed because of illness or an accident, the parent must provide transportation unless it is necessary to call an ambulance.

During the school year all children are given vision screening. Students in grades 1, 3, 4 and 5 are given hearing tests. A scoliosis screening is also done on grade 5 students. These tests are general screening tests. If a child's response indicates further examination, the parents will receive a referral notice.

A physical examination, performed by the family physician, is required in Kindergarten. State Law requires all children to have all immunizations completed before entering Kindergarten.

### **Illness, Accident and Medical Emergency**

If your child shows signs of illness or he/she is not feeling well, please keep your child at home.

On the Medical Emergency Record please list the name of someone (be sure to receive permission to do so) who would take care of your child in case of need. If information (telephone number, place of employment, physician, etc.) on your medical emergency records changes, please notify us.

### **Health Program**

All communicable diseases such as chickenpox, strep, impetigo or head lice should be reported to the nurse.

The School Health Committee has determined the following:

- The responsibility of treatment beyond first aid rests with the family.
- Personal contact by the nurse, principal or teacher will be made should an apparent serious injury occur which may require additional treatment.
- Parents of children with asthma are responsible for them at all times. If an attack occurs at school, the parent will be notified. If the parent or family physician is not available for immediate care the child will be taken to the emergency room at the hospital.
  
- Transportation for children who must be sent home for health reasons is the responsibility of the parent or guardian. (The Information Sheet completed by the parent or guardian in the fall of each year has a place to indicate parental wishes. It is very important to notify the school if a change of address, phone number, or other information takes place.) The police may be notified as a last resort.
- The nurse should be notified in writing if the child is on medication or if any special health problems and/or allergies exist, or if any special precautions are to be made for students.

**See Standing Health Orders for Common Communicable Disease chart on next page.**

**Standing Health Orders for Common Communicable Disease:**

| <b>DISEASE</b>                             | <b>EXCLUSION FROM SCHOOL POLICY</b>   |
|--|---|
| Chickenpox                                 | 6 Days or until all lesions are crusted   |
| Conjunctivitis                             | Has received appropriate therapy for 24 hours and has permission from the physician to return to school   |
| Diarrhea and/or vomiting                   | A full 24 hours without symptoms  |
| Elevated Temperature (100 degrees or over) | A full 24 hours after the child is afebrile (99.9 degrees or lower)   |
| German Measles (Rubella)                   | 7 days after onset of rash  |
| Impetigo                                   | Has received appropriate medically prescribed therapy for 24 hours and has permission from the physician to return to school                              |
| Hepatitis                                  | Has physician's permission to return to school  |
| Infectious Mononucleosis                   | No set time – only while illness lasts, has permission from physician to return to school   |
| Measles                                    | 5 days after appearance of rash   |
| Meningitis                                 | No set time – only while illness lasts, has permission from physician to return to school   |
| Mumps                                      | Until swelling has subsided or not less than 9 days after onset of parotid swelling   |
| Shingles                                   | Treat like chickenpox. Exclude until all lesions are scabbed over   |
| Pediculosis                                | Until hair is clear – no appearance of live nits and has used prescribed shampoo or over-the-counter treatment, especially for the treatment of Head Lice |
| Pinworms                                   | 12-24 hours of school exclusion   |
| Ringworm of Scalp                          | None, if under proper treatment   |
| Scabies                                    | Has received appropriate medically prescribed treatment for 24 hours and has permission from physician to return to school                                |
| Streptococcal Infection                    | Has received appropriate therapy for 24 hours and has permission from physician to return to school   |
| Fifth Disease                              | Excluding children from school is not recommended as a public health measure  |

The school nurse must evaluate children excluded from school with any of the above health problems before returning to the classroom.

**Medications**

As much as possible, medication should be administered outside of school. If medication needs to be given at school, State Law requires the following procedures (even for over-the-counter medicine). NO EXCEPTIONS will be made.

1. A State Medication Authorization Form must be filled out by the physician, licensed to practice medicine in Connecticut, and also signed by the parent/guardian and kept on file at school. A form for this purpose is available to you at the school office, or at your doctor's office.
2. The parent/guardian must deliver the medication to the nurse, principal or teacher with the State Medication Authorization Form completed.
  - a. Not more than one month's supply of a prescribed medication will be stored in school.
  - b. Unused medications are to be picked up by the parent/guardian within one week after it has been discontinued or it will be disposed of by the school nurse.

- c. No child may during school hours administer to himself/herself, or carry on his/her person, etc., any medication for self-administration or administration by others.
3. The original medication container must have:
    - a. Student's name
    - b. Physician's name
    - c. Name and strength of medication
    - d. Date of original prescription
    - e. Directions for administration
    - f. Duration of the order

## HOMELESS/MIGRANT STUDENTS

Homeless students, as defined by federal and state legislation (McKinney Vento Act), will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Associate Superintendent of Schools, Vonda Tencza (203-888-4564).

**[Review full Seymour Public Schools policy 5118.1]**

## HOMEWORK

Homework in the Seymour Public Schools is an essential part of the school program. The quality and quantity of the homework assignment will vary and relate to the content of the classroom instruction and shall supplement its purpose and objectives.

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. There is, therefore, a steady increase in the amount of homework expected of students from elementary grades through high school.

Homework develops in children the attitude that learning is important and that it may go on at any time and any place. Assignments can also be located on the teacher's webpage. Specific questions about the procedures of particular teachers should be addressed directly to them.

**[Review full Seymour Public Schools policy 6154]**

## HOMEWORK FOR ABSENT STUDENTS

Homework requests for absent students will be honored on the second consecutive day of absence from school. Requests must be made prior to **9:30 AM**. Work may be picked up in the office after **2:30 PM**.

The classroom teacher needs ample time to prepare the assignments to be sent home. We try to do this with the least amount of interruption to the regular classroom teaching time. Therefore, your cooperation is most appreciated.

## INTERNET ACCEPTABLE USE POLICY

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government and numerous organizations. The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students, much like books, magazines, videos and other informational sources. The Board of Education endorses student use of the Internet for learning

and research which enhances information available through other mediums. This includes the participation in distance learning activities, asking questions of and consulting experts, communicating with other students and individuals, and locating material to meet the educational needs of the students of the Seymour Public Schools.

While the Internet can provide students with a vast array of educational and informational resources, it can also be a window through which students could access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet would be impossible. Therefore, individual users of the Seymour Public Schools Network are responsible for their use of the network and are expected to use it responsibly.

The school district is providing access to its computer networks and the Internet for only educational purposes. The use of the Internet is a privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.

To ensure appropriate usage, all students and parents must read the Acceptable Use of the Internet policy 6141.321 and both the parent and student must sign the Computer and Internet User Agreement and Parent Permission Form. Students without a signed form will not be permitted to access the Internet.

**[Review full Seymour Public Schools policy 6141.321**

## **LIMITED ENGLISH PROFICIENCY**

The No Child Left Behind (NCLB) federal law requires states to set specific student achievement goals for children learning to speak English. Assessments are used to measure the development of your child's progress, provide reliable and practical ways to identify students for placement in, and exit from, bilingual/ESL programs. The tests assess vocabulary, fluency, reading comprehension, and mechanics and usage objectively with selected-response items as well as the student's writing skills.

Students must meet the criteria from the following assessments in order to be exited from the ELL/Title I program:

- Proficiency on the Language Assessment Scales (LAS Links)
- Grade level performance on the Developmental Reading Assessment (DRA-2) K-5
- Proficiency on the Smarter Balance and/or NWEA MAP.

If you have any questions about the performance of your child, please contact Vonda Tencza, Associate Superintendent, for information on programs within Seymour to help English language learners attain English proficiency and meet academic goals.

## **NCLB PARENT MODIFICATION MANDATE**

"As a parent you have a right under the Federal No Child Left Behind Act to request information regarding the professional qualifications of any teacher/paraprofessional your child has in any school in Seymour that receives Title 1 funds, information on the level of achievement of your child, and timely notice that your child has been taught for four or more weeks by a teacher who is not highly qualified."

## **PARENTAL INVOLVEMENT- TITLE I**

Parents of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs.

## **PARENT TEACHER CONFERENCES**

In addition to report cards, parent teacher conferences concerning a child's progress are held at a scheduled appointment time in November and March. At other times during the year, parents may make appointments with the teacher by calling the school to request a conference. Report cards are issued three times a year in Kindergarten through Grade 5.

## **PARENT-TEACHER ASSOCIATION**

The Bungay Parent-Teacher Association is organized under the authority of the Connecticut Congress of Parents and Teachers. Its main objective is to improve the welfare of the child.

All parents and teachers are urged to join the PTA. During Open House, information will be provided to all who attend. Monthly meetings will be scheduled and prior notice will be provided to all who attend. Bungay School's PTA will have fundraisers which contribute to the school community in the form of class trip monies, cultural events, classroom enrichment supplies, and parent programs. Support and co-cooperation between parents and teachers is a vital part of our school. We encourage you to be an active part of this important group.

## **PARTY INVITATIONS**

Birthday Parties – Invitations to parties should not be sent to the school to be distributed. This will prevent embarrassment or hurt feeling for any child not receiving an invitation.

## **PESTICIDE APPLICATION**

In compliance with Connecticut State Public Act #99-165, "An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers", and Public Act #05-252, "An Act Concerning Pesticides at Schools and Day Care Centers", Seymour Public Schools (SPS) hereby advises you that policies concerning the use and application of pesticides, herbicides, and insecticides are in use and available for review in the main office at each school.

SPS has developed two policies relating to this Public Act: 1) General Pest & Rodent Control, 2) Ornamental Turf Control. Each policy describes the procedures for applying pesticides and herbicides, and the brand names of the products to be used.

You have the right under the law to register your name as one to be notified in the event that an application of these controlled substances becomes necessary at your school. If an emergency condition requires immediate use of one of these substances, the school will attempt to notify you as soon as possible to advise you of the event. To receive notification of these applications, you must request registration of your name in writing and sending it to the Principal of your school.

**[Review full Seymour Public Schools policy 3524.1]**

## **PLEDGE OF ALLEGIANCE**

Seymour Public Schools shall ensure that time is available each day for students under its jurisdiction to recite the "Pledge of Allegiance."

This policy shall not be construed to require any person to recite the "Pledge of Allegiance."

**Legal Reference:** *Connecticut General Statutes §10-230(c), Policy on the Reciting of the "Pledge of Allegiance."*

## **PRIVATE TRANSPORTATION**

All motor vehicles are to enter and depart from the parking lot access. Parking will be permitted only in the visitors parking area along the building side of the school, excluding the crosswalk reserved for walkers, fire lanes reserved for emergency vehicles, and bus circles for bus turnarounds. For your child's safety and to ensure the safety of all Bungay students use the designated drop off area in front of the school. When dropping your child off at school, please drive to the sign stating "Student Drop Off Area" before letting your child out of the car. Children should not be dropped off on Bungay Road or in the parking lot. Children must be supervised when crossing the parking lot.

## **PROMOTION/RETENTION**

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Schools shall identify students in danger of failing and being at risk for retention. Prior to deciding on retention for a student not mastering the appropriate skills, the district shall provide and may require the student to attend one or more alternatives for remedial assistance. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the decision making process. Parents will be notified as early as possible that retention is being considered and except in very unusual circumstances, no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment.

**[Review full Seymour Public Schools policy 5123]**

## **PUBLIC SCHOOL OPEN CHOICE**

Connecticut celebrates a long tradition of excellence and innovation in education. Its schools offer a range of educational programs to meet the diverse needs and career aspirations of its students in a variety of settings including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools, and magnet schools. All these programs serve to prepare students for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. It allows suburban and rural students to attend public schools in a nearby urban center. Enrollments are offered by school districts on a space-available basis in grades K-12. Lotteries are used to place students when there are more applications than spaces available. The program includes Hartford, Bridgeport and New Haven and their surrounding districts.

[Public School Choice in Connecticut: A Guide for Students and Their Families 2009 - 2010](#)

This document is available for viewing by contacting the main office of any of Seymour's Public Schools

**For Updates on Seymour School Policies please see District Website.**



## SCHOOL HOURS

### REGULAR DAY:

9:00 a.m. - 3:30 p.m.

### SCHEDULED HALF-DAY DISMISSAL

9:00 a.m. – 1:30 p.m.

### Emergency Early Dismissal

9:00 a.m. -12:15 p.m.

### LUNCH/RECESS SCHEDULE

(45 minutes)

#### REGULAR DAY:

|              |               |
|--------------|---------------|
| Grade 4      | 10:45 – 11:30 |
| Grade 2      | 11:15 – 12:00 |
| Grade 1      | 11:45 – 12:30 |
| Grade 3      | 12:15 – 1:00  |
| Grade 5      | 12:45 – 1:30  |
| Kindergarten | 1:15 – 2:00   |

#### SCHEDULED HALF-DAY DISMISSAL:

|              |                |
|--------------|----------------|
| Grade 4      | 11:00 -- 11:30 |
| Grade 2      | 11:15 – 11:45  |
| Grade 3      | 11:40 – 12:10  |
| Grade 1      | 11:55 -- 12:25 |
| Grade 5      | 12:20 – 12:50  |
| Kindergarten | 12:35 -- 1:05  |

#### Emergency Early Day Lunch Schedule (30 min.)

|              |             |
|--------------|-------------|
| Kindergarten | 10:30-11:00 |
| Grade 1      | 10:45-11:15 |
| Grade 4      | 11:00-11:30 |
| Grade 2      | 11:15-11:45 |
| Grade 5      | 11:30-12:00 |
| Grade 3      | 11:45-12:15 |

#### Delayed Opening Lunch Schedule (30 min)

|              |             |
|--------------|-------------|
| Grade 2      | 11:30-12:00 |
| Grade 4      | 11:45-12:15 |
| Kindergarten | 12:00-12:30 |
| Grade 1      | 12:15-12:45 |
| Grade 3      | 12:30-1:00  |
| Grade 5      | 12:45-1:15  |

## LUNCH/MILK PRICES

Please visit the Seymour Public Schools website at:  
[Nutrition Services](#)

### [Meal Prices 2023-2024](#)

|                   |        |
|-------------------|--------|
| Elementary School | \$3.15 |
| Breakfast         | \$2.00 |
| Snack Milk        | \$ .65 |

### **Snacks**

Students should plan to bring a daily snack to school.  
If a student is in a peanut free classroom, avoid bringing in food with peanuts.

### **Peanut Free Classrooms**

If your child is in a peanut free classroom, you will be notified. If you are uncertain, please email Rebecca Bennett, School Nurse: [rbennett@seymourschools.org](mailto:rbennett@seymourschools.org)

### **Water Bottles**

Yes, water bottles filled with clear water only are permissible. Your child may bring more than one filled water bottle to school.

## **SEARCH AND SEIZURE**

Desks and school lockers are property of the schools. 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 desk, locker or other school property if at the inception of the search there is reasonable cause to believe that the search will turn up evidence that the student has violated or is violating either the law or school rules.

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.

A search of a student's handbag, gym bag or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such evidence may include, but is not limited to weapons, contraband material or the fruits of crime.

**[Review full Seymour Public Schools policy 5145.12]**

## **SPECIAL PROGRAMS/SUPPLEMENTARY SERVICES**

Throughout the school year, many special programs/supplementary services are integrated into our curriculum to support our school offerings. The presentation of supportive programs will be announced to the parent/guardian by written notification.

Any student will be exempt from a specific program upon receipt of a written request for exemption from the parent or guardian. However, permission slips for each individual program will not be provided. Any concerns a parent/guardian may have will be clarified by contacting the principal.

## **SPECIAL SERVICES**

Special education is provided for a child with an identified disability who needs a specially designed instructional program to address his or her unique educational needs which will allow the child to access the general education curriculum of Seymour School District. A child who is eligible for special education services is entitled by federal law to receive a free appropriate public education (FAPE). As a parent of a child who has or who may have a disability that requires specialized instruction you will work closely with a team of educators and specialists to determine the needs of your child and to design an appropriate program to address your child's educational needs.

The **Individuals with Disabilities Act (IDEA)** requires that parents of a child with disabilities be given a copy of procedural safeguards one time a year and also upon initial referral or parental request for an evaluation, request for a due process hearing or upon request of a parent.

## **STATE ASSESSMENTS**

The state requires assessments in the subject areas of English language arts and mathematics using the Smarter Balance Assessment for students in grades 3 through 8, and in Grade 11 using the SAT, which can also be used as a college entrance exam. The state also requires assessments in science in Grades 5, 8 and 11 using the NGSS Assessments. The Smarter Balanced and NGSS Assessments are both administered on computers. These assessments are designed to measure skills in reading comprehension, writing, mathematics, and real-world science using questions that require students to demonstrate that they truly understand the content. In all these statewide assessments, additional supports are available for students with special needs, as determined by an IEP or 504 plan.

## **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 custodian of all records for students at the assigned school. The principal 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, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. 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;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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 requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor 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 or 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 study, 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, 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.

**[Review full Seymour Public Schools policy 5125]**

## **SUICIDE PREVENTION AND INTERVENTION**

The Seymour Board of Education recognizes that suicide is a leading cause of death among young people and is a concern to this school system and the community it serves. It is the policy of the Board of Education to

actively respond in any situation where a student verbally or behaviorally indicates suicidal ideation, intent to attempt suicide or to do physical harm to himself/herself.

The Board of Education recognizes the need for youth suicide prevention procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs.

It is recognized by the Board of Education that suicide is a complex mental health issue and that, while school staff members may identify potentially suicidal youth, they should not as educators make clinical assessment of risk nor provide in-depth counseling or treatment but refer the youth to the appropriate agency for such assessment and counseling. If deemed necessary by the School a clinical assessment may be required and written documentation may be required and submitted to the Principal or designee stating that "the student is no longer at risk to harm himself/herself or others."

Therefore, any school employee who may have knowledge of a suicide threat or of a student at risk must take the proper steps to immediately report this information to the school administrator or his/her designee who will in turn notify the appropriate school officials and the students' parents.

**[Review full Seymour Public Schools policy 5141.5]**

## **TELEPHONE CALLS**

During the school day, children are **NOT** called to the phone except in case of emergency. Other calls will be received and messages delivered from the school office. Children must receive permission from their teachers or the office in order to use the phone for personal calls.

## **VISITORS**

Parents and other visitors are welcome to visit district schools. All visitors must first report to the main office. As part of the Seymour Public Schools Emergency Crisis Plan all visitors who come to our schools must among other things produce identification and state their reason for the visit to the school.

Visitors must sign in/out and state the reason for the visit. Visitors must wear an identification badge while in the building.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.