# Daniels Farm Parent/Student Handbook

The purpose of this Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a Trumbull Board of Education Policy and the provisions of this Handbook, the Board Policy most recently adopted by the Board will prevail. If Board policy changes related to students are enacted during the school year, the administration will communicate such changes immediately to students and their parents/guardians.

- **District Information**
  - Trumbull Public Schools
    Long Hill Administration Building
    6254 Main Street
    Trumbull, CT 06611
  - www.trumbullps.org (School calendar, Policy information, Forms, etc.)
  - All Trumbull Public Schools policies approved by the Board of Education are maintained on the TPS District website at www.trumbullps.org. Please refer to the end of this booklet for policy information which must be included in our handbook.

- **DFS Mission Statement**

Our mission, as the Daniels Farm School Community, is to cultivate students as lifelong learners, capable of drawing upon personal and external resources to become productive, contributing community members and responsible world citizens. The success of our mission depends on the interaction and communication among all members of the school community -- DFS staff, teachers, students, parents and members of the community at large. Individual excellence is our highest priority.

We will promote a cooperative effort among students, educators and parents, whereby we encourage one another to realize our full capabilities as whole persons. As parents and teachers, we all maintain a strong sense of self-determination and direction. By so doing, we will model attitudes and behaviors that encourage children to work toward becoming self-actualized persons, who can live life as a leaning and growing experience, and who can inspire those around them to do the same.

We view our school as a safe, nurturing environment where children are encouraged to develop strengths, and learn to value themselves in the process. We recognize the rapid pace of change and new knowledge, and realize that we cannot anticipate everything needed in the future. For this reason, our students are prepared and encouraged to be self-directed learners. To accomplish this together, we will:

- Build basic skills in reading, math, writing, technology, physical fitness, social studies, science and the arts, and ensure that class time is devoted to meeting the requirements of each subject's curriculum.
- Help each student to develop as a critical thinker, able to solve problems and integrate disciplines.
- Provide opportunities for each student to set goals, access and apply knowledge, work collaboratively, investigate, experiment, explore, evaluate and set new goals.
- Help students to access, organize and process information through the use of technology.
- Carefully evaluate our established approaches to learning, and determine their effectiveness. At the same time, we will evaluate alternative approaches, requiring evidence that these approaches would result in the increased effectiveness if implemented.
- Foster open communication among all school community members. Encourage one another to participate in the school in support of our mission.

Rev. 8/02 Adopted by Staff: 6/96, Adopted by PTA: 1/97

- **Events**

**Back-to-School Night ~** Daniels Farm School provides families with grade-level based evenings (September) to meet the teachers and become informed about the basic curriculum.

**Conferences ~** Parent/Teacher conferences (November and March) give families a scheduled conference appointment to meet individually with the classroom teachers to discuss student progress.

**Celebration of the Arts ~** The school staff and PTA work together to create an entire day devoted to the arts including music, dancing, painting, decoupage, stenciling and cartooning to name a few. Many local professionals, creative parents and special friends of DFS participate in this extraordinary day.

**Dolphin Fun Fair ~** The most popular event the PTA sponsors is the Dolphin Fun Fair. It is held rain or shine (June) and provides four hours of games, music, food and fun for the entire family.

**Egg Drop ~** The annual "Egg Drop" (June) is a school favorite! With parent helpers each homeroom designs and creates packaging for a raw egg. This package, with its' egg held safely inside, is dropped from a fire truck bucket in the school's parking lot. Whose egg will survive?

**Field Day ~** Field Day (May) finds our DFS students engaged in a 2-hour block of outdoor activities that are fun for all.

**Halloween Extravaganza ~** One of the most popular PTA-sponsored events, the Halloween Extravaganza is an evening event where families and students can get together for a night of hauntingly good fun. This is a costume party with a DJ and many spooky games and surprises.

**Kids Heart Challenge ~** This activity (May) is for students in all grades. Students are organized in homeroom-based teams and, through pledges, earn money to be donated to the American Heart Association. DFS has been recognized as a Top Fundraiser by the American Heart Association not only in Connecticut, but in the Northeast Region as well.

**Open House ~** Open house (October) is an opportunity for parents and guardians to visit our classrooms. Specific dates and times are sent home in mid-September.

**Plant Sale ~** Every May, just in time for Mother's Day, the PTA holds a plant sale with all kinds of hanging and bedding plants for sale at discounted rates.

**Snowflake Shop ~** The holiday boutique gives our young shoppers an opportunity to purchase gifts for family members and friends at affordable prices. This event is held in early December.

**Variety Show ~** Our annual Variety Show (April) gives students an opportunity to share their many talents with the entire DFS community. This evening show features various brief acts by students. Preparation usually begins in January.

- **Health Services and Guidelines**

### Healthcare

Our nurse, Marie Ely, A.P.R.N., is here on a daily basis. The nurse is responsible for performing the following to ensure the health of our students:

- Administration of first aid in emergency situations
- Enforcement of communicable disease control measures
- Vision and hearing screening, performed yearly
- Color deficiency screening, in kindergarten
- Scoliosis screening (in fifth grade)
- Immediate care of the sick and injured
- Administration of medication only upon authorization of a physician

### Medication

In accordance with CT State Law medication may not be administered to any child without the written authorization of the child's parent(s) and the child's licensed healthcare provider. This applies to all prescription and over-the-counter medications. Appropriate forms are available from the school nurse or on the TPS website at https://www.trumbullps.org/general/health-forms.html. As a reminder, all medications, both prescription and over-the-counter must:

- Be delivered to school by a responsible adult
- Be accompanied by the appropriate medication forms (please have your child's healthcare provider **use the forms provided by the school system**, they were developed with teachers, as the end-users, in mind) which have been **completed and signed by your child's healthcare provider**
- Must be **signed by the child's parent or guardian**
- Medication must be in its **original container**
- Prescription medications must be accompanied by a **pharmacy label**
- Inhalers, Epinephrine devices, and Benadryl should have an expiration date which **will not expire before the end of the school year;** Elementary students may not carry or self-administer medication

**Immunization Requirements GRADES 1-5**

- **DTaP/Td:** At least 4 doses. The last dose must be given on or after 4th birthday
- Students who start the series at age 7 or older only need a total of 3 doses
- **Polio**: At least 3 doses. The last dose must be given on or after 4th birthday
- **MMR**: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
- **Hep B**: 3 doses, last dose on or after 24 weeks of age
- **Varicella**: 2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease
- **Hepatitis A:** 2 doses given six calendar months apart, 1st dose on or after 1st birthday

## Mandatory Health Assessments

A health assessment/physical is mandated by Trumbull BOE policy and the State of CT for every student:

- upon school entry **and** 3rd grade

## Guidelines

The following are suggested guidelines for the protection of the health of your child as well as all other children in school:

- If your child is ill during the night or complains of stomach pain, nausea, vomiting or headaches in the morning, please DO NOT send him/her to school to see the nurse. Please keep your child home. If you wish to discuss his/her health with the nurse, you may telephone her at (203) 452-4389.
- A student with fever should remain at home at least 24 hours after the temperature has returned to normal, without the use of medications (Tylenol, Advil, etc.). The school nurse (or in her absence, the principal or lead teacher) may administer medication to a student ONLY with the written authorization of the child's health care provider and the written permission of the child's parent/guardian. Under no circumstances will exceptions be made.
- If you expect your child to be absent from school for 3 or more days, please notify the school nurse by phone or send in a note stating the cause. A doctor's note is required for absences greater than 3 consecutive days.
- Injuries that occur at home cannot be taken care of by the school nurse.
- Communicable diseases and instructions may be found on the DFS and district websites.

- **PTA Membership**

We encourage all parents and teachers to join the DFS PTA. Memberships are sold online and during Back-to-School night in September. By becoming a member of the Daniels Farm School PTA, you will help promote the PTA objectives of your local, state and national Parent-Teacher-Association.

### The Mission of the National PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement, in the public schools of this nation

### The Purpose of the National PTA

- To promote the welfare of the children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

- **School Hours and Phone Numbers**

**School telephone numbers:**

Main Office ~ (203) 452-4388
Fax Number ~ (203) 452-4387
School Nurse ~ (203) 452-4389
Absentee Line ~ (203) 452-4392

**School Hours:**

Regular Day ~ 8:35 a.m. - 3:20 p.m.

Early Dismissal ~ 8:35 a.m. - 1:00 p.m.
Delayed Opening (1½ hours) ~ 10:05 a.m. - 3:20 p.m.
Delayed Opening ( 2 hours) ~ 10:35 a.m. – 3:20 p.m.
Delayed Opening (2½ hours) ~ 11:05 a.m. - 3:20 p.m.

- **School Rules, Regulations and Procedures**

**Absentee Call-In Policy:**

- Parent(s) are required to call the school at (203) 452-4392 to report their child's absence(s), or input the absence via the Parent Portal on Infinite Campus. If you email your student's teacher with absence information, you must still call the absence line or utilize the Parent Portal.
- When calling, please leave the child's name, day(s) of absences, and the reason for missing school (any illness contained in the current school health guidelines or personal reasons for absence, the school nurse and/or office staff should be contacted directly).
- Upon the 5th, 9th and 10th school absences, families will be notified by letter. While many school absences are appropriate and unavoidable (due to health reasons), we want families to be aware of a student's attendance record. Both absences and tardiness are also posted, by marking period, on student report cards.

**Alternate Safe Destination:** On days of emergency early dismissal, it may happen that parent(s) are not at home when the child arrives from school. In anticipation of this possibility, parent(s) are advised to explain to the children exactly what they are to do. Usually parent(s) make prior arrangements with a neighbor/friend living close by to expect the child and care for him/her until parent(s) return. Planning now can help avoid a problem later. All families are required to complete a form informing the school of family plans for alternate safe destinations.

**Birthdays:** We realize that birthdays are an exciting time for our students. If families wish to provide birthday treats or trinkets (pencils, stickers, for example), an adult must plan with the teacher in advance. Children may share birthday treats/trinkets only within their classrooms and, if they desire, with one other teacher/staff in the building. The teacher will help the family determine the appropriate time to bring in items. **Food items are not allowed**. Also, we will not distribute birthday or other party invitations in school unless the entire class is invited! Similarly, we ask that students not bring in gifts to distribute to some students in a class and not others. This way we can help protect the feelings of our children.

**Car Pool/Car Pick-Up:** Some parent(s) prefer to pick up their children frequently. To minimize parking and traffic problems, DFS has developed a car pool plan, as follows:

- All Students are assigned an individual car pool number which will remain the same for the duration of your time at DFS. Once in line for pick-up, please enter your student's car pool number using this online link: https://forms.gle/CDjvEC31yvPabfgL6. Please do not enter your number until you are in the car line on Daniels Farm Road or there will be too many students in the waiting area. Please bookmark the link for easy access.
- Please pull up all the way to the **blue sign** at the top of the circle.
- When exiting the car pool circle, please turn **right** only. Left turns are extremely dangerous due to blind spots created by the line of traffic and rate of speed of oncoming cars.
- Cars must **stay in line** and only pass if directed by DFS staff.
- Morning drop-off begins at 8:20 a.m. and ends at 8:35 a.m. Students may not exit their vehicle until 8:20 a.m. Staff is on duty at 8:20 a.m. each morning with no supervision prior to this time. Allowing your child out of the vehicle early places them in a potentially dangerous situation.
- Afternoon pick-up begins at 3:15 p.m. and ends at 3:35 p.m. **Students in kindergarten, 1st and 2nd grade should be picked-up from 3:15 p.m. to 3:25 p.m. Students in 3rd, 4th and 5th grade should be picked-up from 3:25 p.m. to 3:35 p.m.** After 3:35 p.m. any remaining students are brought to the front office.
- All students must enter and exit on the **passenger's side of the car**.
- Students should be able to exit the vehicle during A.M. carpool drop off **without parental help**. This allows for a smooth flow of traffic enabling students to be in class on time.
- Parents choosing to walk their children to car pool may enter the area from the front or rear of the property. You may not walk though the bus area. You may not park in the staff lot and walk your child to carpool to avoid waiting in line.

*Please note: The car pool driveway is not a parking area. There is to be no parking in the car pool driveway. It is NOT necessary to have a carpool number to drop off children in the morning, beginning at 8:20 a.m. There is a car pool teacher on duty.

**Communications:** We recognize that there will be questions and possibly some problems from time to time. We urge you to contact the school/teacher when such problems arise. Our experience shows clearly that the most expedient and satisfactory solutions are achieved by direct contact between the parent(s) and the teacher. If you are puzzled, worried, or concerned about some aspect of our school program or policy, or about your child's school experience, please notify the teacher. In the vast majority of cases, the parent(s) and teacher will achieve mutually satisfying solutions. If necessary, the principal will be happy to assist. However, the chain of communication starts with the teacher: Teacher→Principal→Superintendent→ Board of Education.

**Child Find:** Many children are born with or develop conditions which may interfere with their growth and educational experience. Fortunately, many of these conditions can be helped if parents/guardians recognize the problem early enough and seek assistance. If you are concerned about your preschool child's development or suspect that your child may be experiencing a problem with speech, hearing, language, vision, movement, behavior, socialization, or learning, contact Trumbull Public Schools Pupil Services Department at (203) 452-4352. Assistant is available to you. If your concern centers on your school-aged child, please speak to your child's teacher first. The school psychologist, social worker, nurse, and principal are also available to you.

**Delayed Openings/Early Dismissals Due to Weather:** In the event that the Trumbull schools have a delayed morning opening due to inclement weather, the delay times will be either 90 minutes, 2 hours or 2 ½ hours. There may be instances where school can continue until the regular dismissal time, but scheduled after-school activities are canceled due to weather. If there is any question in a parent's mind, he/she should listen to local radio stations. Emergency changes will be broadcast on local radio stations WICC (600 AM), WEZN (99.9FM), and WEBE (107.9FM) and on local television channels. Families may enroll for email notification of delays/dismissals/cancellations at www.ctweather.com or check the Trumbull Public School's website at www.trumbullps.org. We do not call parents/guardians to notify of early dismissals.

**DFS Home-School Communication:** The Daniels Farm School website (www.trumbullps.org/df) together with regular "eBlasts" and enrollment on the *Infinite Campus* student database will be the chief means of communication between DFS and the home. Families should check the website regularly for school, PTA and other information and schedules. Flyers will also be sent home with students and parent(s) should check backpacks daily.

**Early Dismissal:** Occasionally parent(s) must pick up a child prior to dismissal time. Parent(s) who wish to do this must send a dated note to the homeroom teacher advising the school of the time the child is to be dismissed and the reason for the dismissal. If the need for an early dismissal cannot be anticipated, please call the school office so the proper arrangements can be made. When the parent(s) arrive for pick up, please come to the main office to be identified, to meet the child, and to sign the child out of the building. The child will be summoned to the office via intercom. Requests for early dismissal should be kept to a minimum, as they are disruptive to both the individual child and to his/her class.

**Forgotten Items and Returns to School:** There may be times when your child forgets something important at school and you choose to return later in the afternoon or early evening to retrieve the item. Please help your child organize him/herself to keep these returns to an absolute minimum. In the instance when a return to school is unavoidable, a parent/guardian must accompany the child back into the building. We have directed our custodians to send children back to cars if the children are unaccompanied.

**Gifts to School Employees:** Please be aware of the Trumbull Board of Education policy regarding gifts to school employees. Students and their parent(s) shall be discouraged from the routine presentation of gifts to school employees on occasions such as Christmas. The Board shall consider as always welcome, and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation. The provisions herein shall not be interpreted as intended to discourage acts of generosity in unusual situations. (Adopted 1/20/65)

**Late Arrivals:** Unfortunately, there are times when children are late (after 8:35 a.m.) to school. Should this happen, the parent will accompany the child to the office where he/she is signed into the building. Tardy arrivals are an interruption both to the child's daily academic schedule and to the rest of the children in the class. When children are tardy more than three times in one marking period, the parent(s) and the child will be contacted in writing by the principal. Tardy arrivals are noted on children's permanent records.

**Legal Day/Shortened Day:** During the course of the year, legal (or shortened) days are used for early dismissal for certain holidays, conferences, and staff professional development. These days are designated on the district calendar. Dismissal time for these days is 1:00 p.m.

**Lost and Found: Please** label hats, gloves, boots, eyeglasses, purses, sneakers, notebooks and all other articles of clothing so that lost items can be returned. Every year numerous items are donated to charitable causes due to lack of identification. Lost and found barrels are kept by the cafeteria and in the gym hallway.

**Lunch/Milk Service:** A nutritious hot lunch is available to students on every school day. Menus may be found on the Trumbull Public Schools website (www.trumbullps.org). Students may bring cash, or they may utilize the lunch debit card system. Please visit the Food Services location on the Trumbull Public Schools website or call (203) 452-4500 for complete information.

**Nutrition:** The Trumbull Public Schools recognize our role in helping children develop responsible, healthy food habits. Trumbull Public Schools has a specific policy addressing nutrition in our schools. It can be found on the TPS website (www.trumbullps.org). We encourage all families to help children learn to make healthy food choices. Children should NOT bring soda or candy to school for either lunch or snack. Sweets should also be avoided.

**Parking:** Parking is always a challenge at DFS. There is one large lot in the front of the building and limited parking in a second lot behind the cafeteria. Drivers should use the one-way driveway through the parking lot in front of the main building and drive around to the back. Drivers may also park on the grass area beyond the rear parking lot. Cars must never be parked in the front of the school along any of the yellow curbing. This area must be left open for buses and/or emergency vehicles at all times. Improper parking is unlawful; parking laws are enforced by the Trumbull Police Department. Please note the "One Way" signs for entering and exiting the parking area. The lower driveway is reserved strictly for buses between the hours of 8:10 a.m.-8:45 a.m. and 3:00 p.m.-3:40 p.m. This is important. Please note that any driver using the area and passing buses that are displaying red blinking lights is subject to $450.00 fine.

**Picking Children Up at School**

- Occasionally parent(s) must pick up a child prior to dismissal time. Parent(s) who wish to do this must send a dated note to the homeroom teacher advising the school of the time the child is to be dismissed and the reason for the dismissal. If the need for an early dismissal cannot be anticipated, please call the school office so the proper arrangements can be made.
- When the parent(s) arrive for pick up, please come to the main office to be identified, to meet the child, and to sign the child out of the building. The child will be summoned to the office via intercom.
- Requests for early dismissal should be kept to a minimum, as they are disruptive to both the individual child and to his/her class.

For picking up children at dismissal time, please be advised that we begin calling children for car pool and buses at approximately 3:15 p.m. until 3:35 pm., and do not let parents into the building during those times. Unless we have a dated note from the parent(s) or have received your phone call, the child will be sent home via his/her usual manner. If someone other than the parent(s) is to pick up a child, we require advance written notice from the parent(s), granting permission for this person to pick up the child. Please send these dated notes to the homeroom teacher. No child will be dismissed to anyone other than his/her parent/guardian without such a note. We never dismiss a child to the care of anyone unknown to us or who cannot provide proper identification.

**School Bus Accidents (Procedure):** A school bus accident is any incident, no matter how minor, involving a school bus while students are onboard. In every instance, the driver is instructed to follow a procedure. The driver is to immediately stop and secure the vehicle. He/she must check passengers for any injuries and visually check the passengers in other vehicle(s). The driver must then contact dispatch with the exact location of the accident and report if there are any known or suspected injuries to passengers of the bus or other vehicle(s). The driver is to maintain calm, reassure students, and keep them in the seats where they were sitting at the time of the accident. Unless there is a risk of fire or other hazardous conditions that warrant evacuation, no one is allowed to exit the bus. As soon as possible, the driver should begin to confirm name, address, phone number, and where the student was sitting at the time of the accident. If a parent/teacher/chaperone is present, they may check on the status of the children but they may not remove students from the bus until authorized to do so by the police.

The dispatcher calls and relays information to the Police Department, E.M.S (if necessary), bus company Safety Supervisor/Manager, and Board of Education Transportation Department. An individual or representative from each will arrive at the scene, after which the Transportation Department will notify the building principal as soon as possible. As necessary, parents then will be contacted via school administrators to be advised of the accident. Information will also be conveyed from the Transportation Department. Note: Since the police are called to the scene of every bus accident, significant delays could evolve. When bus accidents occur on the way home from school, many parents arrive at the scene and want to take their child(ren) off the bus. Students may be released to parents only (no neighbors, etc.) only after the police have arrived and names and addresses of all students have been documented.

**School Buses and Transportation Issues:** Every Trumbull child will be assigned to a specific bus and stop; we ask that all students ride our buses. Children may ride only the bus to which they are assigned. Occasionally, children request permission to ride home on another bus to play with a friend, attend a birthday party, etc. These requests cannot be

granted since some buses are filled to capacity and cannot accommodate additional students. Additionally, it becomes extremely difficult to meet our responsibilities for accountability and safety if children are allowed to make such bus changes. If, for some very important reason (parent(s) out of town, ill, etc.) a parent/guardian wishes a child to temporarily ride a different bus, please email the Transportation Department's office before noon on the day of requested change, copying the school, to request special approval. Bus drivers are instructed not to admit unassigned students to their buses without the Transportation Department's approval in advance. If the request is for the same bus but a different stop, an email to transportation by noon the same day will be honored. Children who miss their bus at dismissal will be sent to the office for a call to their parent(s) to arrange for transportation. We never dismiss a child to the care of anyone unknown to us or who cannot provide proper identification. All late dismissals are done through the office only.

If anyone other than a parent (babysitter, grandparent) will occasionally pick up a kindergarten student from the bus stop, a note should be sent to the main office, and the Director of Transportation (Deena Robushi - drobushi@trumbullps.org) must be notified, via email, of that person's name, your student's name and bus number. Please be sure to have an ID ready for the bus driver!

All requests for bus stop changes and/or complaints regarding bus transportation must be made in writing. Transportation Action Report forms, which can be used to address bus stop issues or any other transportation concerns may be downloaded from the T.P.S. website (www.trumbullps.org). A request or complaint submitted in writing will be acknowledged within 48 hours of receipt and emergencies will be handled immediately. However, it may take up to several weeks before some problems can be solved and solutions implemented.

**School Psychologist and Social Worker:** Each Daniels Farm School family has both a school psychologist and social worker available to assist children and families in matters pertaining to children's success in school and other family issues. Confidentiality is always respected. Any family wishing to speak to either Mrs. Kristina Forsythe (school psychologist) or Mrs. Laura Katz (school social worker), should call the school office at (203) 452-4388.

**School Sign-In:** Any and all visitors to DFS are required to present a driver's license or other photo ID, sign in at the office and to wear a visitor's badge. A security system with door bell is in place at the front door. Please help us by consistently following this rule.

**Student Arrivals at School:** School doors open for students at 8:20 a.m.; students will report directly to their homerooms at this time. Children who are driven to school should not arrive before 8:20 a.m. unless prior arrangements have been made with the office. In any instance when a child is granted permission to arrive early, that child must wait in the front lobby until he/she is dismissed to homeroom at 8:20 a.m.

**Student Dress Code** (ref: TPS Board of Education Policy JGB)

The following regulations are not intended to be all-inclusive, but shall apply as basic standards:

1. Caps, hats and bandanas will not be worn in school except for religious and medical reasons.
2. Footwear is required, must be age appropriate and safe for indoor and outdoor activity.
3. Shirts and tops must completely cover the midriff and lower back when sitting or standing. Clothing should also provide appropriate coverage at the neckline. No tank tops, halter tops, spaghetti straps, muscle shirts or see-through clothing shall be worn in school.
4. Outerwear (coats, jackets and windbreakers) shall not be worn in the classroom during the day.
5. Shorts, skirts, dresses and other clothing must completely cover the mid-thigh.
6. No clothing or accessories shall be allowed that promotes the use of alcoholic beverages, tobacco and/or controlled substances; displays racial, ethnic and/or gender slurs/symbols; depicts violence, profanity, gang involvement or is of a sexual nature; or is otherwise of a disruptive nature.
7. Undergarments shall not be visible at any time.
8. Prohibited items include: a) any attire and/or accessory that may present a safety hazard to the student, other students or the staff; b) sleepwear; and c) sun-glasses except for medical reasons.

**Student Possession of Electronic Toys, Music Devices, Etc.:** The Daniels Farm School staff would prefer that students learn to communicate and play with each other rather than engage in solitary electronic play. Students may not use electronic devices during school time, including lunch and recess. This includes cell phones and cameras. If a parent(s) does not want his/her child to bring such devices to school, it is his/her responsibility to communicate this to his/her child. The school cannot be responsible if a child loses such a device.

**Student Possession and Personal Use of Electronic Devices and Protocol for the Use of Technology:** It is the policy of the Trumbull Board of Education to ensure that the use of electronic devices does not interfere with the learning process or environment. The Board of Education realizes that technology can be beneficial to the education process when used in

an appropriate manner. As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To prepare students as 21st century thinkers and learners, students are encouraged to bring their own technology to school. Students, with teacher approval, will be permitted to access the Trumbull Public Schools' wireless network with their personal devices during the school day for educational application and collaboration. Students using portable electronic technology must adhere to all Board policies. The use of these devices, as with any personally owned device, is strictly up to the discretion of school staff. Electronic devices include those that have the ability to send and/or receive information. Such devices are prohibited when used in acts such as cheating, recording video or audio feed without consent, or any other actions that disrupt the school environment. Teachers will have authority of what devices can and cannot be used within their own classrooms. Any use of laser pointer is prohibited during school or while participating in school related activities. Any instance of using electronic devices to impede the educational process or to cheat will be met with the same disciplinary actions that other instances of insubordination or cheating would merit. Adopted: 8/6/13, Page 1 of 5 TRUMBULL PUBLIC SCHOOLS, BOARD OF EDUCATION POLICY MANUEL SECTION: **6000** CATEGORY: **Instruction** POLICY CODE: **6141.328 Student Possession of Electronic Devices/Protocols**

**Suspected Child Abuse/Neglect, Sexual Harassment, Suicide Prevention:** Federal, State, and Board of Education child protection mandates and policies, in the areas of suspected child abuse/neglect, sexual harassment, suicide prevention/intervention, and truancy, require written reports. These reports are completed by school staff and filed in a confidential file, located in locked cabinets at the child's school and at the Central Administration Building, Office of Pupil Services. These reports document the incident and the interventions by staff to assist the child. Except for the Suspected Child Abuse/Neglect report, which is forwarded to the Department of Children and Families, no other report is released from the confidential files without written parent permission. The student will wait in the office until the parent(s) or designee arrives to sign the child out.

**Trumbull Board of Education Policies:** All Trumbull Public Schools operate in accordance with Board of Education policy; these policies may be found on the Trumbull Public Schools website. We encourage parents/guardians to reference these policies throughout the school year, particularly when there is a question. Below please find several policies which are required to be included (some in their entirety) within this handbook.

**Vacation During School Sessions**

- The Trumbull BOE firmly believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity. Regular school attendance, the keystone for potential achievement for each student, is both encouraged and mandated. Excessive absences inhibit both successful learning and the ability to complete course requirements.
- The Board of Education strongly believes that family vacations should not take place when school is in session. Should such a vacation occur during school time, such vacation will be deemed an unexcused absence on the part of the child.
- Following an absence for a vacation, students will be allowed reasonable time as determined by the teacher to make up those assignments prescribed by the teacher. It is important to note that teachers are not required to provide tutoring for such make-up work, nor will they provide work to be completed over the vacation period. If special help or tutoring is needed as a result of this elective absence, any cost incurred is the responsibility of the parents, not the school system.
- Although students are not directly penalized for such absences, an excessive number of such absences, in conjunction with other excused or unexcused absences, can have a cumulative effect that could result in a student's inability to meet necessary course requirements.

**Volunteers:** The Trumbull Board of Education recognizes that volunteers can make many valuable contributions to our schools. The BOE encourages the use of volunteers to: (1) enhance students' learning achievement, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. While we value this contribution, we must also protect the safety and welfare of our pupils and employees. To this end, the Principal of each school shall administer volunteers in accordance with regulations established by the Superintendent of Schools. On an ongoing basis, Principals shall submit a list of all volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, assistance at athletic events, field days, etc.) to the Superintendent of Schools. The Superintendent shall establish procedures for securing and screening volunteers. Screening includes, but is not limited to, preventing volunteer participation of a "sex offender" as defined by Public Act 98-111.

All volunteers are required to fill out and sign the School Volunteer Security Check form for the purpose of submitting to a background check. Volunteers are encouraged to fill out the form online (preferred method) on the T.P.S. website (www.trumbullps.org). These forms are also available at the Trumbull Board of Education Human Resources Office. If there are any questions raised from the background check, the matter will be referred to the Superintendent and/or his/her designee for review. Principals and applicants will be notified of the security check results to ensure that only those approved can begin participating as a volunteer.

**3524.30/Exposure Control Plan Guidelines for Students**: The Trumbull Board of Education intends to limit or eliminate student exposure to communicable infectious diseases caused by blood borne pathogens. No student should be permitted to come in contact with the blood and/or body fluids of another student and/or school personnel. 1. No student should be asked to escort another student to the nurse's office when he/she may be at risk of contact with the blood and/or body fluids of the affected student. 2. No student should be asked to participate in the clean-up of spilled body fluids. 3. Instruction concerning and reinforcement of this policy should be given to students K-12 by school personnel, i.e.: a. Classroom teacher b. P.E./Health Teacher c. School Nurse d. Coaches (Interscholastic/Intramural) e. Student Trainer/Manager 4. Notification shall be made to the parent/guardian of a student believed to have come in contact with any blood and/or body fluids of another individual, and a recommendation shall be made that said student consult his/her physician. 5. It is required that the above, Guidelines for Students, be included in the Student/Parent Handbook at each school.

**5145.5/Sexual Harassment of Students:** Sexual Harassment of Students Policy Statement: Sexual harassment will not be tolerated among students of the Trumbull Public Schools, and any form of sexual harassment is forbidden, whether by students, supervisory or nonsupervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public. Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: 1. insulting or degrading sexual remarks or conduct; 2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student; 3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures. The Board of Education encourages victims of sexual harassment to report such claims promptly to the appropriate building principal or to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools. Complaints shall be investigated promptly and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good-faith charges of sexual harassment. The District shall provide, for administrators and other staff, professional development related to sexual harassment, and annually shall distribute this policy to all staff and students. Adopted: 6/15/1993 Revised: 9/7/1993, 1/13/1998, 5/23/2017 References • Titles VI and VII of the Civil Rights Act of 1964 • Title IX of the Education Amendments of 1972 • United States Department of Education Office of Civil Rights • Connecticut General Statutes § 46a-60 • Trumbull Board of Education Policy Code 0521: Non-Discrimination • Trumbull Board of Education Policy Code 4118.112: Sexual Harassment SECTION: 5000 CATEGORY: Students POLICY CODE: 5145.5/Sexual Harassment of Students TRUMBULL PUBLIC SCHOOLS BOARD OF EDUCATION POLICY MANUAL 5145.5/Sexual Harassment of Students 2 • Trumbull Board of Education Policy 5131: Student Standard of Conduct • Trumbull Board of Education Policy Code 6121: Non-Discrimination in Instruction/ Classroom • Trumbull Board of Education Policy Code 6161.1: Selection of Instructional Material

**5145.5/Sexual Harassment of Students 3**: Regulations 1. If a student believes that he/she is being or has been sexually harassed, the student is encouraged to immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, and/or highly inappropriate. 2. As soon as a student believes that he/she has been subjected to sexual harassment, he/she should make a written complaint to the building principal. If the building principal is the subject of the complaint, the student should make the complaint to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools. 3. The complaint should state the: (a) Name of the complainant; (b) Date of the complaint; (c) Date of the alleged harassment; (d) Name or names of the alleged harasser or harassers; (e) Location where such alleged harassment occurred; and (f) Details of the circumstances constituting the alleged harassment. 4. When given by a student a written complaint of sexual harassment, the building principal shall provide that student a copy of this policy and its regulations and make the student aware of his/her rights. 5. When given by a student an oral complaint of sexual harassment, any staff member shall provide that student a copy of this policy and its regulations, make the student aware of his/her rights, and request that the student make a written complaint as outlined above. 6. If possible, within five (5) working days of receipt of the complaint, the building principal shall commence an effective, thorough, objective, and complete investigation. The investigator shall consult with individuals reasonably believed to have relevant information, including the student and the alleged harasser(s), any witnesses to

the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about any party. The investigation shall be conducted discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser(s) will be protected. 7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser(s), and, as appropriate, to others directly concerned. The building principal shall also provide a copy of the written report to the Superintendent of Schools and his/her designee, the Assistant Superintendent of Schools. 8. If the student complainant is dissatisfied with the results of an investigation, he/she may file a written appeal to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools, who shall review the investigator's written report, the information collected by the investigator, and the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent or his/her designee, the Assistant Superintendent of Schools, may conduct an independent investigation, including interviewing the complainant and alleged 5145.5/Sexual Harassment of Students 4 harasser(s) and any witnesses with relevant information. After completing this review, the Superintendent or his/her designee, the Assistant Superintendent of Schools, shall respond as soon as possible in writing to the complainant. If, after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the District shall take reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to findings of harassment may include reassignment, transfer, and/or disciplinary action, or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.

**5131/Student Standard of Conduct:** This policy provides only a summary of the rules governing student disciplinary procedures used in the Trumbull Public Schools, and is based upon the policies of the Trumbull Board of Education. The Code of Conduct Disciplinary Chart provides a clear, concise description of student offenses, penalties, and procedures for handling disciplinary problems. However, it is virtually impossible to anticipate every type of infraction. Therefore, the Administration reserves the right to address any other infractions not specified in this chart. All disciplinary actions need to reflect the Administration's ability to use best practices and professional judgment under the recognized disciplinary administrative due process guidelines. A copy of the policies of the Trumbull Board of Education, including this policy, can be viewed at the office of the Superintendent of Schools, in the main office at each school and online at www.trumbullps.org. Students are held responsible for their actions and for compliance with both this policy and the policies of the Trumbull Board of Education.

In the Trumbull Public Schools, the following chart shall be used in determining the appropriate disciplinary consequence for a given violation of Board policy. Parents/guardians, staff, and students are hereby notified that the appropriate consequence will be determined on a case-by-case basis, and that, depending on the situation, the severity of the offense, the student's level of involvement, the student's prior record for discipline, academics, and attendance, and the level of cooperation exhibited by the student at the time of the investigation, the consequence may vary within these guidelines. The Administration and the Trumbull Board of Education reserve the right to impose disciplinary consequences up to and including expulsion, depending on the severity of the offense.

Repeat infractions or a course of conduct in any of the categories will result in more severe disciplinary action, including possible expulsion, which may include referral to school and community resources. Where appropriate, guidance counselors or other support staff will be actively involved in all cases. Chronic or particular offenses, in conjunction with administrative review of the student's record, may cause a student to be referred to the Early Intervention Team, PPT/IEP Team. §504 Team, or a Student Assistance Team (SAT) for review of the student's need for additional types of assistance and in extreme cases be recommended for expulsion from school.

**SALE/DISTRIBUTION OF DRUGS/WEAPONS POSSESSION:** Students and parents/guardians are hereby notified that, pursuant to State law, students who offer a controlled substance for sale or distribution either on or off school grounds, students who are found in possession of a firearm, deadly weapon, or dangerous instrument on school grounds or at a school-sponsored activity, and students who are found to have used a weapon in the commission of a crime either on or off school grounds must be brought before an impartial hearing officer or an impartial hearing board, as provided by State Statute, for an expulsion hearing. If the student is found to have committed one of these offenses, the student will be expelled from school for one full calendar year; an impartial hearing officer or impartial hearing board may modify the period of expulsion on a case-by-case basis. In addition, it is the policy and practice of the Trumbull Public Schools for the Administration to recommend the immediate expulsion of any student in grades three to twelve, inclusive, found in possession of and/or using a controlled substance on school grounds or at a school-sponsored activity, including transportation.

**SECTION I - RESPECT FOR ORDERLY TEACHING/LEARNING ENVIRONMENT**

| EXAMPLES OF CONDUCT REQUIRING DISCIPLINE | DISCIPLINE OPTIONS | |
|---|---|---|
| Attire Inconsistent with Teaching/Learning Environment (Student Dress: Policy Code 5132) | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Change of attire<br>• Refer to counselor or support staff | • Detention<br>• Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Bringing Unauthorized Visitors to School | • Teacher intervention<br>• Administrative/Security notification<br>• Visitor must leave<br>• Student is given a warning<br>• Parent/guardian notification | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Cafeteria Misbehavior | • Teacher/Security/Administrator intervention<br>• Change seat location<br>• Removal from lunch room<br>• Detention<br>• Parent/guardian notification | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension and loss of cafeteria privileges for one week |
| Cutting Class | • Teacher intervention<br>• Administrative notification<br>• Refer to counselor or support staff<br>• Detention<br>• Parent/guardian notification | • Saturday Morning Detention (HS only)<br>• Consider alternate placement<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Disruption of the Educational Process | • Teacher intervention<br>• Security intervention<br>• Parent/guardian Notification<br>• Administrative notification<br>• Detention<br>• Refer to counselor or support staff<br>• Consider alternate setting | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Failure to Serve Detention | • Teacher intervention<br>• Multiple Detentions<br>• Administrative notification<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Failure to Serve In-School Suspension | • Teacher intervention<br>• Parent/guardian notification | • 1-10 day out-of-school suspension |
| Gambling | • Teacher intervention<br>• Security notification<br>• Parent/guardian notification<br>• Administrative notification<br>• Refer to counselor or support staff | • Written/verbal warning<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Possible Police referral |
| Inappropriate Physical Contact | • Teacher intervention<br>• Security intervention<br>• Parent/guardian Notification<br>• Administrative notification<br>• Refer to counselor or support staff<br>• Consider alternate setting | • Detention<br>• Saturday Morning Detention (HS only)<br>• 1-10 day out-of-school suspension<br>• Expulsion possible |
| Leaving School without Permission | • Teacher intervention<br>• Administrative notification<br>• Security notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Possible Police Referral |
| Loitering/No Hallway Pass | • Teacher intervention<br>• Administrative/Security notification<br>• 1 detention<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Possession of and Use of Electronic Devices (Policy Code 6141.328) | • Teacher intervention<br>• Confiscation (to be returned to parent)<br>• Parent/guardian Notification | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension for repeated offenses |
| Tardiness to Class/Homeroom (Attendance Grades K-8: Policy Code 5113.1; High School Attendance/Loss of Credit: Policy Code 5113) | • Teacher intervention<br>• Parent/guardian notification<br>• Administrative notification<br>• Detention | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• Potential loss of course credit |

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| Tardiness to School<br>(Attendance Grades K-8: Policy Code 5113.1;<br>High School Attendance/Loss of Credit:<br>Policy Code 5113) | • Teacher intervention<br>• Verbal warning<br>• Administrative notification<br>• Parent/guardian notification /conference<br>• Refer to social worker<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Possible Juvenile Court referral<br>• Potential loss of course credit |
| Trespassing | • Teacher intervention<br>• Parent/guardian notification<br>• Administrative notification<br>• Security notification<br>• Request to leave | • Warning<br>• Written/verbal warning<br>• Possible Police referral<br>• Recommend arrest |
| Truancy from School<br>(Attendance Grades K-8: Policy Code 5113.1;<br>High School Attendance/Loss of Credit:<br>Policy Code 5113) | • Teacher intervention<br>• Parent/guardian notification<br>• Administrative conference<br>• Refer to social worker | • Referral to DCF<br>• Follow State Statutes<br>• Possible Juvenile Court referral<br>• Possible loss of course credit |

**SECTION II - SAFETY, FREEDOM FROM FEAR**

| EXAMPLES OF CONDUCT REQUIRING DISCIPLINE | DISCIPLINE OPTIONS | |
|---|---|---|
| Arson, False Alarm, Bomb Threat | • Administrative notification<br>• Police/Fire Marshal referral<br>• Refer to counselor or support staff | • Parent/guardian notification<br>• 10-day out-of-school suspension<br>• Expulsion possible<br>• Police/Fire report submitted |
| Assault, Hazing, Bullying<br>(Bullying and Teen Dating Violence Prevention and Intervention: Policy Code 5131.911;<br>Hazing: Policy Code 5131.91) | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Bus Misbehavior<br>(Student Conduct on School Buses:<br>Policy Code 5131.1) | • Teacher/Coach/Administrative intervention<br>• Verbal warning<br>• Written warning<br>• Assigned seat<br>• Detention<br>• Parent/guardian notification<br>• 1-5 day in-school suspension | • Suspension or revocation of bus privileges<br>• 1-10 day out-of-school suspension<br>• Consider expulsion from bus/school<br>• Possible Police referral |
| Fighting | • Teacher intervention<br>• Security notification<br>• Parent/guardian Notification<br>• Administrative notification<br>• Refer to counselor or support staff | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Gang Colors, Decoration, or Attire | • Teacher intervention<br>• Parent/guardian notification<br>• Administrative notification<br>• Security notification<br>• Student required to change inappropriate attire | • Refer to counselor or support staff<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Intimidation/Instigation | • Teacher intervention<br>• Administrative notification<br>• Security notification<br>• Parent/guardian notification /conference<br>• Refer to counselor or support staff | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Potential Police referral |
| Smoking/Tobacco Products and/or Possession of Lighters and Matches<br>(Student No Smoking and Tobacco Products Use: Policy Code 5116) | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Potential Police referral |
| Threats | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff<br>• Psychological evaluation, if deemed necessary | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Potential Police referral<br>• Expulsion possible |
| Using, Selling, Possessing, Distributing Controlled Substances: Alcohol, Drugs, or Paraphernalia | • Please see: Drug and Alcohol Use or Possession by Students, Policy Code 6164.11, for Summarization of Administrative Regulations | • Parent/guardian notification |

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| Weapon Possession and/or Facsimile or Replica (including fireworks) | • Administrative notification<br>• Police/Fire Marshal referral<br>• Refer to counselor or support staff | • Parent/guardian notification<br>• 10-day out-of-school suspension<br>• Expulsion possible |

**SECTION III - RESPECT AND COURTESY**

| EXAMPLES OF CONDUCT REQUIRING DISCIPLINE | DISCIPLINE OPTIONS | |
|---|---|---|
| Cheating/Lying/Plagiarism (Refer to Trumbull High School Academic Honesty Handbook) | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Possible grade reduction<br>• Saturday Morning Detention (HS only) | • Possible loss of credit<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible |
| Harassment | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Insubordination | • Teacher intervention<br>• Parent/guardian notification<br>• Refer to counselor or support staff<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible |
| Racial or Other Discriminatory Slurs | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Refusal to Identify Self When Asked | • Teacher intervention<br>• Parent/guardian notification<br>• Administrative/Security notification<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension |
| Sexual Harassment (Policy Code 5131.4) | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Detention (Elementary)<br>• Refer to counselor or support staff | • 1-10 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Potential Police referral<br>• Expulsion possible |
| Swearing; Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gestures, Attire, or Behavior | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian Notification<br>• Refer to counselor or support staff<br>• Student required to change inappropriate attire | • Saturday Morning Detention (HS only)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Verbal or Gestural Abuse toward Staff | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Refer to counselor or support staff | • 1-10 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible |

**SECTION IV - RESPECT FOR PERSONAL AND PUBLIC PROPERTY**

| EXAMPLES OF CONDUCT REQUIRING DISCIPLINE | DISCIPLINE OPTIONS | |
|---|---|---|
| Criminal Mischief/Graffiti | • Security notification<br>• Restitution required<br>• Parent/guardian notification<br>• 1-10 day in-school suspension | • 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Police report submitted |
| Littering | • Teacher intervention<br>• Administrative notification<br>• Security notification<br>• Parent/guardian notification<br>• Clean-up, removal<br>• Saturday Morning Detention (HS only) | • 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Possible Police referral |
| Tampering with School Records | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• 1-10 day out-of-school suspension | • Expulsion possible<br>• Possible Police referral |

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| Theft or Possession of Stolen Goods | • Teacher intervention<br>• Restitution required<br>• Administrative notification<br>• Security notification<br>• Parent/guardian notification<br>• Detention (Elementary) | • 1-10 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Throwing Objects | • Teacher intervention<br>• Administrative notification<br>• Parent/guardian notification<br>• Verbal warning<br>• Saturday Morning Detention (HS only) | • Detention (Elementary)<br>• 1-5 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Possible Police referral |
| Vandalism | • Teacher intervention<br>• Clean-up, restitution<br>• Administrative notification<br>• Parent/guardian notification | • 1-10 day in-school suspension<br>• 1-10 day out-of-school suspension<br>• Expulsion possible<br>• Potential Police referral |

**Additional Policy information:**

| Policy Code | Policy Title | |
|---|---|---|
| 3524.1 | Integrated Pest Management | Per TPS Policy 3524, parents/guardians may register for prior notice of pesticide application by submitting a request by first-class or electronic mail to the appropriate school principal. |
| 5131.6 | Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol | TPS Policy 5131.6 indicates the prohibition of the use and/or possession of all smoking products, tobacco products, drugs, and alcohol in all facilities operated by the Board of Education, on school grounds when school is in session or during any activity sponsored by the Board of Education, on transportation vehicles under the jurisdiction of the Board of Education, and during any school-sponsored activity. |
| 5131.91 | Hazing | TPS Policy 5131.91 details the prohibition of hazing that is in any degree related to the Trumbull Public Schools or to any of its activities. |
| 6161.1 | Selection of Instructional Material | Per TPS Policy 6161.1, "parents/guardians have the right to inspect any instructional materials, regardless of format, used as part of the educational curriculum." |