

# **Chaplin Elementary School**



**We Soar to Success!**

240 Palmer Road, Chaplin, CT 06235

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(860) 455-9593

## **Student / Parent Handbook 2016-2017**

INSERT DISTRIC CALENDAR





## **PREFACE**

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

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

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

## **BOARD OF EDUCATION**

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

Chairperson: Stacey Foster  
Vice-Chairperson: Will Hooper  
Justin Rondash, John Bolduc, Stephanie Harrington,  
Jamison Spalding, Jaclyn Clancy

## **VISION STATEMENT CHAPLIN ELEMENTARY SCHOOL**

At Chaplin School, we strive to cultivate a strong, collaborative school climate and culture that is focused on high academic development and achievement for all students. – High standards for curriculum implementation and student learning.

## **EQUAL OPPORTUNITY**

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

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

## Daily Time Schedule

### SCHOOL DAY

Being on time is very important for all students so they do not miss early directions for the day and do not disturb the class by coming in late.

**Arrival**- for students who ride with parents we ask that they do not arrive at school before 8:30 am. Your child's safety is our first priority and we are unable to provide them with adequate supervision prior to 8:30am. Should you wish to walk your child into the building you must say goodbye in the main foyer and allow your child to walk to class on their own,

Parents are not allowed to walk the children to class.

**Dismissal**-for students who are being picked up at regular dismissal time will be dismissed to a parent or designated adult in the main foyer. We ask that all parents wait outside or in the vestibule area until students are dismissed. All pick up students must be signed out by the adult identified by the parent or guardian prior to dismissal

**In consideration to staff / students, PARENTS MUST make every effort to inform school staff of an early dismissal by sending a note to the school the morning of, or by calling the school before 12:00 noon.**

## FULL DAY SCHEDULE

8:30	Students arrive at school
8:30 – 8:45	Breakfast is available
8:40	Classes begin – Students arriving after 8:40 will be marked tardy
12:00	Dismissal for AM Pre-K students
12:00 – 12:30	Lunch – Pre-K to 3
12:00 – 12:30	Recess – Grades 4 to 6
12:30 – 1:00	Recess – Pre-K TO 3
12:30 – 1:00	Lunch Grades 4-6
1:00	Classes Resume
3:15	Dismissal Time

## EARLY DISMISSAL SCHEDULE

8:30	Students arrive at school
8:30 – 8:45	Breakfast available
8:40	Classes begin – Students arriving after 8:40 will be marked tardy
12:00 – 12:30	Lunch – Pre-K to 3
12:00 – 12:30	Recess – Grades 4 to 6
12:30 – 1:00	Recess – Pre-K to 3
12:30 – 1:00	Lunch – Grade 4 to 6
1:15	Dismissal Time

## **ATTENDANCE**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly.\* Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

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

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

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

### **Leaving School Grounds/Release of Students from School**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:30 A.M. and 10:00 A.M. on the day of the absence by telephoning the school.

In general, if a child is running a fever of 100 degrees or more, is vomiting, has diarrhea or a communicable disease, they should be kept home for their own well-being as well as that of their classmates. A child should remain at home without a fever 24 hours before returning to school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse directly to the office. Parents should contact the principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Except for exceptional cases, children will attend physical education and recess periods. We consider these programs to be an integral portion of the school day. If your child is too ill to attend either of these two periods, the child is probably too ill to attend school. All children are expected to participate in the P.E. program and outdoor recess unless they have a note from their physician stating that their health does not permit participation for a designated length of time.

## ATTENDANCE CONTINUED

The Chaplin Board of Education has approved a "NO NIT" policy. The implication to parents is that students will not only be excluded for "LIVE" lice, but also for the presence of their "NITS."

### Tardiness

Students who are not in their assigned classroom by 8:40 A.M. are considered tardy and must report directly to the school Health Room. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

\*Students are late to school if they are not in their seats at the bell signaling the start of the day. If students arrive late, they must report to the Health Room and sign in. Students are allowed Ten (10) tardies per year. Any student who is late more than three times may receive disciplinary action for each tardiness beyond three. This may be waived by an administrator if the cause of the tardiness is unavoidable.

### Truancy

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" means a child enrolled in a grade from kindergarten to grade 8 who has four unexcused absences in one month, or ten unexcused absences in one year. A "habitual truant" means any such child who has twenty unexcused absences within a school year.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

### Excused Absence

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. (Define required documentation.)
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
  2. Students observance of a religious holiday.
  3. Death in the student's family or other emergency beyond the control of the student's family.
  4. Court appearance which are mandated. (Documentation required)
  5. The lack of transportation that is normally provided by the district other than the one the student attends.
  6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
  7. Additional 10 days for children of service members.

**The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 after the student returns to school.**

### Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the students' final grade.\* Absences which are the result of school or district disciplinary action are excluded from the definitions.



## **ATTENDANCE CONTINUED**

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

**Information about truancy will also be posted in the annual strategic school profile reports.**

## **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

## **BUS RESPONSIBILITIES: STUDENTS**

ONLY authorized students may ride the bus; an authorized student is one whose name is on the list for the bus route or who has obtained special permission to ride that bus.

The regulations and code of behavior are in effect for all students riding buses of the Chaplin Public Schools to and from the Chaplin schools and all other schools to which the Chaplin Board of Education provides school bus transportation.

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

## **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

## **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or another emergency, announcements will be made on radio station WTIC AM/FM Hartford and Television stations WVIT – Channel 30 and WFSB – Channel 3. Emergency closings will also be posted on the districts website, <http://www.chaplinschool.org>. Early school closings in case of inclement weather, etc., also will be announced over these radio and television stations.

Announcements will also be made using the Connect-ED notification system. Please make sure the main office has your updated information.

## **ADVERTISING**

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

## **ASBESTOS**

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

## **ASSEMBLIES**

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

## **AUTOMATED PHONE MESSAGING SYSTEMS**

The Chaplin Elementary School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed.

## **BOARD OF EDUCATION**

In order to perform its duties in an open and public manner and in accordance with state law, the Chaplin Board of Education holds regular business meetings on the second Wednesday of each month at 6:30 PM in the CES Library except for the month of July. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

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

## **BULLYING**

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

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

**Examples of bullying include, but are not limited to:**

## **BULLYING CONTINUED**

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

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

1. creates a hostile environment at school for the victims,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

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

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

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

## **CAFETERIA**

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

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

## **CHANNELS OF COMMUNICATIONS**

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

## **CHEATING/PLAGIARISM (Academic Dishonesty)**

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

## **CHILD ABUSE**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

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

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

## **CLASS PLACEMENT**

The Chaplin Board of Education is dedicated to the best total and continuous development of each student enrolled in its school. The certificated staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the certified staff, such exceptions are in the best educational interest of the students involved. The major criterion to be used by the certified staff in recommending such exceptions (acceleration or retention) shall be that such acceleration or retention will provide a more appropriate educational program for the student than the alternative (i.e., normal annual promotion). Exceptions will always be made after prior notification and explanation to each student's parents or guardian.

We will follow these procedures when placing students:

- Each child's placement will be considered on an individual basis.
- Teachers in each grade level who currently are working with children will meet with the principal and specialists
- The following areas will be considered as placements are made.
- Academic performance
- Social-emotional needs of the child
- Personality of the student and the teacher
- Input from specialists - Reading Consultant, Math Specialist, Special Education Teachers and Social Worker.
- Input received from parent .Placing students who do not work well together in separate classrooms Special learning needs.
- Boy/girl ratio

## **COMPUTER RESOURCES**

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

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

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

## **COMPUTER RESOURCES**

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

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

## **CONDUCT**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

### **Dress Code**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Foot ware: Flip flops and athletic sandals (slides) are not allowed to be worn to school as they have caused a number of injuries while students are out at recess. If students are wearing sandals, they must have a back to them.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class
3. Being dressed appropriately.\*
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.

## CONDUCT CONTINUED

9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

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

### **Appropriate Winter Dress**

Please be sure to dress your child properly for the weather/season (e.g. boots, mittens, hats, etc.) We attempt to go outside each day for recess, so appropriate clothing is essential. We have a procedure in place to determine indoor recess on colder days.

**See the Chaplin Website for more information on prohibited activities.**

### **Dangerous Weapons and Instruments**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

## CYBER BULLYING

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. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

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

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

Students will be provided instruction about appropriate online behavior.

## DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The Chaplin Public Schools disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be

## DISCIPLINE CONTINUED

referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. To prevent a student from injuring themselves or others, physical restraint may be used. It may be carried out by the Teacher or Principal when deemed necessary.

### **Detention**

A student may be detained outside of school hours up to 4:30 P.M. on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

**Please see the Chaplin Elementary School website for information on expulsion.**

### **Suspension**

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

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days. However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

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

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

The Chaplin Board of Education expects specifically that students will conform to high-quality standards of speech and conduct; will refrain from violating or impairing the rights of others; and not engage in conduct that deprives other students of an orderly atmosphere for study. The Board expects students to be appreciative of the opportunity for education offered to them and to regard as a privilege their attendance in Chaplin Elementary School.

In recognition of the student's individual rights, the Board expects its school authorities to provide and maintain a suitable environment for their learning. It expects that the school administration will do everything in its power to maintain and facilitate the education program so that the individual needs of each student are met to the greatest possible degree.

In order for the administration to carry out this function, we affirm that they have the inherent and statutory responsibility and power to maintain order and discipline in the school and to *remove* the privilege of school attendance temporarily from any member of the student body whose conduct is inimical to the best interest of the whole school community. They have a further responsibility to recommend to the Board expulsion from school for those students who are habitually and *overtly* in defiance of reasonable rules and regulations.

The Board expects that when the privilege of school attendance is to be removed or curtailed for a specific period of time that the rights of the student and his/her parents will be fully recognized and that provision will be made for proper procedural due process.

## DISCIPLINE CONTINUED

In the final analysis, the responsibility for attendance and proper conduct in Chaplin Elementary School (including public school transportation) rests with the parent. The Board of Education recognizes its responsibility to provide the necessary services and opportunities to assist the parent in meeting his/her obligations but rejects the notion that the schools can or should attempt to do this alone.

The only reason for rules and regulations and for disciplining transgressions is to promote the education, the safety, and/or the well-being of the students served by them.

The ultimate goal of all discipline is self-discipline: self-direction, self-reliance, self-control, self-respect and respect for others. Discipline, therefore, is considered to be an integral part of teaching. The Board expects administration and staff to conscientiously plan learning activities which encourage the growth of self-discipline.

In all disciplinary activities the teachers are to be mindful of the fact they are dealing with individual personalities. A student's personality, disposition and personal characteristics should be *given* consideration before prescribing treatment. Each child is deserving of and entitled to our *very* best thinking and our most deliberate judgment.

Punitive actions constituting retaliation or actions taken routinely or carelessly are indefensible. Discipline must be directed at the deed, not the student. Disciplinary action must be related to the offense and employed in such manner that the offender clearly understands.

Disciplinary action should not be taken in such a way as to cause the child to lose status before his/her social group. Teachers should guard against making remarks to other pupils concerning the shortcomings of a child or engage in discussions with a pupil in such a way as to reflect discredit upon him/her before others.

Students shall not be excluded from physical education, art, music, or other academic or cultural activities regularly or specially scheduled.

The board expects the withholding of recess to be used as infrequently as possible and then only under the following conditions: Student is detained for a short period in order to have clarifying or guiding discussion with the teacher outlining the specific transgression. Time should be available (whenever possible) for the student to join recess in progress.

The assigning of "extra" or "additional" academic school work as a punishment is indefensible. It produces undesirable attitudes towards academic learning and implicitly teaches negative values and attitudes towards the entire learning process.

No student is to be placed in the hallway or any other area for disciplinary purpose which is not supervised by a teacher or aide.

Under no circumstances is a teacher to administer corporal punishment to a pupil. The school principal is to be notified of any pupil who is having behavioral problems which cannot be resolved.

Parents have a right to be kept fully informed of their youngster's status and to know and understand in advance when serious actions are contemplated for any future incidents.

Whenever the prognosis suggests that school procedures are not effectively changing behavior, alternative solutions should be explored through guidance, counseling, psychological or juvenile court referrals. When any of these measures are contemplated or a failure or routine procedures is experienced, a written record should be begun and copies of reports and action should be sent to the parent.



## **DISCIPLINE CONTINUED**

The school is an agent of the public that created it and has a basic responsibility to help the parent educate, lead and, when necessary, discipline his/her child. In the final analysis, however, these basic responsibilities rest with the parent and if they fail, then with the state. The school should never be reluctant to insist that the parent accept his/her responsibility.

## **DISTRIBUTION OF MATERIALS**

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

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

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

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

## **EDUCATIONAL PHILOSOPHY**

### **Positive Behavior Support Program**

Chaplin Elementary School uses a Positive Behavior Support Program for students in grades Pre-Kindergarten through 6th. Our "Formula 4 Success" included the four "R's"-Respect, Responsibility, Ready-to-Learn and Re-thinking. Throughout the school year, students and staff review the appropriate behaviors that are expected in a wide range of areas, including the school buses, bathrooms, hallways, lunch room, recess areas, auditorium and classrooms. Our hope is that by reviewing, discussing and demonstrating the appropriate behaviors, we won't have situations where students are displaying inappropriate behaviors.

CES staff members feel as though inappropriate behaviors should be handled in a consistent manner throughout the school by all staff.

### **School and Classroom Rules**

- Cell phone use is not permitted by students in school or on the school bus. Should a student need to bring a cell phone to school for the purpose of contacting a parent or guardian outside of school hours, the cell phone must remain in the student's backpack during school and be turned off.
- All articles of clothing as well as backpacks and lunch boxes shall be placed in a designated area within the classroom.
- Boys and girls will not wear hats in the school building.
  
- For safety reasons, chairs should be used in a proper manner.
- Students will walk quietly on the right side of the hallway.
- Students will use appropriate language with adults and their students.
- Students will treat all school property with respect.
- Students are expected to behave in an appropriate manner at assemblies.
- No gum chewing is permitted.
- Students shall show respect and respond appropriately to all staff.

## **Playground Rules**

- Avoid excessive and/or aggressive body contact.
- Use playground equipment in a proper manner.
- Due to safety concerns, the following items will not be permitted at school; skateboards, in-line skates, toy guns, knives, trading cards, electronic toys, iPods.
- Students are encouraged to bring important problems to the attention of staff on duty, who in turn are expected to follow up on these concerns.
- Throwing of rocks, sand, snowballs or other projectiles capable of causing harm is prohibited.
- Use of foul or improper language, including name calling, excessive teasing and obscene gestures is prohibited.
- Students who bring out equipment are responsible for returning it.

## **ELECTRONIC DEVICES AND GAMES (Radios, CD Players, Cell-Phones, etc)**

Students are not permitted to possess electronic devices unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting.

## **EXTRACURRICULAR ACTIVITIES**

### **Dances and Social Events**

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

### **After School Clubs**

In order to be fair and have activities available for all students, permission enrollment slips will go home with students in advance of the Initial activity meeting. Due dates for return of the forms should be noted carefully as club enrollment is on a first come, first served basis. For subsequent clubs, those who have not already participated in an activity will be given a preference.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

## **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. The materials for a class project that the student will keep.
3. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
4. Student accident insurance. Chaplin School does not carry health insurance for pupils.
5. Insurance on school-owned instruments, instrument rental and uniform maintenance.
6. Fees for damaged library books and school-owned equipment.\*
7. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

Your child will have the opportunity to go on occasional educational field trips. It will be necessary for you to give your written permission for your child to go. A field trip permission slip is always sent to parent/guardian for his/her signature when a trip is planned.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

### **PARENTS / VISITORS MUST NOT PARK IN THE FIRE LANE**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

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

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

## **FOOD ALLERGIES**

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

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

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

## **GRADING SYSTEM**

### **Report Cards**

Report cards are issued to students three (3) times a year. Students are expected to deliver report cards to their parents. Report cards must be signed by the parents and returned to the school within 5 days.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

## **GUIDANCE AND COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers include helping the student function more successfully within the school environment. Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent. See Chaplin Elementary School Website for more information.

## **HARASSMENT STATEMENT**

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

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

## **HARASSMENT STATEMENT CONTINUED**

A student who believes he/she has been harassed is encouraged to report the incident to the principal or school nurse. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

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

## **HEALTH SERVICES**

The (school health office) is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

### **Administration of Medication**

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All medication must be in original container with proper labels.

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

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

## **HEALTH OFFICE**

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

#### **Disabilities**

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

#### **Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

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

#### **Homebound**

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

#### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the school social worker.

#### **Illness**

##### **Physical Examinations**

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

#### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles,

## **HEALTH OFFICE CONTINUED**

Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. **For further information regarding immunizations contact the school nurse.**

## **HOMEWORK**

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

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

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

## **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school.

## **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

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

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, assistance with homework and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

## **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

## **MAKE-UP WORK**

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

## **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

## **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## **PARENT-TEACHER ORGANIZATIONS**

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

## **PROPERTY AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.



## **PROPERTY AND EQUIPMENT CONTINUED**

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

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

## **PUBLIC COMPLAINTS**

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

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

## **SAFETY/ACCIDENT PREVENTION**

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

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

## **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Chaplin reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

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

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

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

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

## **SCHOOL SECURITY AND SAFETY**

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

For the school year commencing July 1, 2014, and each school year thereafter, the District will develop, maintain and implement an emergency disaster preparedness and response plan ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

### **SEARCH AND SEIZURE**

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

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

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

### **SECLUSION/RESTRAINT, USE OF**

List in this section the District's position pertaining to the use of physical restraints and seclusion. Indicate when they may be used and the applicable guidelines and reporting requirements.

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

Students in grades K-6 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

### **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator.

## **SPECIAL PROGRAMS**

The district provides special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the principal.

For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized

Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions.

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

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 10 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the principal. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the special education director.

## **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.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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.

## **STUDENT RECORDS CONTINUED**

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student. 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.

## **TESTING**

All students in grades 3 through 6 inclusive shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. Students in grades 5 shall annually, in March or April take a statewide mastery examination in science. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards.

## **TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. The Board can hold report cards until books are paid for.

## **TITLE I COMPARABILITY OF SERVICES**

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

Parents of a child in a Title 1 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 1 programs.

## **TRANSFERS AND WITHDRAWALS**

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

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

## **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

Video/audio equipment will also be used to monitor student behavior in common areas or campus.

## **WITHDRAWAL FROM SCHOOL**

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

## TRANSPORTATION GUIDELINES

Please read the following carefully and help us to make our bus trips as safe as possible. Our intent is to provide a safe ride as well as opportunity for children living in a rural environment to occasionally visit a friend's home. We hope that you will understand our need to place some limits on the many requests we receive. Drivers cannot be expected to drive safely while reading lists of changes in route and stops.

Requests for day by day changes in bus stops and routes, calling for a number of different destinations during any given week will not be honored except in cases of extreme emergency. The option of parent drop-off and pick-up is always available.

Requests that groups of children take one bus in order to attend activities such as birthday parties will not be honored. Requests for a bus driver to follow multiple directions such as a house sign (if the car is not in the driveway, bring to...) will not be honored. When a different route or stop is being requested by parents, such as a friend visiting another's house, every attempt should be made to send a note concerning this change at least 24 hours in advance of the change. The parent of the student who is visiting and the parent of the student who is visited must send a note. We will remain completely responsive to any change brought about because of an emergency situation.

The school has a policy regarding the bus drop-offs for students in Pre-K through Grade 4. In the event that there is no one visible when dropping off the child, the bus driver will return the child to school at the end of the bus run. This is done so as not to affect the length of the bus run in any way. Although not recommended, it is possible to give permission to drop off students in Pre-K through Grade 4 when no one is visible. We would need written documentation of record at the school. We would also need written documentation if you wanted us to allow a Pre-K through Grade 4 student to get off the bus with a fifth or sixth grade sibling. Written documentation can also be provided to the school if you would prefer that your fifth or sixth grade student not be dropped off without someone visible. If you have any questions concerning this matter, please call the school.

## TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### DISMISSALS / DROP-OFFS PHOTO ID MUST be provided when picking up a student.

### PARENTS MUST USE VISITOR PARKING WHEN PICKING UP OR DROPPING OFF THEIR CHILD DO NOT PARK IN THE FIRE LANE

Parents who pick up or drop off their children should use the second circular drive, and walk up to the main entrance of the school and come directly to the main office or designated pick up area.. **Children should not be dropped off before 8:30 A.M. without prior arrangements.**

If you are picking up your child for early dismissal, please come to the office to sign your child out. Office staff will call the specific room and your child will be asked to report to the office. **Please do not go to the particular classroom to pick up your child. At regular dismissal (3:15) all students will be dismissed from the library.**

Pupils must go directly home when dismissed unless you have made other arrangements with them before leaving home in the morning. **A note must be sent to the office in the morning.**

Chaplin Board of Education Bus Policies do not allow children to ride any other bus but their own. Any child must have a note of permission from his/her own parents to ride home with another adult in their personal vehicle.

## **VISITORS**

Parents and other visitors are welcome to visit Chaplin Elementary school. All visitors must report to the schools main office upon entering the building. Visits to individual classrooms during instructional time shall be permitted only with the principal's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

### **BUS RESPONSIBILITIES: STUDENTS**

- The bus is an extension of the school and it is expected that proper school behavior will prevail. **REMEMBER:** Distracting the driver in any way endangers the bus and its passengers
- The driver is in full charge. His/her instructions are to be obeyed.
- For your own safety and comfort you must abide by the following:
- Be on time. Buses must meet a schedule.
- Respect the property of others at all times including property at and around the bus stop.
- As the bus approaches, form a single line and stand still. Do not move toward the bus. Wait until it stops.
- Stay in one line.
- Enter the bus in an orderly manner-no crowding or pushing
- Remain seated while the bus is in motion. Do not interfere with other passengers.
- The carrying of weapons, or any object that may be used as a weapon on the bus is prohibited by State Law.
- Quiet conversation is encouraged. Do not distract the driver by loud talk or shouting.
- Do not offend pedestrians or passengers in other vehicles by shouting or gesturing.
- Nothing is to be thrown within the bus or out of its windows.
- Appropriate language is to be used at all times.
- No smoking. No lighting matches or lighters. This is the law.
- Get on or off the bus at a regular stop. Do not request special consideration.
- Students and their parents will be held responsible for malicious damage to the bus.
- Students and parents are invited to discuss any bus problems with the school principal.

If a student loses the bus privilege, he/she will be allowed to ride home that day only. Students who lose bus privileges are still required to attend school. It is the responsibility of the parents to see that the students are in school. Administrators will assure that parents are notified before transportation privileges are suspended and that due process is followed in each case.

### **AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

**AMERICAN WITH DISABILITIES ACT AND  
SECTION 504 OF THE REHABILITATION ACT OF 1973 - CONTINUED**

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

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

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

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

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

**FOR MORE INFORMATION REGARDING DISTRICT POLICIES PLEASE VISIT OUR WEBSITE  
@ CHAPLINSCHOOL.ORG**

**CHAPLIN ELEMENTARY SCHOOL**  
**240 Palmer Road**  
**Chaplin, Connecticut 06235**

**Transportation Complaint Form**

Name (person filling complaint): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Bus No. \_\_\_\_\_ Bus Driver: \_\_\_\_\_

COMPLAINT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Filer

\_\_\_\_\_

**Action Taken**

Result of Investigation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Patricia D. King  
Principal



**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL**

*Connecticut State Law and Regulations 10-212(a) require a written medication order of an authorized prescriber, (physician, dentist, optometrists, podiatrist, advanced practice registered nurse, physician assistant) and parent/guardian written authorization, for the nurse, or in absence of nurse, a designated principal or teacher to administer medication. Medications must be in the original properly labeled container and dispensed by a physician/pharmacist.*

**Prescriber’s Authorization**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Condition for which drug is being administered \_\_\_\_\_

Drug name \_\_\_\_\_ Generic name \_\_\_\_\_

Dose \_\_\_\_\_ Route \_\_\_\_\_

ALLERGIES: \_\_\_\_\_no \_\_\_\_\_yes (specify)\_\_\_\_\_

Medication shall be administered from \_\_\_\_\_ to \_\_\_\_\_  
(mo/day/year) (mo/day/year)

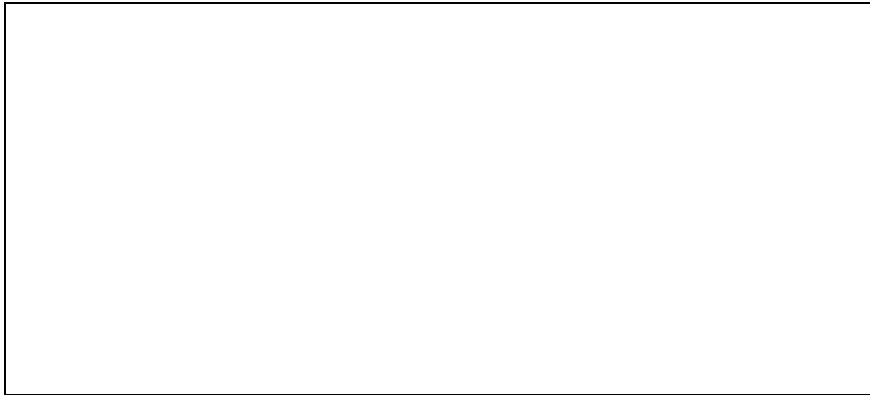
Prescriber’s name/Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Prescriber’s signature \_\_\_\_\_ date \_\_\_\_\_

(Prescriber’s Stamp)



**Parent/Guardian Authorization**

I hereby request that the above ordered medication be administered by school personnel. I understand that I must supply the school with no more than 3 month’s supply of medication. I understand that this medication will be destroyed if not picked up within one week following termination of the order or the last day of school, whichever comes first.

Parent/Guardian signature \_\_\_\_\_ date \_\_\_\_\_

240 Palmer Road

Tel. (860) 455-9593

Fax (860) 455-0742

www.chaplinschool.org