

STUDENT AND PARENT HANDBOOK

2015-2016



Sedgwick Middle School
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Sedgwick Middle School

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Mission Statement

*To inspire and prepare all students to realize their potential
and enhance our global community.*

Human Rights

These rights apply to all persons throughout the school day,
including travel to and from school.

- The right to develop your own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
- Freedom from physical abuse and mental abuse, such as name-calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
- The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected. Our school community is a safe place for property as well as people.

LIFE AT SEDGWICK

Teams

Sedgwick Middle School divides its students into smaller groups called "**teams**". Each team has its own group of teachers. Teaming provides a better chance for teachers and students to get to know each other.

Character Education

Character education is a foundational element at Sedgwick Middle School. Our program includes a broad range of concepts such as promoting positive school culture, caring school communities, social-emotional learning, civic education and service learning. To be effective, character education must include all stakeholders within our school community.

Character education helps students develop and value important human qualities such as respect, enthusiasm, achievement, and perseverance. Our character education program creates a culture of responsibility and caring in order to support and challenge students and adults in their pursuit of excellence.

School Hours

School is in session each day from 8:00 am to 2:50 pm, except on Wednesday when the hours are 8:00 am to 1:30 pm. A bell rings at 7:50 am, and advisory begins at 8:00 am.

Morning Arrival Procedure

1. All buses arriving prior to 7:40 am will keep students on the bus until that time. Students need to remain in their seats.
2. All students who are walkers or who receive a ride to school should not arrive to school prior to 7:40 am. Under special circumstances, any students arriving prior to 7:40 am will report directly to the cafeteria. Students will not be permitted to stop at lockers first.
3. Students in the cafeteria need to be seated. They may work on homework, read, or chat quietly with their friends.
4. Students who have scheduled, supervised morning activities with teachers may proceed directly to those locations at their scheduled time. Students will not be permitted to stop at their lockers first.
5. We have a 7:40 am bell to signal that all students on buses and in the cafeteria should head to lockers.
6. When students report to their lockers at 7:40 am, they are required to get everything they will need for their Period 1 class. There will be no locker breaks between morning advisory and Period 1.
7. We have a 7:50 am bell to signal that students should be heading to advisory. By 7:55 am, all students should be in advisory. The 8:00 am bell is the tardy bell.

8. Building doors are locked at 8:00 am.

Student Guidelines for MAKING GOOD DECISIONS

STEP 1 Identify the decision to be made.

STEP 2 Think about the options. Throw out any options that could lead to trouble. If you're not sure ask yourself:

- Is it against the law, or school or moral rules?
- Is it harmful and or unsafe to me or to others?
- Would it disappoint my family or other important adults?
- Is it wrong to do?
- Would I be sorry afterward?
- Would I be hurt or upset if someone did this to me?

STEP 3 Predict the consequences of each positive option.

STEP 4 Choose the best course of action.

STEP 5 Do what you decide.

STEP 6 Rethink your decision. How did things turn out? Should you decide differently next time?

School Counseling

The School Counseling Department is comprised of four school counselors. Students will be assigned alphabetically by last name to a school counselor, and will remain with the same counselor for the duration of middle school. Counselors support students' academic, emotional and personal/social development. Through individual and group counseling, classroom lessons and planned programming, counselors work with students to develop skills that promote positive self-esteem, healthy relationships and academic success. The best time for students to meet with counselors is during advisory, learning lab, and before or after school. Parents are encouraged to contact counselors with any questions or concerns throughout the year.

Academic Integrity

Cheating and Plagiarism

Middle school students often work cooperatively, share, solve problems and help one another. However, there are also many times when students are expected to work independently. Sedgwick students are expected to demonstrate *academic integrity*. Academic integrity means being honest about submitting one's own work.

Passing in someone else's work as one's own, giving one's work to another student to copy, or not doing one's part as a member of a group is dishonest and violates the principle of academic integrity.

All Sedgwick students are expected and required to be honest. Students who do not exhibit academic integrity may receive a failing grade, and are subject to disciplinary consequences.

Academic Progress

Students and parents will be informed of academic progress through report cards, progress reports, personal notes, phone calls, and conferences. Parents and Guardians can also obtain information regarding academic progress through the Parent Portal. The Parent Portal feature of PowerSchool allows parents to log in to the system via a private password and view their child's academic progress. Parent Portal is intended to enhance parent awareness of their child's academic progress. Students are encouraged to discuss their progress with parents. Using the Parent Portal allows the parent and child to review his/her academic progress together and, if necessary, discuss how he/she can demonstrate initiative in academic growth. Teachers are expected to provide updates every two weeks. Report cards are carried home in November, February and April. The last report card is mailed home at the completion of the school year. Progress reports are mailed home midway through each marking period.

Students and parents are encouraged to talk with the assigned counselor, teachers, or the school administration if there are concerns about academic progress or the adjustment to middle school.

Parents may arrange a conference with their child's academic team and counselor by calling either the counselor or team leader. Formal parent/student conferences occur in November and March for every student.

Grading Guidelines

The Sedgwick Honor Roll for 6th, 7th and 8th grade students is determined each quarter. Students obtaining an average of 3.0 or above are notified of having achieved honor roll status on their report cards. General Honors is awarded for students with an average of 3.0 to 3.59. Maximum Honors is awarded to students with an average of 3.6 or higher. Students with a D, F or I (incomplete) will not be eligible for honors. All subjects are included in computing the grade point average with an "A" worth 4 points, "B" worth 3 points, "C" worth 2 points, and "D" worth 1 point.

Homework

Our research indicates that best practices in homework include: a clear purpose, a link to learning goals, a balance of short and long-term assignments and possibilities for differentiation, choice and flexibility. Although the amounts may vary, all teachers will assign homework. The time needed to complete homework assignments will be different for each student. Long term reports and projects require special attention to time management.

Some assignments are not in written form, but require reading, studying or reviewing for mastery of the subject content, and adequate preparation for tests and quizzes.

Students must assume responsibility for work missed due to absence from school. If a student is absent for a

day or two, it is expected that the student will call a classmate for assignments, email the teacher or meet with the teacher.

Books and assignments for absent students are collected by the office at the request of parents only if it is anticipated that the student will be absent for three days or more. Assignments requested will be available for pickup in the office by 3:00 pm the day following the request.

Student Improvement Plans

The purpose of student improvement plans is to develop an academic plan for students who may be experiencing difficulties that are having an impact on promotion. The plan is created with input from educators, school counselors, the student and parents to ensure that the student's academic standing improves and that he/she is no longer a candidate for retention.

Cafeteria

Breakfast is available for purchase from 7:40 to 7:55 am. The lunch period provides the only unstructured time in our students' school day. It is a time for relaxed but responsible behavior. We expect that:

1. Students will arrive on time to lunch.
2. Students will enter the lunch lines upon arrival, pay for their lunches, and go to their seats.
3. Students will treat the cafeteria like their own dining room and clean up food and trash.
4. Students will return their trays and dishes to the service area and pick up around the table.
5. Students will leave the cafeteria only with the permission of a faculty member.
6. Students will follow the directions of the faculty in charge of lunch.
7. All school rules remain in effect during lunchtime.
8. Students may not take any food out of the cafeteria.
9. Students may not bring water bottles to school. Water fountains are available.
10. Students who bring their lunch should not bring drinks in a glass bottle. Glass bottles are not permitted in school.

School Dress Code Policy for Sedgwick

West Hartford Board of Education Policy 5530

The Board of Education recognizes that each student has his or her own personal style of dress and grooming. As such, the rights regarding their appearance will not be interfered with except when their choice disrupts the educational process or creates disorder by containing offensive or obscene language or symbols oriented toward violence, sex, drugs, alcohol, tobacco, or degrades any gender, cultural, religious, or ethnic values. Students should be aware that the final decision regarding dress that interrupts the education process rests with the school administration.

The following is a guide for parents, guardians and students to utilize in making good decisions about what to wear to school:

Shorts and Skirts must allow the student to safely walk, sit, bend, ascend and descend stairs without inappropriate exposure. The length of shorts and skirts must be appropriate as determined by administration, even if tights or leggings are worn underneath.

Shirts and Tops must cover backs, stomachs and shoulders at all times. All pictures and writing on shirts must contain appropriate messages. Low-cut necklines are not acceptable.

Undergarments (bras, underwear, and boxer shorts) must be completely covered at all times.

Pants must be worn properly at the waist with a belt if necessary to prevent them from sagging. Leggings, yoga pants or tight-fitting skirts may only be worn with a very long and loose fitting shirt that completely covers the lower extremities. Tights may not be worn as pants.

Accessories must not be worn that could be considered a safety risk or that depict inappropriate logos, emblems or language. Students will be asked to remove any accessories that violate this policy.

Perfumes, colognes, and body sprays are not permitted to avoid allergy sensitivity.

Also not acceptable for school: transparent clothing, mesh clothing, clothing with holes, outdoor garments (jackets, hats, gloves, etc.), bandanas, sweatbands, pajamas, flip flops, sports sandals or slippers.

Consequences: Students will be asked to correct any dress code violation with a change of clothing from their lockers or borrowed from the school. Administration reserves the right to issue consequences for disruptions to learning, insubordination and/or repeated violations.

Bring Your Own Device (Electronics)

Our school district believes that 21st century instruction is necessary for 21st century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which may not yet exist. Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21st century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems. Many students have personally owned devices that can be used to help maximize their opportunity for success in school and beyond. These technologies, when properly used, promote educational excellence in the district by facilitating resource sharing, innovation, and communication. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. These program guidelines focus on using technologies as educational tools to enhance the teaching and

learning experience, consistent with the West Hartford Public Schools Mission, Values and Goals. Please visit our website at <http://sedgwick.whps.org> and review the district's guidelines.

Scan this QPR to review Sedgwick Middle School's Acceptable Use of Electronic Device Guidelines



Student Lockers

Advisory teachers assign a hall locker to each student. Students may use their locker at the beginning of school and at designated team times. These lockers have built-in combination locks. Students should not tell anyone their lock combination. It is their responsibility to keep lockers in good condition and locked at all times. If a locker fails to operate properly, students should report it to their advisory teacher. Personal property, outdoor clothing, and books, when not in use, should be kept in lockers. All gym clothing should be kept in PE lockers. PE lockers are available in the boys and girls locker rooms.

DO NOT LEAVE VALUABLES IN PE LOCKERS.

(Note: the West Hartford Public Schools reserve the right to enter students' lockers when there is reasonable suspicion that school rules have been violated. Please remember, the lockers belong to the school.)

Safekeeping of Money

Students should not carry more money than is needed for the day. If it should be necessary to bring a large sum of money to school, students should take it to the office to be placed in the safe until dismissal time.

Backpack Use

Students may carry backpacks to and from school ONLY. This rule will assure the safety and comfort of both students and adults. Please Note: Since each student has a locker space, students do not need to carry all of their books and notebooks during the entire school day. The faculty and administration believe that organization of personal belongings is an important skill for middle school students.

Passes

Except during passing time, students who are in the hallways must have a pass. If a student needs to be out of class, for reasons such as to visit the guidance office, library or school nurse, he or she must be granted permission from the teacher and obtain a pass. Students must report directly back to class once the visit is complete.

Phone Calls

Students are not allowed to receive phone calls during the school day. Students may use a telephone after school to contact parents if the student has decided to stay after school or forgot to communicate in advance

regarding after school activities.

Visitors

It is required that any person wishing to visit Sedgwick Middle School receive authorization from the principal or assistant principals to be in the building. Visitors should go directly to the school office when entering the building. All visitors, volunteers and mentors will wear visitor passes. **Students are not allowed to bring visitors to school.**

Lost and Found

If a lost article is found, please take it to the school office where it may be claimed. Lost physical education equipment and clothing are kept in the girls' and boys' locker rooms, respectively, until claimed. The school is **not** responsible for lost, stolen or damaged personal items.

Emergency Closings

In the event that the school is closed because of bad weather or another emergency, announcements will be made on radio stations **WTIC, WDRC, WCCC, and WKSS** between 6:00 and 6:30 am.

ATTENDANCE POLICY

Connecticut law requires that children attend school regularly during the hours and terms that the public school is in session, unless specifically exempted from attendance by law.

**The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.*

***Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.*

The superintendent of schools shall establish such procedures as deemed necessary to determine the causes of habitual truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof. (Policy No. 5310 of School Code)

The following regulations reflect our belief that learning activities, which occur in the classroom, are an essential part of the curriculum for all students. The regulations

are intended to reduce tardiness and absence from class.

ATTENDANCE RULES AND REGULATIONS

Definitions

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

Excused Absences

A student's absence* from school shall be considered excused if written documentation** of the reason for the absence has been submitted within ten school days of the student's return to school in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences numbering one through nine, the absences from school are considered excused when the student's parent or guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, the absences from school are considered excused for the following reasons:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (additional documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. Extraordinary educational opportunities pre-approved by district administrators

In cases of excused absence, other than family-initiated travel, appropriate provisions will be made by school staff regarding assistance with missed assignments, homework, and tests.

When an excused absence is the result of family-initiated travel, teachers are under no obligation to provide advance assignments or to review work missed during the period of absence. Students must be allowed to take make-up tests.

Unexcused Absences

A student's absence from school shall be considered unexcused unless it meets one of the following criteria:

- A. The absence meets the definition for an excused absence (including documentation requirements); or
- B. The absences meet the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

Tardy – not present in the school (classroom) when the day begins (at 8:00 a.m.)

Excused Tardy – lateness to class with a legitimate reason and a pass. The student must present a note to the office from a parent or guardian to determine if the tardiness is excused. If the tardiness is excused, the student will receive an excused tardy pass.

Unexcused Tardy – lateness to class without a legitimate pass from a staff member. *Unexcused tardiness to school and class will result in disciplinary action. Three unverified tardies and all subsequent tardies will result in an assigned detention.*

Early dismissals – early dismissals from school should be requested only when absolutely necessary. If it becomes necessary to ask for an early dismissal, a written request, signed by a parent or guardian, must be presented to one of the secretaries in the school office. This should be done before classes start on the day the early dismissal is desired. The student must not leave the school building or grounds before the close of school without having signed out in the Early Dismissal Book, located in the office. A parent or guardian should come into the office when picking up for dismissal.

Class Cut – an unexcused absence from class when a student is present in the building.

In-School Suspension – the exclusion from regular school activities and placement in the in-school suspension room to be dismissed at 4:00 pm.

Out-of-School Suspension – the exclusion of a student from school for up to ten (10) consecutive school days.

Truancy – any student who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year.

Attendance – Student Responsibilities

1. Attend all scheduled classes and homeroom regularly and punctually.
2. Bring a note to the main office before 8:00 am if the student needs to be excused during the day.
3. Bring a note and obtain an admit slip from the main office after coming to school late.
4. Accept responsibility for all work missed by absence and catch up on all work missed.

It is the student's responsibility to approach the teacher to find out what work and assignments have been missed and to seek extra help or clarification from the

teacher outside of class time.

Attendance – Parent and Guardian Responsibilities

1. Inform the school of an absence by following the prompts of the voice mail system at (860) 570-6500 (select option #2).
2. Provide the student with a note explaining the reason for the absence. The student is expected to bring this note to his or her advisory teacher within 24 hours of returning to school.
3. Planned absences (i.e. vacation, surgery) should be reported to the office as well as the student's team leader prior to the absence.

Students absent from school may not participate or attend school-related events and activities.

Attendance – School Responsibilities

2. Record all tardies and absences, excused or unexcused.
3. The office will send a notice home when a student accumulates unexcused absences.
4. When ten (10) or more unexcused absences occur, a letter will be sent requiring a meeting. A parent or guardian conference will be held at school to develop a plan to improve attendance. A referral to the Student Success Team (SST) or Planning and Placement Team (PPT) may be made.

TRANSPORTATION

Buses

Students who live more than one and one-half miles from the school building are eligible for bus transport.

Late buses will leave the school each day at **4:00 pm** (except on Wednesdays and on the second Tuesday of the month, which is reserved for Sedgwick faculty meetings). These buses are available only for students engaged in a school-sponsored activity.

Bus Conduct

(Transportation Hotline 860-561-6647)

Students' safety and that of all passengers on the school bus depend upon the driver, and the driver needs student cooperation. There are several rules of conduct for all students to follow when taking the school bus (whether it be to school or to a field trip):

- Meet the bus at the designated time to help keep it on schedule;
- Always wait for the bus on the shoulder of the road or on the sidewalk;
- Stay in line when boarding the bus; **crowding is dangerous;**
- Board only the bus that a pass has been issued for;
- Obey all instructions of the bus driver **immediately;**
- Remain properly and quietly seated while the bus is in motion;
- Keep head, arms and hands inside the bus at all times;

- **Do not** throw objects, eat food or smoke;
- Be courteous to fellow passengers and the bus driver, being sure not to distract attention of the driver from his/her duties;
- When leaving the bus, please stay in line and be careful not to push, crowd or lag behind;
- **Do not allow another student to use your bus pass**
- Students who violate these rules will receive either a warning or the loss of bus privileges, depending on the infraction.

Bicycles

Students must operate bicycles in a safe manner while on school property. The bicycle paths should be used to reach the bicycle racks at the side and to the rear of the building. (Bicycles should be walked on school property and locked in racks.) Following these simple rules will help ensure the safety of bicyclists and pedestrians on school grounds.

Similar rules of respect and safety apply to skateboards and roller-blades. Students must keep these items in their lockers during school hours. Skateboards and roller blades may not be used on school property.

Parking Lot Hours

In order to maintain the safety of students and staff, the driveway access and parking lots to Sedgwick are closed from 7:30 am to 3:30 pm. Areas on Wardwell Road are designated for pick up/drop off and parking.

Services and Health Facilities

Nurse's Office

The nurse's office is located in room 222. Nurses are available during school hours, 7:45 am to 3:00 pm. Except in emergency situations, students must obtain a pass from their classroom teacher before visiting the nurse.

Medications

If a student takes medication regularly for a chronic condition, he or she must have a signed permission form from the doctor. In addition, state law requires that it be properly labeled and kept in the Health Office. The only medications that students are allowed to keep on their persons are asthma inhalers and epi-pens (by doctor's order only).

Medical Appointments

Please schedule routine medical and dental appointments after school to avoid being absent.

Medical Emergencies

From time to time, there may be a medical emergency that will require 911 to be called, and a student to be transported from Sedgwick to a local hospital via an ambulance. In these rare situations, the following steps

will be followed:

1. The parent or guardian will be notified by the school. They will be informed of the nature of the emergency and will be told which hospital their child will be taken to and which faculty member will go with the child.
2. A Sedgwick faculty member will either accompany the child in the ambulance or will follow behind the ambulance in his or her own car. The faculty member will remain with the child until the parent or guardian has arrived at the hospital.

Life-Threatening Food Allergies

Due to the fact that we have many Sedgwick students who have life-threatening food allergies, it is against school policy to bring any class snacks into school that contain any sort of nut or nut product.

Library Media Center

The Library Media Center maintains collections of resources in a variety of formats including books, periodicals, and non-print media. The library is fully automated and can be accessed through the library web page. Students receive information literacy training and are expected to have a book for independent reading on them at all times. It is **open before, during and after school** for students to select or return materials. Books can be borrowed for a three-week period and can be renewed. Bills will be issued for the cost of materials that are not returned.

Students are expected to show respect for the rights of their fellow students by helping to maintain an atmosphere conducive to library work. If a student disrupts the library, he or she will be temporarily denied library privileges.

Communication

An important goal for Sedgwick Middle School is to build relationships with all families through effective communication. The majority of information received from school will come directly from a student's teacher or team. The main office will also send communications through automated phone calls or emails. Please refer to our website and teacher/team blogs for news and information.

Student Social Events

The school sponsors several social events during the school year. **Only Sedgwick students may attend.** Tickets are sold in advance. Students may not attend an event if they are absent from school the day of, suspended at any time during the week or are on social probation.

Student Council

The Student Council functions as the student government. The Council promotes leadership, initiative, service, and self-government. It provides a means for students to express opinions concerning school policy

and procedures. Students will want to familiarize themselves with the officers and advisory representatives. The Student Council is comprised of students in grades 6, 7 and 8. Officers and representatives will be selected from the total Student Council. All participating students will serve on committees.

Student Success Team (SST)

The SST is a group of teachers, administrators, and support staff who assist in planning interventions for at-risk students. Questions about SST and its referral process should be directed to a school counselor.

Clubs

Many clubs reflecting student interests are organized throughout the school year. The plans, activities, and functions of each club are decided upon and carried out by the club members with the help of a faculty advisor. If a student would like to start a club, he or she should find a few other students and a faculty member interested in the same area. The faculty member will help organize the club and find a time and place for meetings.

Intramural Sports

A full program of after-school sports is available to all students. The intramural program is designed to allow students to participate whenever and as often as they would like. A student may join intramurals at any time.

Family and School Compact

Schools/Teachers will:

1. Provide high quality culturally relevant curriculum and instruction that prepares students to be productive, informed, responsible members of society.
2. Hold high expectations for all students and encourage students to explore all talents.
3. Include the family as a partner in the education of the child by informing parents of student progress throughout the year.
4. Foster interactions that promote a positive school environment including positive relationships between students and staff.
5. Provide homework that emphasizes meaningful practice of instructional content.
6. Ensure that the school is safe and clean, and that it provides a challenging learning environment.
7. Provide activities and experiences that offer cultural enrichment.
8. Encourage family presence, as volunteers and committee members, at school functions.
9. Communicate student concerns and issues to parents as needed.

Families/Parents will:

1. Monitor regular attendance and arrival time.
2. Maintain high expectations for their children's performance.
3. Take an active role in any decisions relating to their children's education.

4. Provide a positive and healthy learning environment at home and a proper work place to do homework.
5. Show interest in their children's schoolwork and oversee that homework is completed on time.
6. Participate in school activities and in decisions relating to their child's education.
7. Attend school events and other cultural activities with their children.
8. Communicate with teachers as needed with student concerns and issues.
9. Support administrators and teachers in the enforcement of rules.
10. Monitor the physical and mental health of their children.

Students will:

1. Attend school each day and be on time.
2. Keep open lines of communication with parents.
3. Come to school having completed assigned homework and with all necessary materials to be successful.
4. Take pride in their work, advocate for themselves, and ask questions and take advantage of extra help when they don't understand something.
5. Sustain a high degree of academic integrity.
6. Be accepting of differences in others.
7. Be honest and respect their parents, teachers, friends, school property and the property of others.
8. Follow all school safety rules and maintain a clean environment.
9. Use their free time wisely and participate in extracurricular activities.

School Discipline

At Sedgwick we strive for the greatest student achievement. At times, behaviors and decisions made merit consequences. The faculty and administration has the authority to assign a detention to a student who has violated our commitment to excellence.

Detention

There are four types of detentions that can be issued: lunch, after school (with a teacher), office and Saturday. Lunch detention is 30 minutes in duration and served during the student's lunch period. After school detentions are assigned by a teacher and served in his/her room, and may range from 15 minutes to 1 hour. Office detentions are served from 2:50 – 4:00 pm. Saturday detentions are served from 8:30 – 11:30 am. A student's failure to serve a detention may result in additional disciplinary action.

Suspension

Activities such as fighting, possession of smoking material, possession of dangerous objects or explosive material, disrespect toward a teacher or staff person, damaging school property and other misbehaviors lead to one or more days of suspension, or an expulsion hearing (Please reference "Administrative Procedures for Suspension/Expulsion" for more information). Students suspended from school will not be allowed to participate in any school related activities. Students

suspended out-of-school may not be on school property during the time of their suspension. In some cases a report to the West Hartford Police is also necessary.

In-school suspension (**ISS**) is a disciplinary alternative to out-of-school suspension. The in-school suspension planning room offers students the opportunity to reflect on their behavior, develop a plan to change their behavior and complete the day's schoolwork. During in-school suspension, students are required to complete a reflective assignment in addition to classwork. Academic work from the student's teachers and lunch are provided. Students are evaluated on cooperation and work production while in ISS.

Students who receive an in-school or out-of-school suspension in the week prior to a school social event will NOT be permitted to attend. This rule may also apply to field trips and other school sponsored events.

Social Probation

The Social Probation program is designed to help students focus on their academic and behavioral responsibilities. A student placed on Social Probation will not be able to attend or participate in any before or after school activities, with the exception of supervised detention. Activities include, but are not limited to: clubs, intramural sports, social events, performances, and school sponsored trips. Students on Social Probation must report to morning advisory immediately upon arrival to the school campus, and must leave campus within ten minutes after the school day ends. *Student progress will be reviewed every two weeks to determine status of eligibility.*

District / School / Classroom Rules

Standards of good conduct and respect for persons, property and the educational process are expected at all times. Disciplinary action may result when a student's conduct endangers persons or property, disrupts the educational process or violates a publicized policy of the West Hartford Board of Education.

West Hartford's Suspension and Expulsion Policy, Administrative Procedures for Suspension/Expulsion, Student Drug Regulations and Sexual Harassment Policy are reviewed regularly. These documents list some of the rules of conduct and disciplinary procedures for students in all of West Hartford's schools. The first two documents are available in school offices. The last two documents are printed in the school's student handbook.

Other rules and procedures, called "school rules," are developed by each school in West Hartford in accordance with school board policies. The rules cover a wide variety of issues pertaining to safety, security, failure to report, building cleanliness, and issues related to the teaching and learning environment. School rules carry disciplinary consequences. Among them are denial of certain privileges, removal from class, time spent after school with a teacher, assignment to office detention,

Saturday detention, restitution, and out-of-school suspension. Each teacher may also develop classroom rules and procedures, which he or she will explain to students.

Fights/violence; vulgarity directed at a staff member; possession of a weapon or firearm; a dangerous instrument; possession of alcohol, drugs or tobacco products; theft; gang or mob action; or the intentional damage to property will result in an out-of-school suspension and may result in further disciplinary action including a recommendation for expulsion. Most school rules are included in a school's student handbook.

Definition of Terms

- A. **Suspension:** an exclusion from school (i.e., an out-of-school suspension), school privileges or from transportation services for no more than ten (10) consecutive school days.
- B. **Expulsion:** an exclusion from school or school privileges for more than ten (10) consecutive school days.
- C. **After School Detention:** time assigned by and with a teacher in his/her room at the end of the school day. After school detentions may range from 15 minutes to 1 hour.
- D. **Office Detention:** time assigned by an administrator or designee with the detention supervisor from the end of the school day at 2:50 until 4 pm.
- E. **Saturday Detention:** time assigned by an administrator or designee and served from 8:30 am to 11:30 am in school on a Saturday.
- F. **In-School Suspension:** an exclusion from in-school and after-school privileges. Students are in school, but contained in a room where they are to do work and behave according to specific guidelines.

Actions Leading to Suspension or Expulsion

Pupils may be suspended or expelled for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive to the educational process, or that violates a publicized policy of the Board. Pupils may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and in violation of a publicized policy of the Board. Such acts include, but are not limited to, the following:

- 1. Conduct, physical or verbal causing a threat of danger to the physical or mental well-being of the student or other people; or
- 2. Striking or physically assaulting another person; or
- 3. Causing or attempting to cause damage to public property; or stealing or attempting to steal public property; or
- 4. Causing or attempting to cause damage to private property; or
- 5. Taking or attempting to take, personal property or money from another person or from his/her presence by means of stealth, force or fear; or

6. *Possessing a firearm as defined in 18 USC 921, in violation of Ct Gen. Stat 29-35, or possessing and using a firearm as defined in 18 USC 921, a deadly weapon, firearm, whether or not capable of firing a shot, firearm facsimile, compressed air gun, knife, explosive, chains, martial arts weapon, or other dangerous objects; or
 7. Possessing, using, transmitting, distributing, or being under the influence of any unprescribed controlled substance, unauthorized, illegal or dangerous drugs, narcotics, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, tobacco products, or intoxicants of any kind in violation of the Board's Policy #5520; or
 8. Knowingly or willfully being in the presence of those who are in possession of, using, transmitting, distributing or under the influence of any unprescribed controlled substance, illegal, unauthorized or dangerous drugs, narcotics, hallucinogenic drug, amphetamines, barbiturates, marijuana, alcoholic beverages, or intoxicants of any kind; or
 9. *Offering for sale or distribution a controlled substance (as defined in Ct. Gen. Stat. 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administrating 21a-277 and 21a-278; or
 10. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or school premises or other building owned by any school district, and failure to leave such premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility; or
 11. Intentional incitement that results in or is intended to result in unauthorized occupation by any group of pupils or other of any part of a school or other facility owned by any school district; or
 12. Using or copying the academic work of another and presenting it as his/her own without proper attribution of the pupil's work by another; or
 13. Violation of any Federal or State law which would indicate that the violator presents a danger to any person in the school community or to school property; or
 14. Open defiance of the authority of any teacher or person having authority over the pupil, including verbal abuse; or
 15. Repeated unauthorized absence from school in violation of the Boards' truancy policy; or
 16. Intentional incitement of truancy of other pupils; or
 17. Falsely activating the fire alarm of other safety systems; or
 18. Falsely reporting the presence of a bomb or other explosive device at the school;
 19. Unauthorized possession of paging devices, beepers, cellular phones, or other electronic communication devices; or
 20. Violation of a publicized policy of the Board including that dealing with conduct on school buses; or
 21. Sexually harassing another person through word of action, in violation of the Board's sexual harassment policy #4011; or
 22. Any behavior, verbal or physical, that harasses, threatens, intimidates, abuses or demeans certain individuals or groups on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, or handicap that creates a substantial or material disruption of the school's operation or is likely to incite a breach of peace; or
 23. The wearing of gang related apparel or insignia.
- *Mandatory Expulsion:** The Superintendent shall recommend expulsion when he/she reasonably believes that a student:
1. was in possession on school grounds or at a school sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
 2. off school grounds was in possession of such a firearm in violation of Conn. Gen. Stat. 92-35 or did possess and use such a firearm, deadly weapon, dangerous instrument or a martial arts weapon in the commission of a crime; or
 3. on or off school grounds offered for sale or distribution of a controlled substance (as defined in Conn. Gen. Stat. 21a-240(a)) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278; or
 4. is in violation of one or both of these statutes if he/she is in possession of a deadly weapon or firearm without a proper permit authorizing such possession consistent with the Board's Weapon and Dangerous Instruments Policy #5540.
- Should the Board conclude, after hearing the matter, that the student engaged in conduct as described in subparagraphs 1,2,3 or 4 above, the Board shall expel the student for one calendar year. The Board may modify the period of expulsion on a case by case basis. As used in these paragraphs, a "firearm as defined in 18 USC 921" means (1) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, (3) a muffler or silencer, or (4) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than 1/2" in diameter). A "firearm" means a sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged, a "deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. "Dangerous instrument" means any instrument, article or substance, which under

the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury. This includes a "motor vehicle." "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

In keeping with the intent of the federal Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for bringing a "firearm as defined in 18 USC 921" to school, as that term is defined above. The Board may modify the period of expulsion on a case-by-case basis.

Student Drug Regulations

IN CASE OF MEDICAL EMERGENCY DUE TO DRUG USE THE STANDARD EMERGENCY PLAN WILL BE USED.

GOAL: TO ELIMINATE DRUG USE, POSSESSION, AND DISTRIBUTION BY STUDENTS. (PLEASE SEE THE DEFINITION OF TERMS AT THE END OF THIS DOCUMENT).

Drugs and other addictive substances are dangerous and are prohibited by the West Hartford Public Schools.

This prohibition extends to students on or off school property.

Although disciplinary consequences are a necessary part of this policy, other efforts-among them prevention, assessment/evaluation, help, intervention and counseling, are the major focus of this regulation. Students and others who possess, use, and/or distribute drugs or drugs paraphernalia may be experiencing personal and/or other problems. In addition, in many cases, they may be breaking the law.

Because of the dangers of repeated possession, use, or distribution, violations are cumulative while a student is enrolled in a school level (elementary level, middle school level, high school level). Records of violations at any level, however, will be forwarded to the Student Success Team (SST) at the next school level. Violations may impact the student's participation in student activities and athletics (see Student-Athlete Handbook).

These regulations will be implemented by administrators and staff in an attempt to assist the student in solving his/her problems and becoming more responsible in his/her decision-making and behavior.

ACTIONS TO BE TAKEN WHEN THERE IS SUSPICION OF DRUG, OR DRUG PARAPHERNALIA POSSESSION, USE, OR DISTRIBUTION BY A STUDENT

The administrator or designee will inform the student that the school suspected that he/she possesses, is using, and/or distributing.

In the case of a student who appears to be under the influence of drugs during the school day, the nurse will evaluate the student's condition and make recommendations for further medical involvement, if necessary.

The student will be asked to:

a) Give the administrator any drug(s) or drug paraphernalia on his/her person.

b) Deliver any drugs or drug paraphernalia that are stored in school or on school grounds, including automobiles.

c) Identify to whom he/she gave or from whom he/she received drugs and/or drug paraphernalia.

The administrator or designee will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator or designee will contact the parent(s) to inform them of the suspicion and may ask for a meeting with them.

The administrator or designee will refer all concerns to the Student Success Team (SST). The SST will provide the student/or parent with a list of potential help agencies.

ACTIONS TO BE TAKEN WHEN THE ADMINISTRATOR DETERMINES THAT DRUG OR DRUG PARAPHERNALIA POSSESSION, USE, OR DISTRIBUTION BY A STUDENT HAS OCCURRED.

1st Offense

In the case of a student possessing or using alcohol, drugs or drug paraphernalia, or misusing other substances during the school day, the nurse will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on his/her person.
 - b) Deliver any drugs or drug paraphernalia that are stored in school or on school grounds, including automobiles.
 - c) Identify to whom he/she gave or from whom he/she received drugs and/or drug paraphernalia.
2. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the police any of these confiscated items.
3. The administrator will make a reasonable effort to contact parents to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent may be asked to come to school within 24 hours to meet with the administrator.
4. For the possession or use of tobacco products, the student will receive a minimum of a **three day suspension**. Some of the three days of suspension may be Saturday detentions. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **three day suspension**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the

student will receive a ten **day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.

7. For distribution of a drug or drug paraphernalia, the student will receive a ten **day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. Student/Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
8. Parents or an adult designee will be informed that further violations will include other consequences and be provided information on assessment and the Student Success Team (SST) referral process.
9. The administrator will refer the student for an assessment by a qualified professional which may include the family primary care physician, Hope Works, the Wheeler Clinic or other persons approved by the principal or his/her designee.
10. The administrator will refer the case to the guidance counselor and the Student Success Team (SST). The student will be required to participate in certain SST Prescribed Activities (see the list which follows).
11. Documentation of the completed assessment and prescribed activities must be provided to the Student Success Team (SST). Failure to successfully participate in the assessment and in the Prescribed Activities will result in **seven days of suspension**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.

2nd Offense

In the case of a student possessing or using alcohol, drugs or drug paraphernalia, or misusing other substances during the school day, the nurse will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on his/her person.
 - b) Deliver any drugs or drug paraphernalia that are stored in school or on school grounds, including automobiles.
 - c) Identify to whom he/she gave or from whom he/she received drugs and/or drug paraphernalia.
2. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the police any of these confiscated items.
3. The administrator will make a reasonable effort to contact parents to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent may be asked to come to school within 24 hours to meet with the administrator.
4. For the possession or use of tobacco products, the student will receive a minimum of a **five day suspension**. Some of the five days of suspension

may be **Saturday detentions**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.

5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **five day suspension**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the student will receive a **ten day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
7. For distribution of a drug or drug paraphernalia, the student will receive a **ten day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
8. Parents or an adult designee will be informed that further violations will include other consequences and be provided information on assessment and the Student Success Team (SST) referral process.
9. The administrator will refer the student for an assessment/evaluation conducted by Hope Works or Wheeler Clinic.
10. The administrator will refer the case to the guidance counselor and the Student Success Team (SST). The student will be required to participate in certain SST Prescribed Activities (see the list which follows).
11. Documentation of the completed assessment/evaluation must be provided to the Student Success Team (SST). Failure to successfully participate in the assessment/evaluation and in the Prescribed Activities will result in **seven days of suspension**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.

3rd Offense

In the case of a student possessing or using alcohol, drugs or drug paraphernalia, or misusing other substances during the school day, the nurse will evaluate the student's condition and make recommendations as to whether further medical intervention is required.

1. The student will be asked to:
 - a) Give the administrator any drug(s) or drug paraphernalia on his/her person.
 - b) Deliver any drugs or drug paraphernalia that are stored in school or on school grounds, including automobiles.
 - c) Identify to whom he/she gave or from whom he/she received drugs and/or drug paraphernalia.
2. The administrator will make a verbal report of the incident to the police when alcohol, controlled drugs, drug paraphernalia or suspicious materials are involved. The administrator will turn over to the

- police any of these confiscated items.
3. The administrator will make a reasonable effort to contact parents to discuss the problem. When alcohol, controlled drugs, or drug paraphernalia, or suspicious materials are involved, a parent may be asked to come to school within 24 hours to meet with the administrator.
 4. For the possession or use of tobacco products, the student will receive a minimum of a **seven day suspension**. Some of the seven days of suspension may be **Saturday detentions**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
 5. For the possession or use of a drug or drug paraphernalia, the student will receive a minimum of a **seven day suspension**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
 6. For participation in a purchase, transfer, or acceptance of a drug or drug paraphernalia, the student will receive a **ten day suspension** and a **recommendation** to the Superintendent for a **discretionary expulsion**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school.
 7. For distribution of a drug or drug paraphernalia, the student will receive a **ten day suspension** and a **recommendation** to the Superintendent for a **mandatory expulsion**. Student, Parent/Guardian may be required to attend a re-entry meeting with an administrator upon return to school. After the suspension has been served, the parent or an adult designee may be required to accompany the student to all classes and other daily activities for three consecutive days.
 8. Parents or an adult designee will be informed that further violations will include other consequences and be provided information on assessment and the Student Success Team (SST) referral process.
 9. The administrator will refer the student for an assessment by a qualified professional which may include the family primary care physician, Hope Works, the Wheeler Clinic or other persons approved by the principal or his/her designee.
 10. The administrator will refer the case to the guidance counselor and the Student Success Team (SST). The student will be required to participate in certain SST Prescribed Activities (see the list which follows).
 11. Documentation of the completed assessment and prescribed activities must be provided to the Student Success Team (SST). Failure to successfully participate in the assessment and in the Prescribed Activities will result in **seven days of suspension**.
 12. The student and parent or adult designee may be required to attend three meetings of either Alcoholics Anonymous, Narcotics Anonymous, West Hartford Smoking Education Program,

Cocaine Anonymous, or Families Anonymous.

13. The administration will report the case to the Superintendent.

Subsequent Offenses:

1. The administrator will suspend the student for **ten days**.
2. The administrator will refer the student to the Superintendent with a **recommendation for mandatory expulsion**.

ACTIONS TO BE TAKEN WHEN A STUDENT VOLUNTARILY DISCLOSES HIS/HER DRUG PROBLEM IN A SELF-REFERRAL TO A PROFESSIONAL.

When a student, privately and in confidence, discloses to a professional employee during a self-referral his/her use, possession or distribution of a drug, the employee shall not be required to disclose the information unless the student agrees to disclosure and signs a release. Any physical evidence from the student, however, shall be turned over to school administrators or law enforcement officials within two school days.

If the self-referring student allows for disclosure of information about his/her use, possession or distribution of a drug, or, if in the discretion of the professional employee such disclosure is necessary, the professional employee may report the student's name and problem to the School's Student Success Team and the administrator. (CGS Sec. 10-154a(b)).

TERMS:

- a. **Assessment:** An evaluation conducted by a professional to determine the student's overall health and condition in relation to substance use.
- b. **Drug(s):** Any alcohol, tobacco products, controlled drug, illegal substances, inhalants or any medication for which the student does not have a prescription from a health care professional, or a substance or medication which is misused.
- c. **Controlled Drug(s):** Are those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the commissioner or consumer protection pursuant to Section 21a-243 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse an/or psychological or physiological dependence. Such controlled drugs are classified as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs.
- d. **Drug Paraphernalia:** Refers to equipment, products and materials of any kind which are used, intended for use or designed for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting,

producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing or, injecting, ingesting, inhaling, or introducing into the human body controlled substances (e.g. bong, pipes, roach clips, miniature cocaine spoons, crack vials, tobacco rolling papers) or any object or container used, intended for use, or designed for use in storing, concealing, or distributing controlled substances.

- e. **Drug/Drug Paraphernalia Facsimile:** Any substance and/or object that could be reasonably perceived as an illicit drug as defined in **b, c, d.**
- f. **Student Success Team:** A designated and specially trained team for school staff members including an administrator, nurse, guidance counselor, psychologist, social worker and teacher.
- g. **Possession:** Any possession that is unlawful under Connecticut State Law or West Hartford Board of Education policy.
- h. **Distribution:** Actual transfer or actions leading to the transfer from one person to another
- i. **Confiscation:** Where there are reasonable grounds to believe that a student is in possession of drugs, there is an obligation on the part of school personnel to search for and seize such drugs. Such search and seizure may involve school lockers, cars or school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs will be turned over to the police.
- j. **Use:** Ingesting, injecting, inhaling or otherwise causing a drug to reach bloodstream or digestive tract.
- k. **Hope Works:** Supported by the local interfaith community and private individuals since 1973. Hope Works of West Hartford provides counseling and mental health education services to adolescents and their parents
- l. **First Offense:** The first violation of this procedure to occur during the following time period: Grades K-5, 6-8, 9-12. For example, if a student violates this procedure once in grade 5, and again in grade 7, and again in grade 9, the grade 7 and 9 violations, because they occurred at a different school level, are also considered a first offense. Further violations during each school level are counted as second or third offenses. Because of the dangers and medical consequences of repeated use, violations are regarded as cumulative while the student is enrolled in each school level.

PRESCRIBED ACTIVITIES

- 1. Attend and complete a family focus group education program for parent(s)/guardian and the student. This group often run by Hope Works (561-1175), will provide an understanding of the psychology of addiction and appropriate intervention strategies.
- 2. Meet with a community relations officer from the West Hartford Police Department who is assigned to

the school to discuss the legal ramifications of substance abuse and possession of drugs and other substances.

- 3. Attend with parent(s) or another adult, if appropriate, one of the substance-related group sessions/ meetings listed below:

To secure information on these meetings call:

- Alcoholic Anonymous. 860-232-7837
- Al-A-Teen. 1-888-825-2666
- Narcotic Anonymous. 1-800-627-3543
- Helpline. Call Infoline, 522-4636
- Families Anonymous. 1-800-736-9805
- Cocaine Anonymous. Call Infoline, 522-4636
- Co-Anon. Call Infoline, 522-4636
- Infoline. 860-522-4636/211
- Additional information... www.westhartford.org/whcares
Consult the Infoline directory of Community Services available in the West Hartford Public Libraries, or contact the school librarian.
- 4. Attend and complete series of Insight Group sessions offered at school during the school day.
- 5. Write a 3-5 page research paper and submit to the Student Success Team. Materials are available at the town libraries, on-line services, school libraries and the Connecticut Clearinghouse, 334 Farmington Avenue, Plainville, CT (793-9791). Suggested topics are:
 - A. Addiction as a Disease
 - B. Adult Children of Alcoholics
 - C. Health Effects of Drug/Alcohol Abuse
 - D. Addiction: Hereditary or Environmental?
 - E. Substance Abuse as a Family Problem
 - F. Health Effects of Tobacco Usage
 - G. Other approved topics
- 6. Interview a recovering alcoholic/drug addict/ tobacco abuser and make a written report. Contact Alcoholics Anonymous (282-5294) or Cocaine Anonymous (871-4584) or West Hartford Smoking Education Program via the Substance Abuse Coordinator (523-3500).
- 7. Attend and complete a cycle of the West Hartford Smoking Education Program.
- 8. Participate in other activities to be identified by the SST.

**West Hartford Public Schools
Administrative Guidelines for Use of
Technology**

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff, will access a vast scope of information available in the school system as well as connections to global resources via the Internet. Since neither the West Hartford Public Schools nor any of its staff controls the content of the information available on the Internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information

should exit the site and contact their teacher or school administration. Individual users are responsible for their own conduct. The use of computers is a privilege, not a right. As the owner of both the hardware and software, the West Hartford Public Schools reserves the authority to withdraw this privilege. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities, or other administrative action.

1. Use of the computers must be in support of education, business, or research within the educational goals and objectives of the West Hartford Public Schools.
2. Users may access on-line services, use e-mail and voice mail for school related assignments, educational, administrative or other professional purposes.
3. Electronic communications (i.e. voice mail, e-mail, Internet) should not be considered completely private and secure. Users should not, under any circumstances, transmit or reveal personal or confidential information about themselves or others, including but not limited to: home address, telephone number, password, social security number, credit card number, or confidential or sensitive information regarding students or staff.
4. The district has the ability and reserves the right to bypass individual user passwords and to monitor the use of such systems by students and staff. Therefore, students and staff should not expect to maintain personal privacy in the use of the system.
5. Users will comply with all school policies concerning acceptable behavior, state, federal and local laws, including copyright laws and those laws prohibiting harassment by computer (PA 95-143).
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. These actions include but are not limited to: attempting to illicitly obtain passwords or screen names, entering closed areas of the network, introducing computer viruses, or accessing or altering educational records.
7. All users will abide by the generally accepted rules of user etiquette and all applicable school policies.
8. Chain letters and pyramid schemes (chain letters with money) are illegal.
9. Bulk positing to individuals or groups to overload the system (i.e., spamming or any similar actions) is prohibited.
10. Students may not install personally owned or created software on networks or networked computers. Staff may not install personally owned or created software on networks or networked computers.
11. Staff members wishing to supplement district software may install single copies of personally owned software on non-networked computers, in compliance with copyright law, as long as it does not interfere with the normal computer functions or data integrity.
12. Reproduction of copyrighted electronic resources should not take place without appropriate source documentation and permission.
13. Official representation of the school or school district (i.e. Internet home page) may be established by obtaining prior written approval from the school administrators. Approved representations will comply with copyright law.
14. Users may access their own personal on-line accounts, for educational purposes only, with advance permission and when it does not interfere with school-related activities.

15. Users will abide by the rules of other computer resources accessed through the school telecommunications systems.
16. Teachers will monitor the use of the Internet by students at a grade appropriate level.
17. Prior to publishing student work on the Internet, teachers will obtain a parent or guardian's permission in writing.
18. All other Board policies regarding the confidentiality of student information are in effect.
19. All state and local laws regarding technology are upheld and applicable.

Safe School Climate Plan—Anti-Bullying

I. PURPOSE

The West Hartford Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe in school.

II. BULLYING PROHIBITED

A. Bullying is prohibited 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the local or regional board of education.

B. Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

C. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.

III. DEFINITIONS

A. "Bullying" means (1) 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 (2) a physical act or gesture by one or more students repeatedly directed at 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 student,
- (d) Infringes on the rights of such student at school, or
- (e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

B. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile devices or any electronic communications.

C. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

D. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

E. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

F. "Out of the school setting" means at a location, activity, or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

G. "Safe School Climate Coordinator" means the individual appointed by the Superintendent of Schools from existing staff who is responsible for:

1. Implementing the district's Safe School Climate Plan;
2. Collaborating with the safe school climate specialists, the Board of Education and the Superintendent of Schools to prevent, identify, and respond to bullying in the schools of the district.
3. Providing data and information, in collaboration with the Superintendent of Schools of the district, to the State Department of Education regarding bullying, in accordance with state law; and
4. Meeting with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Safe School Climate Plan.

H. "Safe School Climate Specialist" means the principal of each school, or the principal's designee, who is responsible for:

1. Investigating or supervising the investigation of reported acts of bullying in the school in accordance with the district's Safe School Climate Plan;
2. Collecting and maintaining records of reports and investigations of bullying in the school; and
3. Acting as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school.

I. "School employee" means

1. A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle, or high school; or
2. Any other individual who, in performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle, or high school, pursuant to a contract with the local or regional board of education.

J. "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

IV. SAFE SCHOOL PLAN

The district's Safe School Climate Plan consists of this policy as well as the administrative regulations developed by the Superintendent of Schools to implement this policy. This policy clarifies the legal mandates regarding the district's response to bullying in its schools. The administrative regulations shall address the broader topic of school climate and may incorporate the National School Climate Standards or other applicable evidence-based standards. Revisions to any part of the Safe School Climate Plan shall be approved by the Board of Education.

A. Reporting Procedures

1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying via the electronic bullying reporting form on the school website
2. Parents or guardians of students may also file written reports of suspected bullying.
3. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist (or another school administrator if the safe school climate specialist is unavailable), not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

- B. Investigation
1. The safe school climate specialist shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.
 2. The safe school climate specialist shall review any anonymous reports. No disciplinary action shall be taken solely on the basis of an anonymous report.
 3. The investigator shall assess whether there is a necessity to take immediate measures to prevent further allegations of bullying or retaliation of any kind while the investigation is pending.
 4. The investigator shall remind involved parties that any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is strictly prohibited.
 5. After a prompt investigation, the investigator should ascertain whether the alleged conduct occurred and whether such conduct constitutes bullying as defined by this policy.
- C. Response to Verified Acts of Bullying
1. If it is determined that bullying has occurred, the school will take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior. As part of such remedial action, the offender may be subject to appropriate disciplinary action which may include, but is not limited to, one or a combination of the following: counseling, awareness training, warning, reassignment, transfer, suspension, or expulsion.
 2. Each school shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.
 3. Each school is required to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. This invitation shall also include the description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Except in rare circumstances, such meetings with parents and guardians should be held separately.
 4. A student safety support plan shall be developed for any student against whom an act of bullying was directed. The plan shall address safety measures that the school will take to protect such students against further acts of bullying.
 5. Case-by-case interventions shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.
 6. The principal of a school, or designee, shall notify the appropriate law enforcement agency when such principal, or designee, believes that any acts of bullying constitute criminal conduct.
- D. Prevention and Intervention Strategy
- Students shall be provided with a variety of prevention and intervention strategies, which may include, but are not limited to:
1. Implementation of positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the State Department of Education;
 2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts;
 3. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;
 4. Individual interventions with the bully, parents, and school employees, and interventions with the bullied child, parents, and school employees;
 5. School-wide training related to safe school climate.
- E. Documentation and Record Keeping
1. Safe school specialists shall establish a procedure for each school to:
 - a. Document and maintain records relating to reports and investigations of bullying in such school.
 - b. Maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. The public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.
 2. The district's safe school climate coordinator shall annually report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education.
- F. Training
1. All school employees must annually complete training on the prevention, identification, and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators, and pupil personnel who hold the initial educator, provisional educator, or professional educator certificate via in-service training. All other school employees shall receive such training as provided by the State Department of Education.
 2. As part of the prevention and intervention strategies, schools may also implement school-wide

training related to safe school climate and student peer training, education, and support.

G. Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school shall establish a committee (or designate at least one existing committee in the school) to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal. Parents or guardians who serve on such committee shall not participate in the activities described in subparagraphs (1) and (2) below or any other activity that may compromise the confidentiality of a student. The safe school climate committee of each school shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and make recommendations to amend school policies relating to bullying;
4. Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school;
5. Educate students, school employees, and parents and guardians of students on issues relating to bullying;
6. Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;
7. Perform any other duties as determined by the school principal that are related to the prevention, identification, and response to school bullying for the school.

H. Periodic Assessment of School Climate

1. On and after July 1, 2012, and biennially thereafter, each school in the district shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education so that the state can monitor bullying prevention efforts over time and compare each district's progress to state trends.
2. Assessment tools may also be used by Safe School Climate Committees to review and make recommendations for revisions to the district's Safe School Climate Plan.

I. Notice Requirements

1. At the beginning of each school year, each school will provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.
2. Students and the parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
3. Students shall be provided with notice of the definitions of bullying, cyberbullying, and the

potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying.

4. The district's Safe School Climate Plan shall be made available on the Board's and each individual school's Internet web-site and ensure that such plan is included in the school district's publication of rules, procedures, and standards of conduct for schools, and in all student handbooks.

Legal Reference: Connecticut General Statutes:

- 10-15c Discrimination in public schools prohibited
- 46a-58 Deprivation of rights
- 10-145a Certificates of qualification
- 10-145o Teacher education and mentoring program
- 10-220a In-service training
- 10-222d Policy on bullying behavior
- 10-222g Prevention and intervention strategy re: bullying
- 10-222h Analysis of bullying policies

P.A. 11-232 "An Act Concerning the Strengthening of Bullying Laws"

United States Code:

- 20 U.S.C. 1400 Individuals with Disabilities Education Act
- 20 U.S.C. 1681 Title IX of the Education Amendments of

1972

- 29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973
- 42 U.S.C. 2000d Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 12101 Americans with Disabilities Act

Revised: December 20, 2011

SCHOOL SECURITY AND SAFETY COMMITTEE

Each school is required to establish a "school security and safety committee". The membership of the committee is prescribed to include: a local police officer, a first responder, a teacher, an administrator, mental health professional and parent. (See P.A. 13-3, Sections 86, 87)

This committee will collect and evaluate instances of threatening or violent behavior that his not classified under the bullying regulations.

Sexual Harassment Policy for Students

It is the policy of the West Hartford Board of Education to maintain a learning environment free from discrimination and harassment where all students are treated in all respects without discrimination or harassment. Sexual harassment is forbidden by federal and state law and will not be tolerated in any form. While the law emphasizes that such behavior be unwelcome by the recipient, all employees and students are on notice that any such behavior is inappropriate in the school setting. Individuals have different personal standards and sensitivities in regard to behavior and comments of a sexual nature. Therefore, it is best to avoid any conduct which is sexual in nature. Sexual harassment shall include, but not be limited to:

- unwelcome sexual advances
- direct or indirect demands or requests for sexual favors
- direct or indirect sexual comments, gestures or other physical conduct of a sexual nature
- implied or explicit threats related to sexual harassment

All reported incidents of sexual harassment will be promptly and thoroughly investigated in an appropriately confidential manner.

Each administrator and teacher shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his or her school and department.

Any student who believes that he or she has experienced sexual harassment by a staff member or student(s) in the school district shall report the alleged harassment by notifying a staff member or administrator. The staff member contacted by the student will inform the building principal, who may discuss the reported incident(s) with the student. The building principal will offer assistance in resolving the complaint. If the accused is the building principal, the staff member assisting the student will bring the case to the Director of Human Resources.

In order to meet the individual needs of students in the West Hartford Public Schools, each sexual harassment complaint shall be treated in a manner that will ensure the highest level of comfort for the student reporting the incident(s).

Students should feel free to seek assistance if they are sexually harassed. Many students who confide in an adult staff member seek assistance to put an end to the harassment without causing the situation to escalate. Under certain circumstances it may be desirable to give a harassed individual the opportunity to tell the accused that his/her conduct is unwelcome and that it should cease immediately. It may also be appropriate for the teacher or staff member to act as an intermediary. Often the situation is resolved informally and the accused benefits from a frank discussion about the behavior that others find offensive. The administrator who handles a situation on the informal level may protect the identity of the victim by informing the accused that a complaint has been brought forward and needs to be discussed. The informal process must be supervised and documented by the administrator or designee.

If the case cannot be resolved informally, the student registering the complaint will be asked to file a written report of the harassment. The student will be advised that the information reported must be truthful and accurate. The building principal (or designee) will investigate the charges and, where necessary, take disciplinary action. Such disciplinary action may include suspension, a recommendation to the Board of Education for expulsion in the case of a student, or discharge in the case of an employee consistent with the Board of Education regulations.

Any staff member or student who retaliates against anyone who reports alleged harassment or who participates in an investigation, proceeding or hearing relating to a sexual harassment complaint is subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Such disciplinary action may include suspension, a recommendation to the Board of Education for expulsion in the case of a student, or discharge in the case of an employee consistent with the Board of Education regulations.

Complaint Procedure

1. If a student believes that he or she is being harassed, that person, directly or through a teacher, counselor or administrator, should immediately inform the alleged harasser that his or her behavior is unwelcome and must cease.
2. If the unwelcome behavior continues, the student may report the harassment in confidence to the building principal or to a trusted staff member who will assist the student in contacting the principal.
3. The building principal, with the consent of the complaining student, will try to resolve the matter on an informal basis.
4. If the matter cannot be resolved informally, the student will be asked to file a formal complaint that should state the name of the complainant, date of the complaint, date of the alleged harassment, and a detailed statement of the circumstances leading to the complaint.
5. The administrator who conducts the investigation of the complaint shall do so in an unbiased and discreet manner. The administrator or designee shall make a preliminary written report summarizing the results of the investigation and proposed disposition of the matter. The investigation shall commence within five working days of the filing of the written complaint and be completed within fifteen working days.
6. In cases where a student files a complaint of sexual harassment against a student, and the investigation supports those charges, the administrator will take appropriate disciplinary action up to and including suspension or recommendation for expulsion in accordance with the policies of the West Hartford Public Schools. Parents of students involved in the harassment incident shall be notified of any formal complaints made.
7. In cases where a student files a complaint of sexual harassment against a staff member, and the investigation supports those charges, the staff member shall be subject to disciplinary action by the West Hartford Board of Education as outlined in its policy on sexual harassment against employees. Actions taken in response to such cases of sexual harassment may include a letter of reprimand, transfer, suspension or discharge from employment. If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Superintendent of Schools, who will review the investigation and answer the appeal within a reasonable period of time.

First Amendment Rights

1. The administration is charged to create an oversight process that would disallow only those forms of expression that would be judged obscene, libelous, seriously disruptive, or vulgar, and thus, interfere with legitimate pedagogical process.
2. If a staff member or principal's designee decides to disallow the student(s) expression, the student may appeal such action to the principal. The appeal

should take place within three school days of request.

3. Should the principal uphold the original decision, the student(s) may request a review of the decision to a panel consisting of the Deputy Superintendent, the Department Supervisor of English of the other high school, and the student representative to the Board from the other high school that is involved in the review question. A majority vote of the panel is required for an action. A hearing shall be held within five school days except under extenuating circumstances, and a decision shall be rendered within five school days after the conclusion of the hearing.
4. The appeal process must be completed in a timely fashion so that the mechanics of due process do not accomplish a rejection de facto.
5. These regulations will be published in the student handbook annually.

For administrative guidance, herein are illustrated terms used in #1:

Obscene: Those expressions that contain:

- overt or explicit displays of sex

Libelous: Those expressions that contain:

- unsubstantiated character assaults on individuals or groups of people
- statements that are personally insulting

Seriously disruptive:*

Those expressions that:

- advocate violence, use of alcohol or drugs
- attack individuals, races, religions, creeds, ethnic or sexual groups, or others

Vulgar: Those expressions that use:

- sex, anatomy or slurs in the form of "jokes," parodies or other forms that degrade individuals, racial, ethnic, religious or sexual groups
- expletives
- lewdness

*In the opinion rendered in *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969), the judges stated that the criteria for determining what is seriously disruptive must be concrete. "Undifferentiated fear or apprehension is not enough to overcome the right of freedom of expression."

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] will make arrangements for access and

notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Student Directory Information

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory

Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Ref. 34 CFR § 99.37

Notification of Rights Under the Protection of Pupil Rights Amendment ("PPRA")

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum;
4. the right of a parent to inspect, upon request, any instrument used in the collection of personal

information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;

5. the right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
 - b. the administration of any survey containing confidential topics (*see* #2, *above*, a-h); or
 - c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide or other post-secondary educational institutions
- e. cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- f. the sale by students of products or services to raise funds for school-related or education-related activities;
- g. student recognition programs.

To protect student privacy in compliance with the PPRA, the West Hartford school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

Reference: 20 U.S.C. § 1232h

Your Right to Request Information Concerning Teacher Qualifications

As a parent of a student enrolled in SMS, you have a right to request the following information concerning qualifications of school personnel working with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for grade levels and subject area in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

If you wish to obtain this information, please contact our Executive Director of Human Resources at Town Hall.

WEST HARTFORD PUBLIC SCHOOLS NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals With Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the West Hartford School District's education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are

6. knowledgeable of your child, the assessment data, and any placement options;
6. To have your child receive a free appropriate public education, if he or she is eligible for services under Section 504. This includes the right to receive reasonable accommodations, modifications, and related services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Glenn McGrath
Telephone: (860) 561-6695
Director of Pupil Services
West Hartford Education Center
28 South Main Street
West Hartford, CT 06107

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
J.W. McCormack Post Office and
Courthouse
Boston, MA 02109
Telephone: (617) 223-9662

U.S. Department of Education
Office for Civil Rights
330 C Street, S.W.
Washington, DC 20202
Telephone: 1-800-421-3481

Connecticut State Department of Education
Bureau of Special Education and Pupil Services
P.O. Box 2219
Hartford, CT 06145
Telephone: (860) 713-6912

