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# Nathan Hale Middle School

1776 Main Street, Coventry, Connecticut 06238  
Phone: 860.742.7334 Fax: 860.742.4565

**Michele Mullaly**  
Principal

**Scott D. Sadinsky**  
Assistant Principal

Dear Students and Parents,

The 2009-2010 school year at Capt. Nathan Hale brings with it the opportunity for many and varied learning experiences for our students who will face new curricular challenges and the opportunity to develop and master new skills. We look forward to collaborating with parents as we work with our students to support their high academic achievement.

At CNH we endeavor to offer a high level of academic challenge for all of our students, and our expectation is that students will approach their studies conscientiously and will work hard to achieve highly. Our teachers, counselors, and staff are always available to assist and support students in their academic and personal growth. Mr. Sadinsky and I also look forward to collaborating with all the members of our school community to provide a quality educational program and experience for your children this year. Please call or e-mail (mmullaly@coventryct.org or ssadinsky@coventryct.org) either of us at any time if we can be of help or assistance throughout the year.

We are pleased to be able to provide this agenda handbook to students and families. It is a tool for helping students develop organizational habits necessary to meeting with success in school. We hope parents will assist their students in using the agenda section to its maximum benefit. Students may chart important information from each of their classes, and parents may check to see that homework has been completed. Parents may also cross-check the agenda book with the homework hotline.

At Capt. Nathan Hale we like to think of the students, teachers and other adults in our school as our family away from home. We care about each other, treat each other with respect, and try to help each other. Those three words, "care," "respect," and "help," summarize the behavioral expectations that we have of all the members of our school community. Our agenda does detail, though, our school and district procedures and behavioral expectations for your review. Please take the time to read through the handbook with your child. The handbook will also answer many of the questions you may have about our policies and procedures.

At Capt. Nathan Hale 2009-2010 promises to be an exciting year for learning. We look forward to working with our students and their families to ensure a productive and successful school year!

Sincerely,

Michele Mullaly  
Principal




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**ment and education (Non-Discrimination):** Capt. Nathan Hale educational programs, services, or employment on the basis of race, sex, or sexual orientation.

**School Hours**

<b>Regular day:</b>	Period 1: 7:40 a.m.	Dismissal: 2:20 p.m.
<b>Ninety-minute delay:</b>	Period 1: 9:10 a.m.	Dismissal: 2:20 p.m.
<b>Early Release Day:</b>	Period 1: 7:40 a.m.	Dismissal: 12:20 p.m.

**Late Openings / Early Closings**

If school is to be closed or the opening is delayed for any reason, it will be announced on radio stations WDRC, WKSS, WWYZ, WTIC, WILL, and TV channel 30 (WVIT), between 6:00 a.m. and 7:00 a.m. Sometimes half days are scheduled or caused by special circumstances, in either case, CNHMS students are dismissed at 12:20 p.m. unless otherwise notified. This information is also available at our school's website [www.coventryps.org](http://www.coventryps.org).

**School Phone System:** When calling 742-7334 **during school hours**, please listen for current school updates. If you know your party's extension, **PRESS 9 FIRST then the extension. PRESS 9 then PRESS #** for our school directory (to enter the last name of the person you are trying to reach). **At the end of the greeting PRESS 1** to report an absence, **PRESS 2** to reach the Nurse, **PRESS 3** for Guidance, **PRESS 4** for the "Safe Kids" hotline, **PRESS 5** for the Principal, **PRESS 6** for the Assistant Principal, **PRESS 7** for the Librarian, or **PRESS 0** for the main office.

**ATTENDANCE**

**The School Day**

Students should not arrive at school prior to 7:15 a.m. As students arrive at school, they should report to the appropriate social area and not wander the building. Social Area Locations are as follows: 6<sup>th</sup> Grade to the LGI, 7<sup>th</sup> Grade to the CNH Cafeteria, and 8th Grade to the CNH Gymnasium.

**Absent from School**

All work missed by students must be made up as soon as possible after returning to school. Excessive absence often results in poor schoolwork. When an absence is necessary (illness, appointments, vacation), the parent or guardian should notify the school. The school needs to be notified of the child's name, grade, and reason for the student's absence. This can be done by leaving a message on the 24-hour attendance line by calling 742-7334, Ext. 490. *Please do not leave homework requests on this line.* **PARENTS SHOULD NOTIFY THE SCHOOL BEFORE 9:00 a.m. IF THEIR CHILD IS GOING TO BE ABSENT FROM SCHOOL.** If a call has not been made, students are required to provide a written excuse, signed by a parent or guardian, to the nurse's office on the day they return to school. If this is not done, the absence will be noted as "unexcused."

**A child who is absent from school is unable to participate in extra-curricular activities for that day. Students must be present in school for a minimum of four hours to participate in after-school activities.**

**Tardy to School**

All students should arrive at school prior to 7:40 a.m. in order to be in their first period class on time. Regular school attendance is essential to the educational process. Any student arriving after 7:40 a.m. should report directly to the main office with a parental excuse note stating the reason for the tardiness. Students who are chronically unexcused tardy will be referred to the office for disciplinary action. Failure to present a note explaining why a student is tardy or a phone call from the parent will also result in a detention being issued. A pattern of unexcused tardiness will result in additional action.

**Class Attendance and Tardy to Class**

It is mandatory that students attend all of their assigned classes. Class attendance is not only necessary for maintaining good grades, but it also meets the school's responsibility of knowing where each student is at all times during the day. Any student who skips a class will face disciplinary consequences. Students should be on time and prepared for class. Students who exhibit a habit of being tardy to class may be referred to the office for disciplinary action.

1. (illness, medical, and the like) outside of the school day. If a student must be dismissed from school, the duration of the time out of school must be received by the office by the end of the school day.
2. The student must stop in the office on the morning of the dismissal to present the note and pick up an "Early Dismissal Pass" which is given to the teacher at the time of dismissal.
3. The teacher signs the pass and sends the student to the office to be picked up by the authorized party.
4. The parent or authorized person must sign the student out in the school office.
5. Students who return to school on the same day of a dismissal MUST report to the office upon their return to school to receive a pass to return to class.
6. Students may not leave school property at any time during the school day for any reason without the consent of the main office or the nurse. Failure to obtain permission before leaving school will result in disciplinary action.

### Students Dismissed from School Due to Illness

Students who are attending classes and feel ill should report to the nurse's office. Only the nurse or a school administrator may excuse a student from school for the rest of the school day. Failure to be dismissed by the school nurse or an administrator will result in the student being assigned an unexcused absence.

### **CAFETERIA**

When it is time to go to lunch, students should walk quietly to the cafeteria and be seated. Once seated, students may only leave their seats with adult permission. Food, drinks, or straws may not be taken from the cafeteria. All students are expected to use good manners, common sense and to follow the cafeteria rules. Students may not sell candy, gum, or any other merchandise in school without permission from the administration.

### Lunch

Students may bring lunch or buy lunch in the cafeteria. Prices (*subject to change*) are as follows:

Breakfast = \$1.25      Lunch = \$2.25      Snacks/Ice Cream = \$.85      Fruit = \$.50      Water = \$.75

Students who are approved for free meals receive free breakfast and lunch. Students approved for reduced price meals pay 20 cents for breakfast and 40 cents for lunch. An updated free or reduced lunch application must be submitted for each new school year for each student.

All students have their own account set up in cafeteria computer system. Parents are encouraged to put money on their child's account which students can use to buy lunch and/or snacks. Students enter their pin number on the keypad when they buy food. The money is automatically deducted from their account. **Please bring checks or cash to the kitchen prior to the start of the school day. Please put your pin number on your check.** If you forget your lunch, you may use your pin number at the register and your account will be charged for your lunch. You are expected to repay the money the following day.

### Cafeteria Rules

- Students will report directly to the cafeteria and be seated. When all students have arrived, they will be dismissed by the teacher to purchase hot lunch, milk, snack, and/or a sandwich.
- Incentives to be provided for students behaving appropriately throughout the week.
- Students must have permission from an adult to leave the cafeteria.
- To help keep our cafeteria clean, all food and drink must be kept in the cafeteria. Before being dismissed, students are responsible for cleaning their table and picking up any rubbish on the floor after eating lunch. Table wipes and brooms are provided for clean up.
- Students must remain seated until an adult dismisses them.
- All students are expected to display good table manners and be courteous and considerate to fellow pupils, teachers, and cafeteria workers.
- Energy drinks are not permitted in school.
- Violation of the cafeteria rules will result in either the loss of privilege to use the cafeteria, assigned seating, lunch detention(s), and/or other disciplinary consequences.

Law require them, but also, a well-organized fire drill may save students. Signal sounds, students should proceed single file, without talking or at the designated fire exit for their classroom. A special signal will be not go back inside until told to do so by a teacher. Tampering with fire alarms, fire extinguishers, and other school fixtures is a serious offense.

Should the alarm sound between classes, please leave by the nearest exit. Once outside, move safe distances from the building, then stand quietly, and await direction from an adult. While outside, students should stand quietly so that teachers may take attendance. Should a real emergency occur, this would be necessary to insure that everyone has safely left the building.

### **Emergency Drills**

Emergency lockdown drills will be conducted periodically throughout the year. It is imperative that students follow all adult directions during such drills.

### **HOME COMMUNICATION**

CNHMS teachers' goal is to help students learn and become responsible citizens. To do this effectively, teachers at CNHMS work together in teams. A team member or a guidance counselor can be contacted to set up a parent meeting. Teachers welcome active parental communication with the school. At CNHMS we believe in teamwork. Parents, teachers, and community members working as partners is the best way to ensure that our students develop to their fullest potential. Please visit our website, [www.coventryps.org](http://www.coventryps.org) for important information and email addresses.

### **School-Related Problems and Concerns Procedure**

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

1. The parent should first raise any concern regarding a school-related matter with the staff member most directly involved (i.e. questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.)
2. If the matter remains unresolved, the parent may wish to speak with the building principal or assistant principal. Appointments can be scheduled by contacting the main office.
3. If the matter is still unresolved, the parent may wish to speak to the superintendent. For an appointment, simply contact the superintendent's office.
4. If the matter still remains unresolved, the parent may wish to bring it to the attention of the school board by communicating directly with the chairperson of the school board.

We urge that parents use the progressive steps outlined above as the teacher or other staff member most directly involved can address most problems satisfactorily. Starting at the top inevitably results in no decision and the matter being remanded to the staff member most directly involved. The following are examples (not an all-inclusive list) of issues that are more appropriately addressed at the levels indicated:

#### **Teachers**

- Student homework, assignments, quizzes, and tests.
- Course content, instructional materials, academic progress, and extra help.
- Issues related to classroom discipline, relationships with other pupils, and the teacher.
- Athletic issues with the teacher/coach involved and then to the Athletic Director.

#### **Guidance Counselors**

- Problems between school and home, teacher and pupil, pupil and other pupils.
- Personal matters relating to student development, behaviors, and interactions with others.
- Student schedule and high school options.

#### **Principals**

- Any issue arising out of a school building when no other staff member can be specifically identified.
- Student placement issues in a class, program, or instructional level.

...n issues; such as, athletics, music, drama, etc.

...as regarding school personnel.

...e issues, and bus contract issues.

...uence of curriculum.

- Use of curricular-related materials.

### **Superintendent**

- Questions regarding school board policies and administrative procedures.
- School board meeting and agenda items.
- Any school system records or documents.
- Budgetary matters.
- Hiring and supervision of staff.
- Complaints, dissatisfaction, or concerns regarding school personnel or services that have not been resolved at the principal level.
- Suggestions or requests for change in curriculum.
- Transportation matters (if not resolved by transportation coordinator/business manager).

### **School Board**

- Matters pertaining to policy (class size, student field trips, fundraising activities, etc.).
- Requests that specific courses and programs be included in the program studies.
- Complaints regarding the superintendent.
- School board minutes and agenda items (chairperson of school board).
- Budgetary matters, long range planning (facilities, programs, etc).

## **LIBRARY/MEDIA CENTER**

The Library Media Center (LMC) is open to students from 7:30 until 2:30 every day. A student must have a pass from a teacher to use the library and must sign in when he/she arrives. When the student is ready to return to class, the student must use the time clock to stamp his/her pass with the date and time.

Students are encouraged to use the library to find information for research assignments, books for leisure reading or to just enjoy a magazine. Links to research databases can be found on the LMC page of the school website. Information on these databases and writing research papers is always available in the LMC. The LMC staff is happy to assist students with research questions and book selections.

## **LOCKERS**

Lockers are the property of the school and can be subject to routine administrative inspection. They should be kept clean and orderly to insure their good working condition. Students should not share lockers or locker combinations with others and they are held accountable for any banned contents.

## **LOST AND FOUND**

- If you are missing an item, please come to the main office as the item may be there.
- Retrace your steps from when you last knew that you had it. Alert all of your teachers and check their rooms.
- Check with the main office.
- Repeat checking lost and found for up to one week.

## **PTO/PARENT TEACHER ORGANIZATION**

The CNHMS PTO is an organization committed to effective education by facilitating communication among parents, the middle school students, Board of Education, and other schools in the community. In addition, the membership, which is comprised of parents, teachers, and administration, provide several auxiliary services for the school and support many school activities through active fund raising. All parents are invited to all meetings and are encouraged to contact the PTO at 742-7334, Ext. 492, directly for more information or questions regarding the PTO.



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by the Board of Education. Students are responsible for the care of them. Students are responsible for lost or damaged textbooks, library (at the discretion of administration until all fines are paid).

CNHMS prides itself on a high level of community and parent involvement in our school. We value having these adult visitors in our building. To ensure the safety of our students, all visitors must sign in and out of the main office. Visitors will then be issued a Visitor's Badge.

## ACADEMICS

### Student Schedules

It is recommended that a copy be placed in a notebook, and the original be kept in a safe place. Copies of all student schedules are kept on file in the main office and with the guidance staff. Any questions regarding student schedules should be addressed to guidance counselor.

### Homework

Homework ó BOE Policy 6154: It is the policy of the Board of Education to ensure that all comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade.

The Superintendent and his/her designee shall be responsible for developing procedures in furtherance of this policy.

Homework is an important aspect of the learning process in most classes. It reinforces previous learning and helps the teacher measure student achievement. Homework is also used to prepare students for new learning. Homework may be in many forms, even including reading or review. It is the student's responsibility to do all work assigned on time and to the best of his/her ability. *If a student is absent for three or more consecutive days, please contact the Team Leader for class work.*

### Homework Hotline

Students or parents wishing to find out what homework is assigned for each class can call 742-7334 and then 6 plus the teacher's extension number after 3:00 p.m. Procedure: Call 742-7334 then enter 6 plus the teacher's extension. A list of all teachers' extensions will be sent home within the first few days of school.

### Make-Up Work

Students are responsible for contacting the teachers for missed work assignments. If a student is absent due to illness or suspension, the student is expected to make up the homework that was required for that day(s). The teacher will develop reasonable timelines for make-up work.

### Extra Help

Students may always seek extra help from their teachers if the work is difficult or the student has been absent. Each teacher is available three days a week after school until 2:45 p.m. for extra help sessions or makeup. Students should arrange with their teachers when to stay. Homework club is also available.

## PROGRAMS OF STUDY

Students at CNHMS study various combinations of reading, language arts, study skills, mathematics, science, social studies, art, music, technology education, family and consumer science, computers, health, world language, and physical education. The program of study concentrates on the mastery of basic skills in these areas:

### **Students in all grades (6, 7, and 8) take the following courses of study:**

Language Arts, Reading, Math, Science, Social Studies

### **In grade six, students also take the following related arts classes:**

Music, Art, Computers, Life Skills, Physical Education and World Language

ed arts classes:

Science, Health, Computers, Physical Education, and World Language

ed arts classes:

ers, Physical Education, Technology Education, and World Language

(either French or Spanish)

State law requires all students to take **Physical Education**. All students will take the Connecticut Physical Fitness Test in the fall. At all grade levels rules, sportsmanship, safety, and teamwork will be covered as well as basic skills and the biomechanics involved. A student's physical education grade is based upon participating in class activities, demonstrating effort, exhibiting good sportsmanship (behavior), and having a change of clothes for each class. Appropriate attire includes: t-shirts, shorts, wind pants, sweatpants, and sweatshirts. These must be different from the clothes worn to school. Sneakers are required. Class instruction is designed for students to develop an understanding of the importance of being physically fit by being involved in life-long physical fitness activities. Each student will be given a lock and assigned a locker for use during physical education class. Students are responsible for the lock until the end of the year. Any replacement cost associated with lost locks will be the responsibility of the student.

The nurse, upon the presentation of a signed parental, medical, or a physical education instructor's excuse, may excuse students from class. Students may be excused from physical education for one day with a note from a parent. If students are going to miss more than three classes in a row, they will need a medical excuse from a doctor. Students excused will be sent to the TRAC room, and this time will be used as a study hall. When a medical excuse expires, the student will need another note from the doctor to be readmitted to physical education class.

The **Challenge and Enrichment Program** (CEP) is available to all students who qualify under State of Connecticut guidelines. Identified students will be involved in special projects approximately twice a week. In addition, this program provides school-wide enrichment through a variety of projects.

### **Special Education**

CNHMS offers **specialized programs** of study for a variety of special needs students. Special education personnel work closely with the mainstream teachers to meet student individual needs and service students within mainstream settings whenever possible. Courses of study in the Learning Resource Center include math, language arts, science, social studies, prevocational education, media arts, and resource support. Some students are selected for a more independent form of special education through total mainstreaming with direct support within the classroom.

### **REPORT CARDS AND PROGRESS REPORTS**

Students will receive report cards at the end of each quarter. In addition, students receive progress reports mid-way through each quarter. These mid-term reports help students and parents to know whether students are meeting with success and/or needing additional effort.

Progress reports and report cards are an important means of communication among teachers, parents, and students regarding student progress. Parents who wish to have any additional information about their child's progress or placement should contact the Guidance Office at 742-7334, Ext. 382.

### **Report Card Grades**

Scholarship reflects academic progress, and citizenship reflects behavior.

#### **Scholarship Grades**

A = Excellent  
B = Above Average  
C = Average  
D = Below Average  
F = Failure

P = Pass  
Ex = Excused  
INC = Incomplete\*  
Med = Medical Excuse  
N/A = Not Applicable

#### **Citizenship Grades**

E = Excellent  
S = Satisfactory  
U = Unsatisfactory

**\*Incomplete grades must be made up within ten school days from the day grades close.**

student progress; comments do not become part of cumulative records.

or roll status is granted to students who earn grades  $\bar{A}$  and/or  $\bar{B}$  in

### PROMOTION/RETENTION PROCEDURES (BOE Policy 5123)

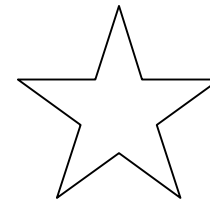
The Board of Education recognizes that all children need to be promoted from grade to grade, after having accomplished success in an age appropriate program which measures student progress and ensures continuous academic achievement. Students who, on the basis of objective measures of academic proficiency, can reasonably be expected to meet the instructional/learning objectives at the next educational level may be promoted.

1. Recommendation for promotion shall take into consideration all test data, student report cards, teacher recommendations and parent concerns.
2. Each school shall designate staff to serve on a child study team to assist when there is a question about promotion of children. The child study team shall consist of the building principal, the child's primary classroom teacher, necessary support staff, parents and/or child advocates and any other individuals deemed in the best interest of the child.
3. Recommendation to withhold promotion may be made by teachers, parents or guardians and at appropriate age levels may be requested by the child.
4. The decision not to promote will be a joint decision which will include all members of the child study team.
5. If consensus is not reached, the final decision will be made by the principal. When parents disagree with the team decision, they will be required to sign a statement to that effect. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the promotion/retention decision-making process. Parents will be notified as early as possible that retention is being considered and except in very unusual circumstances, no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment.
6. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

### SUMMER SCHOOL

Students in sixth or seventh grades, who are unsuccessful in one or more core subjects, may be required to take a summer school course in order to be promoted to the next grade level. Eligibility to take a summer school course may be determined by the quality and quantity of work completed and the attendance record during the school year. Eighth grade students who are unsuccessful in two or more of the following subjects will be required to attend summer school in order to be promoted to ninth grade: Language Arts, Reading, Math, Science, Social Studies, and World Language.

### Rubric for Short Answer Questions



To earn a score of 2:

- Restate the question in the answer.
- Include at least 2 pieces of evidence from the text in your answer.
- Write in complete sentences, using proper punctuation, capitalization, and spelling.

If you earned a 1, you probably:

- Didn't restate the question in your answer, or
- Didn't include 2 pieces of evidence from the text in your answer, or
- Didn't write in complete sentences, using proper conventions.

## How Can I Reach Goal (8-12) on a Writing Prompt?

Start with a plan:

Use graphic organizers for expository or persuasive prompts.  
Your plan must be handed in with your prompt.

When you write, be sure to:

Start with an attention grabbing lead.  
Write a well-developed introduction that restates the prompt.  
Each body paragraph should be well developed, with good transitions, and lots of detail to support its main idea.  
Make sure your conclusion refers back to the prompt topic.

Use your time wisely:

Take ten minutes to plan.  
Write for thirty minutes.  
Review and finish your conclusion during the last five minutes.

Remember, a prompt that is less than one full page will never be an 8! Try to fill all three pages. It's easy!!

## PLAGIARISM AND CHEATING

Academic honesty is the cornerstone of an effective education, and cheating in any form will not be tolerated. Unless your teachers specify that your work may be done in collaboration with one or more partners, all work you submit is solely your own. This includes routine homework, as well as tests and papers. Although all cheating is wrong, the punishment for it may vary with the magnitude of the offense. You will receive a grade of zero on the entire test, paper, project, or homework on which you have cheated, and you will face disciplinary consequences. More serious consequences up to and including expulsion may be implemented. Written referrals of cheating will be entered into your personal files. Students who knowingly help or allow others to cheat are considered to be cheating and are subject to the same consequences as cheating.

Plagiarism is the representation of someone else's work or ideas as your own. Common examples of plagiarism include, but are not limited to, entire papers or portions of papers which have been written by someone else or downloaded from the Internet and papers which contain work of another writer which has not been properly acknowledged. Note also that papers submitted for one class may not be submitted for another class without prior approval.

Rules about cheating are meant to protect everyone by creating a learning environment which does not give dishonest students an unfair advantage over those who do their own work. Students who cheat deprive themselves of opportunities to perfect skills which will be valuable to them in their future academic and vocational careers.

## SUPPORT SERVICES

Our school feels that each student is important. We strive in helping students to develop fully--academically, socially, emotionally, and physically. The staff and administration aim to help students understand through interpreting rules, regulations, and requirements; suggesting physical well-being; and helping with academic, social, and personal concerns. In addition to parents, teachers, and the school administrators, there are several other people in the building that can help students with individual needs and concerns:



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to each student in his/her social, educational, vocational, and personal first consideration of the counselors' time and are scheduled whenever planning his/her school program, improving study habits, developing problems of any type. Students must get a pass to guidance from the guidance secretary or a staff member prior to reporting to the Guidance Office. An open door policy always exists for any urgent request. Parental assistance is encouraged as well.

### **Social Worker**

The school social worker helps students to help themselves with problems that may be interfering with their learning process. Short-term individual and/or group counseling is available to students, parents, and families for the purpose of enhancing or restoring their capacity for social functioning; in that way, students may reach their full potential. Consultation is available to administration and staff to assist in providing a fuller understanding of children's individual needs. The school social worker also participates on Planning and Placement Team (PPT) meetings and serves as a liaison to private practitioners and community agencies, as appropriate.

### **Psychologist**

The school psychologist is a member of the Pupil Support Services Team. The primary function is to conduct formal and informal assessments of students who are referred for evaluation. Written reports are presented to PPTs for students considered for special education and related services. Counseling may be provided for students with more serious social and emotional issues impacting school performance. Assistance is offered to parents and students in resolving learning and behavioral difficulties and in promoting a healthy and positive school experience. Consultation with staff, teachers, and outside agencies is provided as needed regarding the educational needs of students.

### **Coventry Youth Services**

Coventry Youth Services is located in the Human Services Office in the Coventry Town Hall. Youth Services provides a variety of services all year long. The office is open Monday through Wednesday from 8:30 a.m. - 4:30 p.m., Thursday 8:30 a.m. - 6:30 p.m. and Friday 8:30 a.m. - 1:30 p.m. We can be reached by phone at 742-5324, and we have 24-hour voicemail access or by email at kreid@coventryct.org.

Youth Services provides crisis intervention and crisis counseling services, as well as, information and referral services. We also provide community service and community restitution opportunities. Throughout the summer months, the Youth Job Bank will be very active; and we are always looking for new members! Throughout the school year, Youth Services offers a variety of a programs including; the Coventry Mentoring Program, Teen Talk, and Red Ribbon Week activities.

### **Child abuse reporting policy:**

Conn. Gen. Stat. Section 17a-101 et seq. requires certain educational personnel (school teachers, school administrators, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth in Policies 4116.35 and 4116.35-A.

### **Youth suicide prevention policy and procedures:**

The district maintains procedural guidelines for suicide prevention and intervention in response to AT RISK behaviors by students, (i.e. suicidal ideation, commentary or self injurious behavior). The school faculty receives information and in-service on suicide prevention annually. (See Policy 4116.36 for more information.)

### **Grievance procedures regarding Title IX infractions:**

The Board of Education complies with all federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to

If you or your parents believe you have been discriminated against, al.

(Sec. 10-212 A & B Connecticut State Department of Education and Health) to have an authorized prescriber (i.e. physician, dentist, advanced practice RN, or physician assistant) written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription, non-prescription and/or over the counter medication), we ask for your cooperation in following the procedure listed below:

1. Obtain written authorization from the doctor to the school nurse specifying the following:
  - The name, dosage, and route of the medication.
  - The time it is to be given.
  - The period of time this is to be administered.
2. Parent authorizes the school nurse, in writing, to give the medication according to the doctor's specifications.
  - No medication will be given without this written authorization.
  - Medications must be in their proper and original containers.

**Medication permission forms are available from the school nurse or on the Coventry public schools website. No medication will be accepted or given without this completed form. This policy also pertains to all school-related activities/sports. All medication orders from a doctor must be renewed each school year.**

Any student taking prescription, non-prescription and/or over the counter medication must have a parent/guardian bring this medication to the school nurse or person designated to act in the absence of the nurse. A parent/guardian must pick up any medication being stored by the nurse by 9:00 A.M. on the last day of school or it will be discarded. Students are allowed to carry asthmatic inhalers, Insulin, glucose tablets/gel, and an EpiPen and/or Benadryl for anaphylaxis if a current doctor's order is on file in the nurse's office indicating the medication may be self-carried. The student must review the order and the medication with the nurse before using it in school.

**Any student found carrying prescription, non-prescription and/or over the counter medication without permission from the school nurse is subject to disciplinary action. This includes the student transporting medicine to the nurse.**

### Immunizations

In accordance with state law, the Coventry Board of Education requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. The Board also requires each child to receive a second immunization against measles before being permitted to enter seventh grade. Exemptions to these requirements can be found in Board of Education Administrative Regulation 5141.3.

### Physical Examinations

The Coventry Board of Education requires each student enrolled in the Coventry Public Schools to have health assessments as mandated by state law. Physicals are required for preschool/kindergarten, grade 6, and grade 10 students. The exam is acceptable if completed between July 1 and June 30 of your child's grade 6 or grade 10 year. Children will be excluded from school at the beginning of the new school year until the requirements are met. (See Administrative Regulation 5141.21A)

### Nurse Visitation

If a student wishes to see the nurse, he/she must have a pass signed by his/her teacher. Students may not stop in during passing time without a pass. We ask students to stay home if they are truly ill to avoid spreading colds, sore throats, and other contagious ailments to fellow students.

experience a long-term absence, or has suffered a fractured bone please  
made in advance for the student's return to school. *Should you have any  
school nurse.*

A physician takes throat cultures when a streptococcal infection is suspected. Strep infections are contagious; and if left untreated, can cause serious illnesses, with later complications such as rheumatic fever. The student should remain at home until the result of the throat culture is known. Remaining at home will prevent exposure to the rest of the school population to the possibility of strep. Even if an antibiotic is prescribed and started immediately (before the culture results are known), the student must have twenty-four hours (one full day) of antibiotic treatment for a strep infection before returning to school.

### **Prohibition on Recommendations for Psychotropic Drugs**

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parents or guardian of such child, in accordance with the procedures outlined in Policy 4116.

### **Life Threatening Food Allergies**

Each year life threatening food allergies are becoming more common. The most predominant food allergy is to peanuts/oil and tree nut/oils. Our faculty and staff, including the school lunch personnel, are aware of the affected children. Additionally, we have set up a peanut/tree nut free table for lunchtime. Some peanut/tree nut allergies are so severe that simply touching a surface that has been touched by a product can trigger an allergic reaction. Only children who buy school lunches and no snack will be allowed to sit at the designated table.

Classroom teachers who have children with food allergies are informed at the beginning of the school year. They, in turn, inform all of their students in a manner appropriate to the particular grade level.

Emergency cards are very important! Please complete both sides and sign the card. If information changes during the school year, please inform the school nurse as soon as possible, and she/he will make changes on the card.

## **ACTIVITIES**

### **Extra Curricular Activities**

CNHMS is proud of its extracurricular activity program. Students will have many opportunities to meet people and participate in a wide variety of activities including interscholastic sports, intramural sports, music, drama club, ski club, and many others. Please see our school website, [www.coventryps.org](http://www.coventryps.org) for more information. We believe that every student should have the opportunity to participate in the total school program that includes extracurricular activities. Participation in extracurricular activities is a privilege. A student must accept responsibility for his/her own actions and meet the academic guidelines for participation. Students should listen to the morning announcements for information about the clubs, activities, and sports at CNHMS. An activities bulletin that describes after-school opportunities can be found in the cafeteria and throughout the school.

### **Academic Guidelines for Extracurricular Participation**

The Board of Education recognizes the value of extracurricular activities for middle school and high school students and the integral role that these activities play in public school education. It, therefore, encourages the participation of Coventry students in extracurricular activities during and after school hours in the middle school and high school.

Student participation in extracurricular activities in the middle school or high school must display good school citizenship and conduct throughout the school year. Students will be excused from any activity for discipline violations as established in the Student Handbook.

### **Field Trips**

We at CNHMS recognize the educational value of field trips to compliment the educational program. Field trips which have value in meeting educational objectives relative to school programs and which do not seriously interfere with the

Students in school are encouraged, within budgetary limitations. Teachers will not provide transportation for field trip attendance on a field trip. Students who are experiencing academic difficulties in consideration of the instruction on other classes that the student will not have a history of disruptive behavior in classes may not be eligible to attend a field trip and remaining in school will be provided with assignments related to the subject of the field trip.

### After School Activities

Students may stay after school for extra help or for extracurricular activities such as intramural sports, band, student council, and other organized activities. **ALL STUDENTS WHO STAY AFTER SCHOOL MUST BE UNDER THE DIRECT SUPERVISION OF AN ADULT.** The student must make arrangements for this supervision prior to staying after school.

Students must attend school on a particular day in order to participate in activities held after the normal school hours. Also, any student that is after school to serve a detention is not allowed to participate or observe any activities held after normal school hours. This includes sports, dances, and special events.

*Any student that exhibits inappropriate behavior while staying after school will be subject to disciplinary actions.*

## **BEHAVIORAL EXPECTATIONS**

### Backpacks

Backpacks, book bags and shoulder bags are to be used to and from school only. During the school day, they are to be kept in lockers. Any student needing the use of a backpack during the day for medical reasons must receive permission from the nurse.

### Hallway Behavior/Passes

Students are expected to be in all classes on time. Students not in class must have a pass, signed by a faculty member, giving them permission to be out of class. If delayed between classes by a faculty member, the student must ask for a pass excusing lateness to class.

For safety reasons and to limit distractions of the learning process, students should use appropriate hallway behavior. Students should:

- Walk quietly and safely through the hallways.
- Avoid pushing, shoving, and excessive physical contact.
- Use acceptable language.

### Dress Code

CNHMS students are expected to dress neatly and in good taste. The school recognizes that some students may have a need to express themselves through attire, however, clothing that is revealing or which distracts others is not appropriate for school as it interferes with the learning process. Student dress must meet the following standards:

- Clothing should meet reasonable standards of health, safety, cleanliness, and decency.
- Attire or accessories which portray disruptive writing or pictures, or which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages do not support the values of CNHMS and must, therefore, not be worn or displayed.
- Clothing should also be free of slogans, names, titles, or the like, which are defamatory towards person(s), group(s), the school, or other organizations or which are likely to incite disturbance.
- Apparel, which is worn to symbolize membership in a gang or clique, will not be permitted.
- For health reasons, shoes must be worn at all times.
- In order to protect school floors from damage, lug-sole shoes and similar footwear are not permitted
- All shirts and blouses must reach the waistline, and no midriff is to be exposed.
- Undergarments must be covered at all times. (no spaghetti straps)
- Shorts and skirts should at least reach mid-thigh.
- Accessories, which may be dangerous to self or others, are not allowed (i.e. spiked jewelry, long chains, etc.)
- Attire or accessories, which are in violation of the school district's sexual harassment policy, are not allowed.



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less required by a doctor's order) is not allowed in the building when

socks may not be worn during the school day.

guidelines or otherwise disrupts the educational process, he or she will be expected to change or cover any inappropriate clothing. Students may be sent home to change and return to school.

Repeated violations may result in disciplinary action.

## HAZING

### Policy Purpose

The purpose of this policy is to maintain a safe learning environment for the students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### General Statement of Policy

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for this act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## ITEMS TO LEAVE AT HOME

School is a place to learn. Some items or toys can distract from the educational process at school. In order to better focus on school activities, the following items should not be used during the school day (not an all-inclusive list):

Skate boards	Cell phones	Playing cards/Dice
Roller blades	MP3 players/iPods	Aerosol-type items
Sneakers with wheels	Electronic games	Hair paint
Cameras/Video Devices	Cologne/Perfume	

If any student violates this policy, administration may confiscate the device/item and require a parent or guardian to pick it up from the main office. Repeated violations may result in disciplinary action.

## SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of CNHMS will be carried into the community. Please be certain that these are good impressions by being polite, helpful, and considerate. Students who choose not to treat a substitute teacher with respect can be expected to be referred to the main office for a consequence.

## TELEPHONE

Students may use the office phone or any other school phone with permission. Students will be referred to the office for improper use of school phones. Students are not allowed to leave class to use the telephone. Possession or use of a cell phone during school is prohibited. Student's cellular phones are expected to be *Off and Away During the Day!* Violation of this will result in the following consequences: 1<sup>st</sup> offense - student phone to be confiscated and returned at the end of that day; 2<sup>nd</sup> offense - confiscation and parent/guardian to pick up phone from main office; 3<sup>rd</sup> offense - parent/guardian to pick up phone, student to serve after school detention; Escalating consequences thereafter.

to the district's computers and computer networks, including access to the Internet. This access enables students to explore databases, bulletin board information, and other education related purposes. Students who are found to be in violation of the district's Computer System and Internet Safety Policy are subject to disciplinary consequences as determined by school administration. The full Administrative Regulation, 5151.2A Student Use of the District's Computer Systems and Internet Safety is available on the Coventry Public Schools website ([www.coventryps.org](http://www.coventryps.org)), as well as in school offices.

## VANDALISM

All our facilities are designed to make CNHMS an exciting place to learn and grow. Vandalism is considered to be the destruction or damage of private school property while in school, on school grounds, or during a school event. Any damage done to the building, equipment, buses, or books will be the financial responsibility of the vandal(s). Students will be referred to the main office for disciplinary actions.

## DISCIPLINE POLICIES

For more information regarding student conduct and disciplinary procedures, please see Board of Education Policy 5144 ó Student Discipline.

Young people who are well informed are usually very good citizens. This section of the handbook outlines the acceptable behavior and student responsibilities expected of students. Violation of policies and procedures may result in disciplinary action.

*A student who brings an inappropriate item to school, may, before discovery, turn the item over to an adult. No disciplinary action will be taken; provided the item has been turned in before discovery and the item's possession by a middle school student is not illegal.*

### A. Responsibilities

1. The CNHMS student is to display and to expect fair treatment; teachers and students show courtesy and respect alike.
2. The rule of our school community is to treat others as you would like to be treated.
3. Each student is expected to conduct himself/herself in an orderly fashion that will not distract from the learning of others.
4. Students should obey all reasonable requests and directions given by members of the staff.
5. Profanity (verbal or visual) is offensive and disrespectful; therefore, it will not be tolerated in school.

Teachers and administrators shall have the right to take disciplinary action against disruptive behavior in the classroom and the building.

### B. Definitions

**Exclusion** shall be defined as any denial of public school privileges to a pupil for disciplinary purposes.

**Removal** shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion should not extend beyond ninety minutes.

**In-School Suspension** shall be defined as an exclusion from regular classroom activity for no more than five consecutive days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.

**Suspension** shall be defined as an exclusion from school privileges for up to ten (10) consecutive school days provided such exclusion shall not extend beyond the school year in which such suspension was imposed.

**Expulsion** shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not limited to, exclusion from the school that such pupil was assigned at the time such disciplinary action was taken. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed.

**Emergency** shall be defined as a situation under which the continued presence of the pupil in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.

#### **Rules, including tobacco**

Describe rules for the management and discipline of its schools. In keeping possession of controlled drugs, controlled substances, drug paraphernalia, on or off school property or during any school sponsored activity is take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior. For more information regarding drug and alcohol use, please see Board of Education Policy 5131.6 ó Drug and Alcohol Use by Students.

Any student needing a prescription and/or non-prescription medication during the school day or during a school related activity must have a parent or guardian bring this medication to the school nurse or person designated to act in the absence of the nurse. **Any student found carrying prescription and/or non-prescription medication without permission from the school nurse would be subject to disciplinary action.**

#### **D. Removal from Class**

All teachers are hereby authorized to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom.

Such teacher shall send the pupil to a designated area and shall immediately inform the building principal or his/her designee as to the name of the pupil and the reason for removal. No pupil shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such pupil is referred to the building principal or his/her designee and granted an informal hearing in accordance with the provisions of the Board of Education Policy No. 5144.

#### **E. Suspension**

An authorized member of the administrative staff may suspend a student from school privileges when the student conduct endangers persons or property or is seriously disruptive of the educational process or whose conduct violates a publicized policy of the Board of Education. A copy of all external suspension letters shall be included in the student's permanent record file. The administration of each school shall have the authority to invoke suspension for a period of ten days or to invoke in-school suspension for a period of up to five days. The administration shall have the authority to immediately suspend from school any student when an emergency exists. Students who commit serious infractions of school regulations will usually be suspended, especially those whose conduct pose a threat or danger to the physical well being of him/herself or other people. The suspension will be served at school (internal) or out of school (external). Students will be responsible for making up all work missed during the period of suspension. Students should conduct themselves as good school and community citizens. Unsatisfactory behavior may result in complete or partial suspension from any activity.

#### **F. Expulsion**

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive to the educational process or violates a published policy of the Board, provided that a formal hearing is held under C.G.S. 4-176e-4-180a. The Board shall expel any student found in possession of a dangerous weapon in school, on school transportation, on school grounds, or at a school-sponsored activity. Grounds for expulsion are explained in the Board of Education Policy No. 5144.

#### **G. Weapons and Dangerous Instruments**

The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason, the Board prohibits student possession and/or use of weapons or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Possession and/or use of any such dangerous weapon by a student on or off school grounds is cause for expulsion of the student for up to a full calendar year. The Board of Education or hearing panel on a case-by-case basis may modify the period of expulsion.

#### **H. Harassment**

Students have the right to be free from physical harm, harassment, bullying, or threats by others. The consequence for these behaviors could include suspension, referral to the Board of Education, or referral to legal authorities. Any threats or safety concerns should be reported immediately to a teacher or staff member. Sexual harassment is unwanted and

ers with a student's right to learn, study, work, achieve, or participate in a safe and supportive atmosphere. Under federal and state law and policies, sexual harassment in school settings. All such incidents reported shall be investigated. If it is found that a violation has occurred, any action could include suspension, referral to the Board of Education,

**Specific behaviors that could constitute sexual harassment are:**

- Inappropriate public display of affections
- Sexual name-calling
- Pulling at clothes
- Jokes/cartoons/pictures
- Inappropriate statements of a sexual nature
- Verbal comments or Sexual rumors
- Gestures or Leers
- Touching

**I. Stealing/Extortion**

A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that is a violation of a publicized policy of the Board of Education. Students stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person by means of intimidation is grounds for suspension or expulsion. Threatening students to get money from them is a form of extortion.

**J. Projecting Any Object/ Endangering Others**

Throwing potentially harmful objects such as snowballs, ice, rocks, etc. is not allowed.

**K. Gambling**

Cards, card playing, dice, or any gambling device(s) are prohibited.

**L. TRAC (Thinking Responsibly: Assisted Classroom)**

Our TRAC program allows students the opportunity to reflect on how their behavior interrupts learning in the classroom. After a student receives a warning for interfering with learning and then interrupts again, he/she may choose to go to TRAC instead of the office. Teachers decide whether or not to give this choice. The TRAC room is supervised by CNH staff.

**M. Detentions**

After school detentions may be assigned by teachers or administrators. Students are given 24-hour notice and are responsible for informing their parents. Detentions run from 2:30 p.m. to 4:00 p.m.

**N. Search and seizure issues including lockers, desks, and cars in parking lots, canine sniffer use, video surveillance, metal detectors:**

A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. All searches of students, lockers, or property shall be conducted or directed by an authorized school administrator, i.e., the principal or assistant principal, in the presence of a witness. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to the Board's regulations shall be subject to seizure. Please see Board of Education Policy 5145.1 on Search and Seizure and its corresponding Administrative Regulation for complete details.

**O. Bullying Behavior in the Schools**

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. For Cyber Bullying, see Policy 5131.9.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by

2) enable the parents or guardians of students to file written reports of school staff who witness acts of bullying or receive student reports of bullying, (3) require school administrators to investigate any written reports, (4) require school administrators to investigate any written reports, (5) require school administrators to ensure that no disciplinary action shall be taken solely on the basis of an intervention strategy, as defined by this policy, for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators of each school to notify both 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, and to invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. Disciplinary action may also be taken when the conduct is determined to be disruptive of the educational process.

For purposes of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

For the purposes of this policy, "Prevention and Intervention Strategy" may include, but shall not be limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education; (2) a school survey to determine the prevalence of bullying; (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy; (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school; (7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff; (8) school-wide training related to safe school climate; and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion.

Effective July 1, 2009, this policy and the applicable regulations shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

Legal References: Conn. Gen. Stat. § 10-222d  
Conn. Gen. Stat. §§ 10-233a through 10-233f  
Public Act No. 08-160

Adopted: January 9, 2003, Revised: January 25, 2007, Revised: January 8, 2009

## **Bullying Behavior in the Schools**

Implement the Board Policy concerning the prohibition against bullying. Students who are determined to have engaged in such behavior are subject to suspension or expulsion from school, in accordance with the Board's Student Discipline Policy. Addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Board's policies on student discipline, suspension and expulsion.

### **I. Definition:**

In accordance with Board policy, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at school-sponsored activity, or on a school bus which acts are committed more than once against any student during the year.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

**Location:** Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) is not bullying under the Board's Policy and this Regulation. Please refer to Policy 5131.9 Cyber Bullying.

While not considered bullying under Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

**Misconduct Committed More Than Once.** Bullying behavior in violation of Board policy must be "committed more than once against any student during the school year." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and Board policy. Conversely, where there are multiple incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, during the school year, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.

**Ridicule, harassment, humiliation, and/or intimidation.** Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation of the perpetrator.

**Types of conduct:** Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, harass, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:  
Physical violence and/or attacks;

Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance;  
Threats and intimidation (through words and/or gestures);

Against bullying: Effective July 1, 2009, this policy and the applicable rules, procedures, and standards of conduct for

B. Appropriate school personnel: All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating same. Reports may be made to any building administrator or to the school district's Pupil and Staff Support Services Director.

C. Formal/written complaints: Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any building administrator or with the school district's Pupil and Staff Support Services Director for review and action in accordance with Section III below.

D. Informal/verbal complaints by Students: Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal/verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal/verbal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action in accordance with Section III below.

E. Anonymous complaints: Students who make complaints of bullying to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### **III. Staff responsibilities and intervention strategies:**

#### **A. Teachers and other school staff**

1. Teachers and other school staff, who witness acts of bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal/verbal complaint by a student that is received by a teacher, administrator or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal and/or his/her designee promptly (no later than the next school day).

2. In addition to addressing both informal and formal complaints, teachers and other professional employees are encouraged to address the issue of bullying in other interactions with students. Teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees



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student conduct that has the purpose or effect of ridiculing, harassing, or harassing, if such conduct does not meet the formal definition of bullying.

program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the district to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that permits the District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint. With regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

b. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

c. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## 2. Remedial actions

a. Verified acts of bullying shall result in intervention by the building principal (or other responsible program administrator) or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced with the goal that any such bullying behavior will end as a result.

b. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of bullying, as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint.

The following sets forth possible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying.

### c. Addressing bullying behavior

#### i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying is verified, the building principal (or other responsible program administrator) shall invite the parents or guardians of the perpetrator and the parents or guardians of the

meeting. In the discretion of the building principal or other responsible person, the hearing described in this section may be held jointly or separately.

If a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. Interventions for bullied students: The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation where appropriate.

4. General Prevention and Intervention Strategies: In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b. A school survey to determine the prevalence of bullying;
- c. Establishment of a bullying prevention coordinating committee with broad representation to review school climate survey results and implement appropriate strategies;
- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- e. Inclusion of grade-appropriate bullying prevention curricula;
- f. Individual interventions with the perpetrator, parents and school staff, and interventions with the bullied student, parents and school staff;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

that instruct students how to work together in a collaborative and

**Perpetrator:** If after investigation, acts of bullying by a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

**B. Reports to the victim and his/her parent or guardian:** If after investigation, acts of bullying against a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

**C. List of verified acts of bullying:** The principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

**D. Report to Department of Education:** Within available appropriations, the principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education, in such manner as prescribed by the Commissioner of Education.

BOE Approval: January 30, 2003; Revision Approval: January 9, 2007; Revision Approval: January 8, 2009

## **BUS RULES AND REGULATIONS**

### **Eligibility**

In general, the Board of Education provides transportation based on distances over a mile or where hazards prevail. Bus stops are arranged at central points of pick-up. Children are expected to conform to regular standards of behavior while being transported to and from school. Transportation may be denied any child who does not behave properly on the bus. The decision to withhold transportation rests with the principal of the school; and in each case, the parents will be informed.

### **Leaving For School**

1. Avoid wearing any loose clothing or scarves, clothing with long drawstrings, or backpacks with long straps or dangling attachments that might get caught in the bus handrail or door.
2. Wait on the sidewalk or curbside, back away from the road.
3. Respect the property where you stand and wait for the bus.
4. Do not run or play ball at the bus stop.
5. Keep off lawns as much as possible.
6. Do not play in or near the road.
7. Do not allow your pet to follow you to the bus stop.
8. In the winter, never walk or play on snow banks. In the fall, never play in the leaves on the side of the road. You could fall under the wheels of an automobile or bus.

### **Boarding the School Bus**

Students are to ride their assigned bus and be discharged at their designated stop. For other stops or use of another bus, a bus pass must be secured in advance through a written parent request and approved by the principal or his/her designee and given to the driver.

1. If you just miss or completely miss the bus, **DO NOT FLAG DOWN OR CHASE AFTER THE BUS.**

6. When the bus and all traffic have come to a complete stop, the bus driver will signal you to cross the road.
7. After the bus driver signals you to cross the road, check both ways to make sure all cars and trucks have stopped.
8. Walk quickly across the road and do not turn back. If you drop something, ask the driver or another adult to help.
9. If you do not have to cross the road to board the bus: Wait until the bus stops completely and the door is open before stepping near the bus.
10. Stay away from the wheels and do not go near the front of the bus.
11. Always remember – if you can touch the side of the bus, you are too close.

### **Rules on the Bus**

1. Use the handrail when boarding the bus and enter one at a time.
2. Obey the bus driver.
3. When you get on the bus, walk to the rear, take the first available seat, and slide all the way to the window if you are first in the seat.
4. Stay seated until the bus stops completely at the school or at the bus stop.
5. Do not close or open windows without the bus driver's permission.
6. Do not put any part of your body out of the window or throw anything out of the window.
7. Keep the aisle cleared.
8. Do not leave litter on the bus.
9. Do not throw anything while on the bus.
10. Keep hands off other passengers and their belongings.
11. No shouting, whistling, or obscene language. When at railroad crossings, there must be silence on the bus.
12. No eating, drinking, or smoking on the bus.
13. Ride your own bus and use your designated bus stop unless you have written parental permission, which has been approved by the school office to do otherwise.
14. Do not play with emergency doors, fire extinguishers, or damage bus equipment.
15. Do not bring anything alive (guinea pigs, mice, bugs, etc.) on the bus for any reason.
16. Do not bring objects or school projects on the bus that have sharp edges or points, or are too large to fit comfortably in your lap.

### **Arriving at Your Destination**

1. Get off the bus at your own stop only unless you have a written note from your parent/guardian, which has been stamped by the school office to get off at a different stop.
2. Do not get up out of your seat until the bus has stopped completely.
3. Allow the students in the front of the bus to exit first.
4. Exit the bus one at a time.
5. Use the handrail when exiting the bus.
6. Immediately after exiting the bus, move several steps away from the bus.
7. If you have to cross the road:
  - Do not cross the road until the bus driver signals you to do so.
  - Walk ten or more steps ahead of the bus along the edge of the road until you can see the bus driver's face. If you can see the driver's eyes, the driver can see you.
  - When all traffic has stopped, the bus driver will signal you to cross the road.
  - After the bus driver signals you to cross the road, check both ways to make sure all traffic has stopped.
  - Walk quickly across the road and do not stop or turn back. If you drop something, ask the driver or another adult to help.

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ch the side of the bus, you are too close.

### Late Bus

The late buses are available for students who remain after school for extra help, an extra-curricular activity, or detentions. Late buses are available on Tuesdays and Thursdays. Late buses leave CNHMS at approximately 4:00 p.m. Please note that the late bus routes are different than the child's regular bus route. Students may not leave the building after school and return to the school to take the late bus home. All students who stay after school must be under the direct supervision of an adult.

### Procedure for Handling Misconduct on School Buses

1. When an incident occurs, the driver will pull the bus to the side of the road and stop the bus with the lights flashing. The driver will then warn the person(s) involved to stop their misbehavior and continue en route, if possible. Even in extreme circumstances, the drivers are not to take students off the bus. In extreme situations of misbehavior, the bus driver should return to the school, go to the bus garage, or the police station for assistance. No driver may refuse transportation to a student designated by the Board of Education as having the privilege of riding, nor may the driver discharge any student en route, unless it is the student's authorized stop.
2. The driver must report, in a timely manner (usually within one school day), all cases of misconduct and bus damage to the building in writing.
3. The principal and/or assistant principal will determine whether a student(s) will be suspended from riding the bus. The principal will also determine whether a case should be referred to the superintendent.
4. Bus drivers will issue verbal warnings to students before writing an incident report.
5. Incident reports are written at the discretion of the bus driver. In each case, the pupil will be given verbal warnings by the bus driver so the student understands what he or she is doing is distracting the driver. Any rules and regulations that are broken are considered an incident and may be reported as such.
6. Students will be suspended from riding the bus for the following reasons:
  - Swearing or obscene gestures to the bus driver
  - Striking the bus driver
  - Bus driver being hit by flying object
  - Destruction of school bus
  - Opening the emergency door
  - Three incident reports
  - Lighting matches on the bus
  - Smoking on the school bus
  - Fighting en route
  - Not sitting in assigned seat
  - Unauthorized possession of a weapon such as a knife, club, etc.

Students suspended from riding the school bus, after the parents have been notified, will not be allowed to ride any school bus to and from school for the period of suspension, and the parents will be expected to provide transportation.

### **YOUR RIGHT TO REQUEST INFORMATION CONCERNING TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

As a parent of a student enrolled in Coventry Public Schools, under the No Child Left Behind Act of 2001, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

- Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

ing under emergency or other provisional status through which State  
been waived;  
r child's teacher and any other graduate certification or degree held by  
of the certification or degree; whether your child is provided services  
professionals' qualifications.

- If you wish to obtain this information, please contact your school office.

## NOTIFICATION CONCERNING ASBESTOS MANAGEMENT PLANS

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Coventry Board of Education.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within a reasonable period of time after a request from a member of the public is received.

Legal Reference:

Federal Law: 40 CFR 763.93

7/23/03

## SECTION 504

### 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 nondisabled 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 Coventry 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 knowledgeable of your child, the assessment data, and any placement options;

services under Section 504, for your child to receive a free appropriate  
es the right to receive reasonable accommodations, modifications,  
our child an equal opportunity to participate in school and school-

- 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.

Please send any correspondence to:

Coventry Public Schools  
Pupil & Staff Support Services  
1700 Main Street  
Coventry, CT 06238

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

U. S. Department of Education  
Office for civil Rights, Region I  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

Telephone: (617) 289-0111

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) 807-2030



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## FERPA for Elementary and Secondary Institutions

Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and participating minors, and those attending post-secondary educational institutions, the right to inspect and review their 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 a written request that identifies the record(s) they wish to inspect. The principal 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, 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

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



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ity if disclosed. It includes, but is not limited to, the parent's name, address, telephone number, e-mail address, photographic and video of study, grade level, participation in school-sponsored activities or (a member of an athletic team), dates of attendance, degrees and 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.

S&G 8/21/03

## of Pupil Rights Amendment (“PPRA”)

PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* parents and eligible students) certain rights with respect to the administration of student surveys, 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. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
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:

1. college or other post-secondary education recruitment, or military recruitment;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by elementary and secondary schools;



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elementary and secondary schools to provide cognitive, evaluative, achievement information about students; services to raise funds for school-related or education-related activities;

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To protect student privacy in compliance with the PPRA, the Coventry 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

S&G 7/31/03

Title I programs within the Coventry School  
improving student academic achievement. In

furtherance of this agreement, these parties agree to the following:

Coventry Public Schools shall be responsible for:

- *providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students in Coventry's Title I programs to meet state academic achievement standards*
- *communicating with parents regarding their child's progress and providing timely information about Title I programs and assessment tools;*
- *encouraging ongoing communication between teachers and parents;*
- *educating staff about the importance of parental involvement;*
- *providing, at minimum, annual parent-teacher conferences during which the school-parent compact will be discussed as it related to the individual child's achievement;*
- *providing frequent reports to parents on their child's progress;*
- *providing reasonable access to school staff;*
- *providing opportunities for parents to volunteer, participate in and observe their child's classroom activities.*

Teachers participating in Title I programs shall be responsible for:

- *communicating with parents on an ongoing basis;*
- *participating in parent-teacher conferences, at least annually, during which the school-parent compact will be discussed as it relates to the individual child's achievement;*
- *providing frequent reports to parents on their child's progress;*
- *providing opportunities for parents to volunteer, participate and observe their child's classroom activities.*

Parents shall be responsible for supporting their child's learning in the following ways:

- *monitoring their child's attendance;*
- *monitoring their child's homework completion and television watching*
- *volunteering in their child's classroom;*
- *encouraging positive use of their child's extracurricular time; and*
- *participating, as appropriate, in decisions relating to their child's education.*



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Coventry, CT 06238

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August 2009

To Whom It May Concern:

The Coventry Public Schools is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at schools and on school grounds. This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in schools under the control of the Coventry Public Schools at the beginning of the school year.

An Integrated Pest Management Plan (IPM) for the Coventry Public Schools has been developed. The IPM requires that alternative methods be employed prior to using a pesticide. In accordance with Public Act 99-165, whenever it is deemed necessary to apply a pesticide, it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents or guardians of students who request advance knowledge of any pesticide applications. Individuals who wish to be notified in advance must fill out the form below and mail it to the address indicated. Notice will be made so as to be received no later than 24 hours prior to pesticide application.

Questions regarding the Coventry Public Schools policy for pesticide applications may be addressed to the Director of Physical Plant & Facilities, Paul Noel, at 742-4525.

I hereby request that I be notified in advance of any pesticide applications as required by Public Act 99-165.

Check as appropriate:

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Coventry Public Schools  
Staff Member ó check  
appropriate school below.

\_\_\_\_\_  
Parent/Guardian/Staff Name ó PLEASE PRINT

Parent or Guardian of Coventry  
Student ó check appropriate school(s)  
below (one form per family please)

\_\_\_\_\_  
Parent/Guardian/Staff Signature

CGS       CNH

\_\_\_\_\_  
Address

GHR       CHS

\_\_\_\_\_  
City/State/Zip

**Please Mail Your Request to:**  
Director of Physical Plants  
Coventry Public Schools  
78 Ripley Hill Road  
Coventry, Connecticut 06238

Form Revision 07/10/07