

G. H. ROBERTSON INTERMEDIATE SCHOOL

227 CROSS STREET
COVENTRY, CONNECTICUT 06238
TELEPHONE: 860-742-7341
FAX # 860-742-4582
WWW.COVENTRYPS.ORG



TROY C. HOPKINS, PRINCIPAL

August 2011

Dear Parents,

We, the staff at G.H. Robertson Intermediate School, want to stress the importance of taking the time to review this handbook with your child. Not only will reviewing this handbook help you and your child become familiar with our school, but it will also answer many of the questions you may have about our policies and procedures. All Board of Education policies are located on the district website or can be found in the school libraries. Once you have reviewed the handbook, please complete the necessary information below, remove this page, and have your child return it to his or her homeroom teacher no later than September 9, 2011. Should you have any questions, please contact us at 742-7341.

Troy C. Hopkins
Principal

We have read and understand the contents of this handbook.

Parent Signature

Date

Student Signature

Date

Please return this form to the homeroom teacher by Friday, September 9, 2011.

Thank you!

2011-2012

Welcome to
G. H. Robertson Intermediate School

MESSAGE TO PARENTS

Dear GHR Families,

Welcome to an exciting new school year in which we hope to work together to maximize the learning for all of our students. Clear communication between home and school will be important throughout the entire school year. If all of us have similar expectations for our students, they are more likely to achieve them. The handbook is a good start to our collaboration.

This handbook contains several of our expectations and procedures that both students and their adults should know. Please take the time to review the information and talk/read with your child about the important contents. If you have any questions at all, please call (860) 742-7341 between 8:00 a.m. and 4:00 p.m. We would gladly offer clarification.

This should be the most rewarding year so far in your child's education. We hope to see you and hear from you often as the school year progresses.

Sincerely,

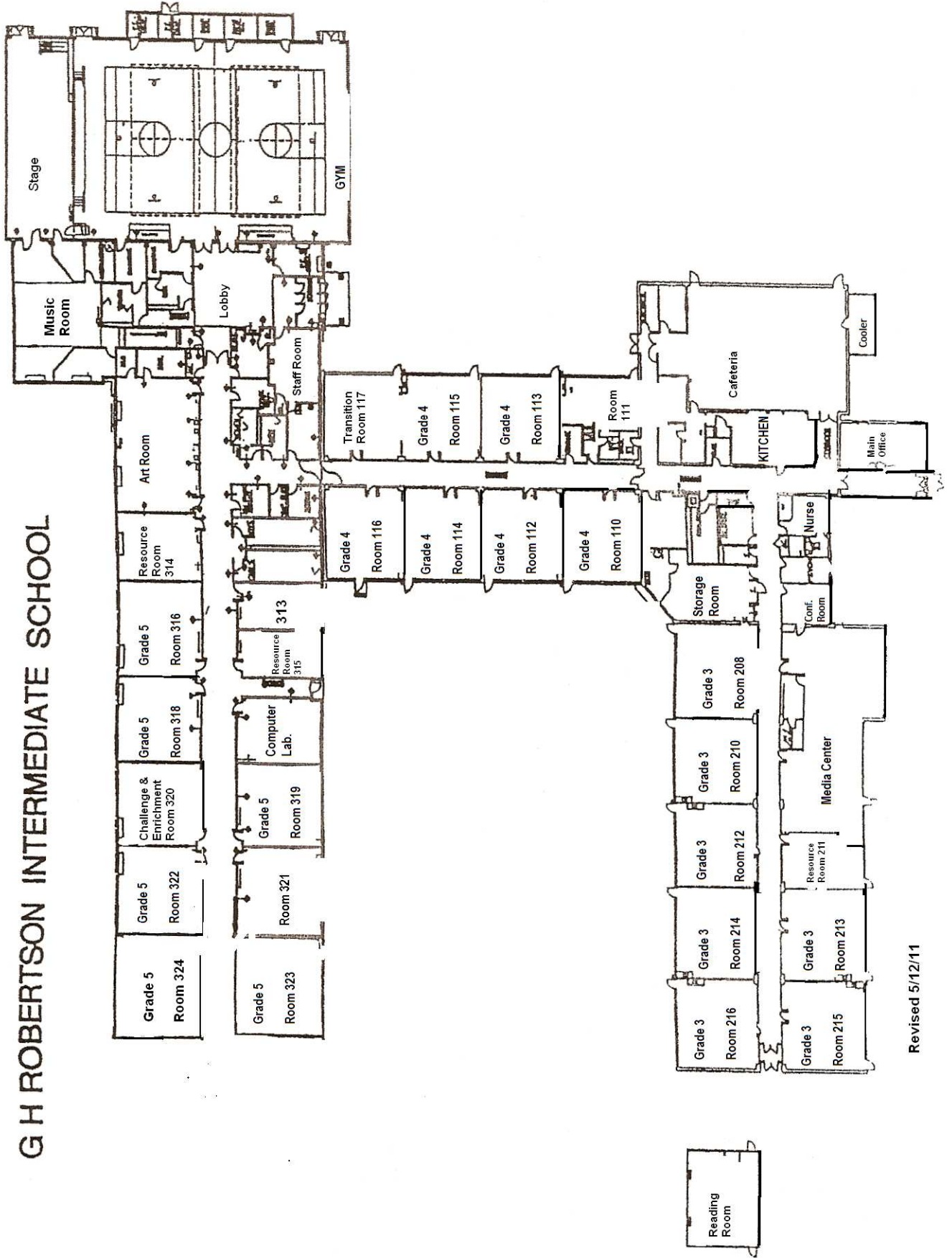
Mr. Troy Hopkins, Principal
Mrs. Carol Krysiak, Secretary

G.H. Robertson Intermediate School
227 Cross Street
Coventry, CT 06238
(860) 742-7341
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G H ROBERTSON INTERMEDIATE SCHOOL



Revised 5/12/11

2011 - 2012 TIME SCHEDULE

8:10 a.m. – 8:30 a.m.	Arrival - Children report to classrooms
8:30 a.m.	Classes begin
11:45 a.m.	Lunch – Grade 3
12:15 p.m.	Lunch – Grade 4
12:45 p.m.	Lunch – Grade 5
3:10 p.m.	Dismissal

The lunch schedule affecting all grades is subject to change

90-Minute Delay Start

9:40 a.m. – 10:00 a.m.	Arrival – Children report to classrooms
10:00 a.m.	Classes begin
11:45 a.m.	Lunch – Grade 3
12:15 p.m.	Lunch – Grade 4
12:45 p.m.	Lunch – Grade 5
3:10 p.m.	Dismissal

Early Release/Parent Conferences

8:10 a.m. – 8:30 a.m.	Arrival – Children report to classrooms
8:30 a.m.	Classes begin
11:15 a.m.	Lunch – Grade 3
11:45 a.m.	Lunch – Grade 4
12:15 p.m.	Lunch – Grade 5
1:10 p.m.	Dismissal

On UNSCHEDULED early release days, please make sure your child is aware of what to do, as once school has been dismissed by the Superintendent, ALL AFTER SCHOOL ACTIVITIES will be canceled.

“NO SCHOOL” ANNOUNCEMENTS

Cancellations: In the event that it is necessary to cancel school due to inclement weather, parents will be contacted by the ALERTNOW Notification System. You may also listen to one of the following radio/TV stations for announcements:

WTIC- 96.5 FM & 1080 AM
WILI 98.3 FM & 1400 AM
WKSS 95.7 FM
WWYZ 92.5 FM
WFSB (Channel 3)
WTNH (Channel 8)
WVIT (Channel 30)

HOME COMMUNICATION

GHR teachers' goals are to help students learn and become responsible citizens. To do this effectively, teachers at GHR work together in teams. Each grade has a team leader:

3rd Grade
Mrs. Sroka

4th Grade
Mr. Daigneau

5th Grade
Mrs. Bernier

A teacher, social worker, the school psychologist, or classroom teacher can be contacted to set up a parent meeting. Teachers welcome active parental communication with the school. At GHR 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.

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. Appointments can be scheduled by contacting the main office.

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.

PHILOSOPHY OF EDUCATION

The elementary years are recognized as being very crucial in a child's life. It is during this time that attitudes toward self, peers, and society are developed.

The ultimate goal of the elementary schools is to develop each child's desire to learn and understand through the skills of communication, conceptualization, evaluation, and self-discipline. This happens best in an atmosphere of cooperation, effort, play, and mutual respect by the student, teacher, and parent. Within such an atmosphere, the child is provided with the opportunity to succeed and to develop self-confidence.

The goals of G. H. Robertson Intermediate School will be presented in the following skill and content areas: Language Arts (including Reading, Writing, Handwriting, Spelling, and English Grammar), Mathematics, Science, Social Studies, Physical Education, Music, Art, and Health Education (including sound habits of nutrition and hygiene).

PHILOSOPHY OF EDUCATION (CONTINUED)

The following objectives are particularly stressed during grades 3-5:

- A. We should promote acceptable self-concepts that are attuned to an individual's emotional and social needs.
- B. We should develop, in each learner, an appreciation of and respect for the dignity, worth, and property of all people.
- C. We should provide each learner with the skills, attitudes, information, and values necessary to accept and deal with changes.
- D. We should provide learning experiences for the student that will be sufficient in scope so that he or she will understand a given problem or situation and be able to reason and reach a logical solution.
- E. We should develop, in each learner, knowledge of the democratic ideals as well as an awareness of the values necessary for citizenship.
- F. We should expose the student to the beauty and culture of our area, our country, and the world.
- G. We should provide an educational experience within the school that makes a student understand who he or she is in relation to the world today so that he or she will be able to make life choices that are fulfilling and effective.

ATTENDANCE

If it is necessary for your child to be absent from school, please notify the school nurse at 742-4529 to report the reason for his/her absence before 9 a.m. each day. If you do not contact the school, the ALERTNOW Notification System will call to advise you of your child's absence and request that you call the school nurse to excuse this absence.

The following will be considered excused absences:

- Illness – Please specify the nature of the illness. Excessive absences may require consult and a note from a physician.
- Death in family
- Court Appearance
- Religious Holidays

ARRIVALS AND EARLY DISMISSALS

Children begin to arrive on the buses at 8:10 a.m. No child should be brought to school prior to 8:10 a.m., or picked up after 3:30 p.m., as the school is not responsible for students before or after school hours.

LATE ARRIVALS: Students who arrive after 8:30 a.m. **must** report to the school office, sign in and receive a late pass.

DISMISSALS: All children will be dismissed from their classes onto the buses. Students being picked up at the end of the day will be dismissed from the gym foyer area. Parents who desire to pick up their children need to remember the following:

1. Send a note with your child with the following information: **date, student's first and last name, teacher's name, and the name of the person picking up the student.**
2. All **early** dismissals will be from the office. For security reasons, **parents must report to the office for their child.** No child will be permitted to wait for his or her parent in any other area.
3. Be sure to **sign out** your child when you pick him or her up.
4. In order to maintain a non-disruptive learning climate parents are requested **not to** come earlier than stated in their notes.

BICYCLES

Written permission to ride a bicycle to and from school must be sent in by the parent or guardian and be on file in the office. All bicycles must be walked in from Cross Street when coming to school and walked out to the sidewalk when leaving school. All travel must be directly from home to school and from school to home. For safety reasons, students are not to ride around the school grounds.

CUSTODY OF CHILDREN

Legislation exists concerning protection of students' rights and records. In connection with this legislation, we must make sure our records are accurate and current regarding custody and visitation rights where a student's parents are divorced or separated.

To assist in protecting your child's rights, the school requires the following:

1. Proof of custody arrangements. A copy of the section of your divorce decree pertaining to custody, or a letter from your lawyer stating legal custody arrangements must be supplied.
2. A dated notation on the student's registration card concerning visitation, attendance at teacher conferences, rights to normal school communication and removal of the student from school by parent not having legal custody.

Please complete these requirements either in person or in writing. Contact the school if you have any questions about this.

DISCIPLINE

The educational policy of the Coventry Board of Education emphasizes the importance of good discipline within the school as a primary factor to the success of students. Without it, the school cannot fulfill its primary responsibility, the development of citizenship. Good discipline enables students to realize their greatest potential. Expectations of student behavior will be held high. Students who do not meet this behavior through, but not limited to: fighting, theft, truancy or excessive tardiness, insubordination or use of abusive language, defacing or destroying school property, throwing food or dangerous objects, use or sale of prohibited substances, or other antisocial behaviors will result in a meeting with the school administrator. Implements or objects of a dangerous nature that can be used to harm students or school property are not allowed at school. Our list of school cafeteria, playground, and transportation rules are to be found in this handbook. Additional copies are available in the school office.

Infractions of school rules may result in loss of privileges, time out in the classroom, time out in the office, student/parent/teacher/principal conference, after school or recess detention, in-school suspension, or out of school suspension.

We greatly appreciate your cooperation and assistance in maintaining high standards that support your child's growth.

In accordance with the district policy, our elementary schools have adopted the following Discipline Code. For more information regarding student conduct and disciplinary procedures, please see Board of Education Policy 5144 - Student Discipline.

School Discipline Code

School Rules

In this school we:

- walk
- act kindly
- listen carefully
- speak one at a time
- keep our hands and feet to ourselves
- use courteous and respectful language
- stay on the school grounds
- respect property
- obey cafeteria, playground, bus and classroom rules

School Indoor Recess Rules

Lights off is the signal to be quiet.

Students will:

- stay in their own seat or assigned play area
- ask permission from the adult on duty to leave the classroom
- talk QUIETLY with the people next to them
- obey all grade level rules

School Cafeteria Rules

A hand signal is the sign to be quiet.

Students will:

- use appropriate lunchroom manners at all times
- pick up all food, condiments, and other necessary items for their trays BEFORE sitting down at a table
- return to the kitchen only with permission
- talk QUIETLY with the people at their table
- obey all grade level cafeteria rules

For safety reasons, parents should not pack knives in lunch boxes.

School Playground Rules

- Off Limits Areas: The principal, physical education teacher, and staff on duty will advise which areas are **OFF LIMITS**.
- The following activities will not be permitted:
 - a. Snow throwing. Snow does not leave the hand and go through the air (including down).
 - b. Stick and stone throwing.
 - c. Use of hard baseballs and footballs.
 - d. Playing rough games, for example, knocking others to the ground.
 - e. Piggyback rides.
- Playground equipment will be properly used
- Use of Swings:
 - a. No standing in front of swings when in use
 - b. No pushing others on swings.
 - c. No running between swings when they are in motion.
- Barrels will be used for the disposal of trash.
- Students will line up quickly when instructed.
- Students will quickly enter the building and report directly to their classroom.
- Students will quickly follow the directions of the adult in charge.

Playscape Rules

Students will:

- walk on all parts of the playscape
- leave the mulch base on the ground and not throw the mulch
- only climb on the ladders and stairs
- stay off the railings and the outside of the railings
- not climb on the uprights
- descend all slides and poles from top to bottom
- stay clear of the use zones at the bottom of poles and slide.
- avoid pushing
- avoid any physical contact on the playscape
- one student on slides and poles at a time
- use the chin-up bars to hang on only
- refrain from game playing on playscape (tag, hide & seek, etc.)

Group Sports/Activities

- Safe physical contact is expected. Touching (not pushing) as part of safe play is acceptable.
- The only sports to be played at recess are those learned in physical education class. Football is not allowed.
- Rules for all sports and games learned in physical education class apply.
- Equipment is to be used only for the game for which it is designed.
- No balls are to be bounced against the walls of the school.

Games, Toys, etc.

These are considered to be a distraction from the focus of school and should be left at home. If these items are brought to "show" the class or for use in after school activities, they must be kept in backpacks.

EXPULSION POLICY

Prior to asking any student to leave school, the student will be afforded an opportunity to present his/her position concerning the discipline matter. In accordance with statutes of the State of Connecticut, the Board of Education has the authority to expel a student from attending school.

STUDENT DRESS

In order to maintain an environment conducive to the educational process, the Board of Education prohibits, unless specifically authorized by the administration, the following from wear during the academic school day:

a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other outerwear the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.

b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, forehead-covering headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.

c. Items a. and b. above must be secured in the student's locker before school starts. Items not stored will be confiscated by the Principal.

d. Footwear which mars floors is a safety hazard.

e. Sunglasses, whether worn or carried.

f. "Name" or other oversized metal belt buckles and all metals belts of combination of metal and/or leather belts.

g. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.

h. Attire or accessories which contain overly offensive, harassing, or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words".

i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.

j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.

k. Shorts, miniskirts, or pants which reveal excessive upper thigh or undergarments.

l. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with the Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline. (5132)

ADOPTED: December 12, 2002

REVISED: August 26, 2010

EQUAL EDUCATION OPPORTUNITY

Statement of Equal Opportunity in Employment and Education (Non-Discrimination):

G. H. Robertson Intermediate School does not discriminate in its educational programs, services, or employment on the basis of race, sex, national origin, color, handicapping condition, age or sexual orientation. The Director of Pupil & Staff Support Services has been designated to handle inquiries regarding the non-discrimination policies: PSSS Director, 1700 Main Street, Coventry, CT 06238, (860) 742-7417 x112.

GUM CHEWING

There is no gum chewing allowed on the part of students in the school or on the bus. Under certain circumstances there may be exceptions to this rule.

HARASSMENT/BULLYING

Harassment

It must be noted that sexual harassment is a form of sexual discrimination and includes any unwelcome sexual advances, including verbal, non-verbal or physical behaviors that create an intimidating, hostile, or offensive learning environment. Complaints or grievances concerning the above may be submitted to the administration.

Behavior that is initiated with the specific intent to harass another person because of race, religion, or sexual orientation will NOT be tolerated. In addition to school discipline procedures, and notification of police, counseling sessions will be implemented with the perpetrator as well as the victim. (Public Act #90-137)

General harassment is defined as unwanted comments or the stalking of another for the sole purpose of intimidation. This will not be tolerated and will be subject to disciplinary action.

Bullying

The Coventry Board of Education promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited (please see Policy 5131.7 & 5131.7A). This are explained in detail on Pages 37-44 of this handbook.

HEALTH PROCEDURES

In the interest of your child's health and the health of other children, please cooperate in observing the following:

- If your child has a fever of 100° or above, or has been vomiting or experiencing diarrhea, please keep him/her home for 24 hours after the ailment has resolved.
- If your child has special health needs please notify the school nurse. This information is kept confidential and can be very important to a successful experience in school.
- A written excuse should be sent to school for any absence. A note from your physician is required for prolonged or frequent absences.
- Students are expected to participate in all activities, including recess and physical education. Excuses from gym and recess require a note signed by a physician. Note: students with casts or splints should not participate in gym or recess activities due to potential injury to self or others.
- Recess is out doors when it is not snowing or raining. In winter months, please send your child dressed warmly with boots, hats, coats, and gloves.

ILLNESS / INJURY AT SCHOOL

Students are expected to complete the school day whenever possible. If a child is injured or becomes ill at school, the school nurse will evaluate his or her condition. The school nurse will then contact the parent or guardian if necessary. Therefore, it is essential for the school to have complete, updated emergency cards at the beginning of the school year and any time during the year when information changes. Blank cards will be sent home with students for parents or legal guardians to complete. It is imperative that the emergency card be kept up-to-date with accurate information, work, cell and home phone numbers, physicians' names and hospitals, and designated emergency person(s).

HOMEWORK POLICY

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. (Policy 6154)

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

HOMEWORK

Education is a life-long process, which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching and practicing necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities that are related to classroom work.

Reasons for Homework

- complete work started in class
- expand and/or enrich regular class work
- build interest in reading, math and learning
- make up work missed due to absence
- encourage parents' awareness of student learning
- provide an opportunity to pursue special interest or ability areas
- increase learning time and establish independent study skills
- develop sound time management

Time for Homework Assignments

Time limits for homework will vary from one grade to another. Under normal circumstances it should not exceed the following total amounts per day for an average student working at an average speed:

Daily Total

Grade 3: 30 minutes daily

Grade 4: 40 minutes daily

Grade 5: 50 minutes daily

There may be situations when classroom instruction may not warrant homework assignments. The above time allotment is to be considered as a guideline only. Children should be encouraged to read for the suggested time when no specific homework is assigned. This encourages good study habits.

Provisions for Special Education Students

In order to fulfill the needs of a special education student's Individualized Educational Program (IEP), it may be necessary to alter or waive the specifications of this homework policy. The decision for making any alterations such as increasing or decreasing the quantity of homework, providing reinforcement work over vacations, etc., will be made at a Planning and Placement Team Meeting (PPT) and stated on the child's Individualized Education Program (IEP).

Illness

Requests for homework for students who are absent because of illness will be honored on the basis of:

- A. The school will provide homework assignments within 24 hours after a request has been received.
- B. Homework must be returned to the teacher for correction every two days before additional work assignments will be given.
- C. For each day a student is absent, he/she will be allowed two school days to make up missed homework and tests.
- D. At the teacher's discretion, additional time for making up work and tests may be scheduled. This will be done at a mutually agreed upon time, as determined by the teachers, parents, and the student.

Unscheduled Vacations

Connecticut State statute requires parents to assure that their child attend school on the days and during the hours it is in session. It is strongly recommended that a student not be taken out of school for personal vacations. Work that is made up cannot fully duplicate the value of classroom instruction, discussion, and participation.

Choosing to take your child out of school for an unscheduled vacation:

- A. Teachers will provide homework assignments upon one week advance requests by parents.
- B. Responsibility for obtaining homework assignments is shared between the student and the teacher. Responsibility for making up missed schoolwork will rest with the student and his/her parents.
- C. For each day a student is absent, he/she will be allowed two school days to make up missed homework and tests. All schoolwork missed, late in the school year, must be made up prior to the closing of the school year.
- D. At the teacher's discretion, additional time for making up work and tests may be scheduled. This will be done at a mutually agreed upon time.
- E. Prior to an unscheduled vacation, long term assignments not requiring teacher instruction may be given (i.e., book reports, travelogs).

INSURANCE

School insurance is available to all students. A packet will be sent home with each student shortly after the first day of school. Purchase of this program is optional.

Parents Liability/Damaged Property

Connecticut law (Sec. 52-572) states "that parent or guardians of any unemancipated minor or minors, which minor or minors willfully or maliciously cause damage to any property or injury to any person, shall be jointly and severally liable with such minor or minors for such damage or injury to an amount not exceeding three thousand dollars, if such minor or minors would have been liable for such damage or injury if they had been adults."

COMPUTERS

GHR has one instructional computer lab for class lessons and individual student work. All the computers in the building are networked, including the computers in the classrooms and library/media center. This means that students can start work at one computer and later access their work from any computer in the building.

Students are not allowed in the computer lab unless under the supervision of a teacher.

Administrative Regulations Regarding Student Use of the District's Computer Systems

Coventry Public Schools offers students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet. This access enables students to explore databases, bulletin boards, and to exchange messages with others for education-related purposes. The full Administrative Regulation 5131.2A. Student Use of the District's Computer Systems and Internet Safety is available on the Coventry Public Schools website, as well as school offices. By signing the acknowledgement of this handbook, your son/daughter agrees to act in a responsible manner while using the district's computer systems. Misuse of school computers is subject to disciplinary action.

LOST AND FOUND

Valuable items should not be brought to school (this includes: personal radios, CD players, video games and cell phones). The school does not accept responsibility for any personal property brought by students that might be damaged or stolen when left unattended. This includes items of a personal nature such as clothing, phones, music players, electronic games, etc. The insurance coverage of the Coventry Board of Education does not cover loss of this nature.

At G. H. Robertson Intermediate School a lost and found table will be located in a central location. Parents are reminded that all clothing items, lunch boxes, etc., should have the student's name on them for easy identification.

Unclaimed items will be put on display by the gym lobby. Items not claimed by the end of the school year will be donated to service organizations that can benefit from such items.

LUNCH PROGRAM

A balanced lunch is served in our cafeteria daily. The Food Service Coordinator in accordance with specifications established by the federal and state government plans menus. This lunch program is a self-supported, non-profit program. Lunches are offered to the children at a minimal cost. The children who bring their own lunch may purchase milk. Any change in the price of the lunch will be made with the approval of the Board of Education solely for the purpose of keeping the cafeteria program financially on a self-supporting basis, while at the same time insuring adequate quality and quantity of food served. Menus for the entire month are sent home with students. If you do not receive one, please call the school.

Lunch With Your Child

To help make your visit a positive one, please be sure to:

- A. Stop in the office, sign in, and put on a Visitor sticker.
- B. Allow students to be seated first.
- C. If purchasing ice cream/snack, please only buy for your own child.
- D. Bringing lunch? Only bring for your own child. This will avoid any risk to children with food allergies.
- E. Support the posted lunchroom procedures.

PARENT OPEN HOUSE

G. H. Robertson Intermediate School holds open house in early September to familiarize parents with staff, grade level objectives, and any other pertinent information that will help make the school year a success.

PARENT-TEACHER ORGANIZATION

The G. H. Robertson Intermediate School Parent-Teacher Organization (PTO) meets once a month. Notices will be sent out prior to the meeting. Parent participation and attendance is urged and encouraged. The Parent-Teacher Organization provides and sponsors enrichment and cultural activities during the school year.

Active parent participation creates an effective PTO. We encourage your participation and support.

PUPIL SERVICES

When a classroom teacher requires assistance in meeting the needs of a student who is not performing at an acceptable level in a regular education program, he or she should contact any appropriate support personnel, such as the school psychologist, speech/language clinician, school nurse, or special education teacher to request assistance. These people will work collaboratively with the classroom teachers to provide support to them in identifying and implementing alternative teaching and behavior management strategies, screening for possible learning or language disabilities, and determining, after a period of several weeks, whether or not a formal referral should be made to special education. Once a formal referral has been made, the PPT process is begun.

REPORT CARDS

Report cards of pupil progress are given four times a year. These indicate the child's academic achievement and progress as well as his or her development of social skills and work habits.

Parent-Teacher conferences are scheduled in November and April each year to correspond to the first and third quarter report cards.

Marking Periods

First:	Ends Nov. 1 / Report Cards out on Nov. 14
Second:	Ends Jan. 20 / Report Cards out on Jan. 30
Third:	Ends April 2 / Report Cards out on April 10
Fourth:	Ends June 7 / Report Cards out on June 14 or last day of school

Child Study Team (CST)

CST is an acronym for **Child Study Team**. The Child Study Team is not a special education program; it is a group of staff members trained by State consultants to work with staff in the development of strategies to meet the needs of particular students.

The intent of the CST is to monitor children identified as having needs that do not come under the umbrella of Special Education services. The team plans strategies to meet the needs of students who are referred by teachers, parents and staff. The team is comprised of the principal and faculty members.

SCHOOL VISITS

G. H. Robertson Intermediate School welcomes visits from parents and interested townspeople. Please make arrangements through the school office or directly with the teacher in advance, so that you may have a more satisfactory visit. For the protection and safety of the children, all visitors (including volunteers) are requested to sign in at the office and wear a Visitor badge. Children not enrolled at G. H. Robertson Intermediate School may visit the school, only when accompanied by a responsible adult.

SMOKING ON SCHOOL PREMISES

Effective July 1, 1988, the Coventry Board of Education bans all smoking in all school buildings and on school grounds in the district.

TELEPHONE

Students may not use the office telephone for personal calls except in cases of emergency and only with staff permission. In the event a student receives a call, he or she will only be called out of class in cases of emergency. No student should bring a cell phone to school.

Teachers will not be called out of class for telephone calls. Parents are requested to plan their calls to teachers before or after school. Parents also have the option of leaving a message on the teacher's voice mail.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The student at the completion of the school year must return all textbooks in good, clean condition. It is recommended that the student cover all hardbound books as soon as they are received. The student must pay for all lost and damaged textbooks.

TRANSPORTATION - BUS

Just prior to the opening of school, transportation schedules are printed in the local newspapers. On each bus route, the driver of that route establishes definite pick-up points. Students may be expected to walk a reasonable distance to this point. Parents are requested to instruct pupils to wait off the road in an orderly manner and follow the driver's instruction for loading and unloading. Parents usually share the responsibility of monitoring the waiting children at the bus stop.

Drivers are instructed, in the interest of safety, to maintain order on each bus and to report instances of misconduct to the school principal who will then act in an appropriate manner regarding such incidents. Students must ride on buses to which they are regularly assigned. Exceptions to this must be made by written request to the main office. If approved a bus pass will be issued which the student must present to the bus driver.

The Coventry Board of Education has adopted the following **Bus Rules and Regulations**. Parents are urged to periodically review these rules with their child.

Bus Rules and Regulations

In keeping with the Board's responsibility for the health and safety of students in its care, the following rules are to be followed by all those riding buses to and from school or for other school sponsored activities:

1. The bus driver is in charge of the bus and all its passengers, who are to follow the instruction and directions of the driver.
2. Students will be courteous to classmates and the bus driver.
3. Parents are responsible for any damage done to the buses by their children.
4. 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, approved by the principal or his/her designee and given to the driver, must be secured in advance through a written parental request.
5. Students are to be at their designated bus stop on time.
6. Students will follow safety rules at the bus stops, in particular:

- a. As the school bus approaches a bus stop, students are to stand and wait at a safe distance for the bus to stop completely and for the door to be open before approaching the bus.
 - b. Students leaving the bus must cross in front of the bus at the direction of the bus driver.
 - c. Students are not to interfere with anyone passing to or from a seat.
7. Students will not stand while the bus is in motion.
 8. The emergency door will only be opened in emergencies.
 9. Connecticut State Law prohibits smoking or the lighting of matches on a school bus.
 10. Students assigned to a seat by the bus driver are to sit in it.
 11. No fighting is allowed on the school bus.
 12. There shall be no throwing of objects on the bus.
 13. Students will not play musical instruments on the school bus.
 14. Students will not transport any article that cannot be held in the lap, or that the bus driver determines to be unsafe, including glass containers. Arrangements for transporting larger items may be made at the discretion of the bus driver.
 15. Students shall not have in their possession unauthorized items, such as knives, clubs, firearms, other weapons, fireworks, etc.
 16. Students will not eat on the school bus.

BUS CONDUCT GUIDELINES

Process for referring bus conduct problems:

1. Problems on morning runs - driver sends student to office with completed "School Bus Incident Report" OR immediately after run, driver brings completed form to office.
2. Problems on afternoon runs - driver completes the "School Bus Incident Report" immediately after the run and the following morning sends student to office with the form OR driver brings completed form to the office.
3. If a driver makes contact with a child's parent, the action taken (i.e., phone call or visit) must be documented on the "School Bus Incident Report."
4. Parents with bus behavior/discipline concerns are asked to report them in writing by sending a note to the office. Parents should describe the incident in detail and include their phone number and the best time to call.

NOTE: Bus concerns involving scheduling/bus routes should be directed to Central Office.

Bus Report/Warning Guidelines

First Incident - Warning #1: Principal will conference with child. Copies of Bus Report will be sent home and to bus driver.

Second Incident - Warning #2: Principal, student, and parent will conference. Copies of Bus Report will be sent home and to bus driver.

Third Incident - Suspension: Student will be suspended (only by the school administration) from riding the bus for one to ten days depending on the severity and frequency of the misconduct. Copies of Bus Report will be sent home and to bus driver.

Note: Students may be suspended at any time prior to warning reports, if serious misconduct occurs. When a student is suspended from riding the bus, transportation becomes the responsibility of the parent/guardian.

Important Notice Regarding Change of Busses

The Board of Education recognizes that for both safety and discipline reasons, all students should be transported daily by the same regularly assigned bus. Exceptions to this policy will be strongly discouraged by school principals and the Board of Education.

All parental requests to have their children picked up and/or dropped off at a day care location other than the listed family residence or designated bus stop must be submitted, in writing, to the school principal **no less than ten (10) school days prior to the expected change during the school year, or no less than two (2) calendar weeks prior to the first day of school in August.**

The letters must clearly and legibly demonstrate personal or family needs of a compelling nature, and the other options that have been explored by the parent.

**G.H. Robertson School
227 Cross Street
Coventry, CT 06238
860-742-7341**

August, 2011

Dear Parent/Guardian:

From time to time photographs and/or videos of children will be taken in school. These could be used in a number of different ways, such as promotional brochures for teacher recruitment materials, an informational video to be run on Charter Cable Channel 13, school handbooks, stationery, or to decorate school and town buildings. The pictures may be labeled to identify activities, but names will not be used to identify students.

Coventry Board of Education Policy #5125 is as follows: Photographs of students are education records subject to the confidentiality provisions of the Family Educational Rights and Privacy Act (FERPA). The United States Department of Education views student photographs as educational records that may be considered "directory information." Absent parental objections, directory information may be disclosed without obtaining prior consent. Photographs of students may be taken while they are in class or engaged in other educational-related activities and may appear in classrooms, hallways, the yearbook, school newspapers, and other publications, and on the district's internet web site. Parents/Guardians objecting to such use of photographs of their children must return a written objection to their children's school administration at the beginning of each school year.

If you have an objection to the photographing and/or videoing of your child for such purposes, please return this form to the G.H. Robertson office by September 19, 2011.

Sincerely,

Mr. Troy Hopkins
Principal

**PHOTOGRAPHS and/or VIDEOS OF CHILDREN
August, 2011**

By September 19, 2011 please complete and return to your child's school **ONLY** if you object.

I OBJECT TO MY CHILD'S PICTURE BEING USED FOR SUCH PURPOSES:

Child's Name: _____

Child's School: _____

Child's Grade _____

Signature of Parent /Guardian

Date

Coventry Public Schools
1700 Main Street
Coventry, CT 06238

August, 2011

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:

Coventry Public Schools
Staff Member – check appropriate
school below.

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

CGS CNH

GHR CHS

Student Name – PLEASE PRINT _____
Date

Parent/Guardian/Staff Name – PLEASE PRINT

Parent/Guardian/Staff Signature

Address

City/State/Zip

Please mail your request to:
Director of Physical Plants and Facilities
Coventry Public Schools
78 Ripley Hill Rd.
Coventry, CT 06238

Form Revision 07/10/07

Parent-School Compact

Parents, students and staff involved in Title I programs within the Coventry School District agree to share responsibility for 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.

Attendance and Truancy

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE AND TRUANCY

A. Definitions

1. "Student" – a student enrolled in the Coventry Public Schools.
2. "Unexcused absence" – any absence from a regularly scheduled school day, which absence is not an excused absence.
3. "Excused absence" – an absence from a regularly scheduled school day which, as determined by the building principal or his/her designee, is for:
 - a. reasons of health, including illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or of a total of fifteen (15) days in any school year.
 - b. religious holidays.
 - c. court appearance.
 - d. funeral or death in the family.
 - e. approved school activities, including field trips.
 - f. suspension or expulsion.
 - g. special activities or emergencies with the consent of the parent or other person having control of the child in limited circumstances.
4. "Truant" – any student five to eighteen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. A student five or six years of age shall not be considered truant if his/her parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five or six years of age.

B. Procedures for students in grades K-12

1. Notification

- a. Annually at the beginning of the school year and upon enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K–12 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Coventry Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-12 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or his/her designee shall make a reasonable effort to notify the parent or other person having control of such student by telephone of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. [Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.] Any person who, in good faith, gives or fails to give such notice

shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

C. Procedures applicable to students ages five to eighteen

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent or other person having control of such student and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. [If the parent or other person declines to attend the meeting, that fact shall be documented and the meeting shall proceed with school personnel in attendance.]
- b. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a, above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- c. The Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems shall be referred to the building Child Study Team [or other appropriate body] for program review and assistance. The Team will review the student's need for referral for a PPT meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems shall be referred for a PPT meeting for program reviews.

ADOPTED: January 30, 2003

Administration of Medication

We are required by the Connecticut State Statutes (Sec. 10-212 A & B CT State Department of Education and Health) to have physician's 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 or non-prescription), we ask for your cooperation in following the procedures outlined below:

Your doctor must give the school nurse written permission to administer the medication. Permission must include the time(s) when medication is to be administered as well as the period of time (e.g. days, weeks, or months). The doctor must specify the name and the dosage of the medication. Medications must be in their original pharmacy or manufacturer labeled container.

No medication will be given without this written authorization. All medications must be brought to the school by a parent or other responsible adult. They must also be picked up from the school at the end of the school year by a parent or other responsible adult. Children are **not** allowed to bring medication to school. A form entitled Authorization for the Administration of Medicines by School Personnel is available from the school nurse.

Please note: The school nurse will instruct your child's teacher on how and when to administer medication on a field experience. Injectable medications (e.g., Epi-pen) may be administered by the principal or a teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

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)

Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)

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

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;

the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:

- political affiliations or beliefs of the student or the student’s parent;
- mental or psychological problems of the student or the student’s family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
- religious practices, affiliations, or beliefs of the student or the student’s parent;
- income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;

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;

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;

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:

- 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);
- the administration of any survey containing confidential topics (see above) or
- 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:

- college or other post-secondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary and secondary schools;
- tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

- the sale by students of products or services to raise funds for school-related or education-related activities;
- student recognition programs.

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

Notification of Rights Under FERPA for Elementary and Secondary Institutions

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

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

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

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

S&G 8/21/03

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

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

5/20/03
271544 v.04 S3

Title IX/Equal Opportunity/Sexual Harassment

Title IX of the Federal Education Amendments of 1972 (20 U.S.C. 1681, 1682) prohibit school systems from engaging in employment practices and operating educational programs or activities which discriminate on the basis of sex. Sexual Harassment is also prohibited based on Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15C. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15C. Sexual Harassment is defined as unwanted and unwelcome behavior of a sexual nature which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. The Coventry Board of Education has adopted an internal Grievance Procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Title IX of the Education Amendments of 1972. A copy of Policy 5131A – *Policy Regarding Sex Discrimination and Sexual Harassment* and the accompanying Administrative Regulation can be obtained at each school in the main office, at the Board of Education, or on the district’s website at www.coventrypublicschools.org.

District Title IX Compliance Officer

The Director of Pupil & Staff Support Services shall serve as the District Title IX Compliance Officer:

Barbara Trinks – PSSS Director
Coventry Public Schools
1700 Main Street, Coventry, CT 06238
Phone: (860) 742-7317 x112 Fax: (860) 742-4567
Email: btrinks@coventryct.org

Promotion, Placement, Retention:

Promotion/Retention – 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.

ALERTNOW INFORMATION

Keeping you informed is a top priority at Coventry Public Schools. That is why we have adopted the ALERTNOW Notification System, which will allow us to send a telephone message to you providing important information about school emergencies.

We use ALERTNOW to notify you of school emergencies, closings, delayed openings, and early releases. In the event of an emergency at school, you can have peace of mind knowing that you will be informed as soon as possible by phone. In addition, we will be using the system to phone you if your child is absent from school and the nurse has not received parent notification (attendance call).

E-BLAST INFORMATION

The Town of Coventry and the Coventry Public Schools have a way to get information out to the public. Anyone can sign up to receive email-blast updates on town information and on school emergencies/closings. Check out the school website at www.coventrypublicschools.org to access the link to sign up to receive this information.

PLEDGE OF ALLEGIANCE – Policy 5000

The Board of Education through its Superintendent of Schools will ensure that time is available each school day for students in Coventry Public Schools to recite the “Pledge of Allegiance.”

The provisions of this policy shall not be construed to require any person to recite the “Pledge of Allegiance.”

CHILD ABUSE REPORTING POLICY

Reports of Suspected Abuse or Neglect of Children

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.)

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 violation 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 – Search and Seizure and its corresponding Administrative Regulation for complete details.

Psychotropic drug use policy:

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.

Substance use and abuse policies and procedures, including tobacco:

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to 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 – Drug and Alcohol Use by Students.

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

**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;
- Whether your child’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of your child’s teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals’ qualifications.

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

Possession of Weapons

Possession of a weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Connecticut state and federal laws are very strict when dealing with students who bring weapons to school. The age of the student is not relevant when dealing with weapons on school grounds. School administrators must recommend expulsion to the Superintendent in every case. Just possession of the weapon is enough, mal-intent is not necessary. In all possession instances, the Superintendent must recommend expulsion to the Board of Education Expulsion Committee and the Expulsion Committee, if they find the student did possess such a weapon, must expel the student. The expulsion period is also mandatory – one calendar year. Students are provided alternative education while expelled. Below are definitions of “weapons.”

Dangerous Instrument means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

Deadly Weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon includes a weapon from which a shot may be discharged which weapon is designed for violence and is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.

Electronic Defense Weapon means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

Martial Arts Weapon means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

Firearm, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled.

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 which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports, and to review any anonymous reports (except that no disciplinary action shall be taken solely on the basis of an anonymous report), (5) include a prevention and 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

ADMINISTRATIVE REGULATION

Bullying Behavior in the Schools

The following sets forth the procedures to implement the Board Policy concerning the prohibition against bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Board's Student Discipline policy. The district's commitment to 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);
- Extortion or stealing of money and/or possessions.

II. Complaint processes

A. Publication of the policy and regulations against bullying

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.

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

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).

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 should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

B. Administrator responsibilities:

1. Investigation

The principal (or other responsible 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.

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.

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

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.

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.

A. 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 bullied student to attend at least one meeting. In the discretion of the building principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately.

ii. Disciplinary interventions

When acts of bullying are verified and 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.

iii. 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.

IV. 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;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

IV. Reporting obligations

A. Report to the parent or guardian of the 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.

Administration Approval: January 30, 2003

Revision Approval: January 9, 2007

Revision Approval: January 8, 2009