

MYRTLE H. STEVENS
ELEMENTARY
SCHOOL



STUDENT HANDBOOK
2024-2025



Myrtle H. Stevens Elementary School
322 Orchard Street
(860) 258-7751

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Rocky Hill Public Schools Notice of Non-Discrimination

The Rocky Hill Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran's status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder. The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amy Stevenson, Director of Special Education and Pupil Personnel Services, 761 Old Main St., Rocky Hill, CT 06067, 860-258-7701. For further information on non-discrimination, visit: <http://www.hhs.gov/ocr/office/about/rqn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

A MESSAGE FROM THE PRINCIPAL

Dear Students,

September 2024

Welcome to the 2024-2025 school year at Stevens School! We are excited to have you here. Over the summer, your teachers, custodians, office staff and I have worked hard to get everything ready to make sure that your learning experience is safe, fun, and engaging. Our playground has a new core board to help everyone in the building communicate with each other. In addition, the custodians and secretaries have worked diligently to clean, paint, organize, and create a welcoming facility.

We are also excited to welcome Ms. St. Pierre to the Stevens School community! Ms. St. Pierre has been in our district for two years as a district-wide special education administrator and she is excited to join our building full-time as an assistant principal/special education supervisor.

This year we will continue to make it our mission to respect ourselves, each other, and our school. We are so proud of the work you did last year, and we can't wait to see how much more you'll learn and grow this year. Welcome back!

Dear Families,

The Stevens School staff is ready to welcome your children to the 2024-2025 school year. The entire staff is committed to creating a safe, inviting, and challenging learning environment for all students. Together, we can provide your children with the means to continuously grow and reach their highest potential.

This handbook contains important information for you and your child. Please be aware that the Rocky Hill Board of Education Policy Series is regularly updated to reflect the latest legal changes. In the event of any discrepancies between this Student Handbook and newly adopted Board policies, the latter will take precedence. Additionally, our Husky Highlights eNewsletter is sent regularly to keep you informed about upcoming events and school news. To stay up to date, please ensure your email address is correct, as most notices are distributed through our SchoolMessenger System. We encourage you to support us and your child by reviewing it carefully.

After reviewing the handbook, [please click here](#) to acknowledge and sign that you have read the 2024-2025 Stevens School Student Handbook and reviewed this with your child(ren).

Sincerely,

Rick Watson
Interim Principal

Sarah St. Pierre
Assistant Principal / Special Education Supervisor

The Stevens School Mission Statement

Our school is a safe and caring community of lifelong learners and responsible citizens.
We aim to respect ourselves, we respect others, and we respect our school.

A MESSAGE FROM THE STEVENS P.T.O.

Dear Students & Families,

The Myrtle H. Stevens School Parent Teacher Organization (PTO) would like to welcome you to the 2024/2025 school year! As your PTO, we are committed to making your time at Stevens School fun as well as educational. We are looking forward to bringing you exciting opportunities and fun events this year!

We hope to make this year a memorable one, filled with plenty of fun activities!

Families: We need your support! By volunteering or becoming a member, you can assist with fundraising and enrichment efforts that will help bring some upgrades to the school and enrichment activities! Be on the lookout for more information on how you can contribute! Like & Follow our Facebook Page (@MHSPTO) for the most up to date information!

-Myrtle H. Stevens School PTO

ABSENCES: ATTENDANCE REGULATIONS

Please refer to our website: www.rockyhillps.com to view the entire [Board Policy on Attendance, Truancy, and Chronic Absenteeism \(5210\)](#).

A pattern of excellent attendance is one of the best indicators for success in school and in later years. However, if the absence is unavoidable on a given day, a parent/guardian should call the school by 9:00 a.m. - (860-258-7751-main office). An answering machine is available from 4:30 p.m. through 8:00 a.m. to record messages concerning your child's absence. An automated phone call will be sent by 10:00 a.m. if we have not heard from parents. The phone call will occur regardless of parents calling the school to report an absence, it serves as an extra safety measure. Students may not participate in extracurricular or evening activities on the day(s) of absence unless permission is granted by administration.

The Board of Education discourages, and would prohibit if it could, the departure of students for any reason while school is in session. In those situations where there is no alternative, you are allowed one school day for each day you are absent to make up work. If the absence is planned and will extend beyond one day, a letter to the principal is required. In keeping with the Connecticut State Board of Education Policy 10-198b: 5113:

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

- A. For absences 1 – 9, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the 10th absence and all absences thereafter, a student's absences from school are considered excused for the following reasons: 1.) student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of length of absence); 2.) student's observation of a religious holiday; 3.) death in the student's family or other emergency beyond the control of the student's family; 4.)

mandated court appearance; 5.) the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); 6.) extraordinary educational opportunities pre-approved by district administrators and in accordance with CT State Department of Education guidance.

Unexcused Absences: A student's absence from school shall be considered unexcused unless they meet one of the following criteria: A.) the absence meets the definition for an excused absence (including documentation requirements); and B.) the absence meets the definition of a disciplinary absence.

Please be aware that excessive absences and/or tardies could result in administrative action.

BICYCLES

Students wishing to ride a bicycle may request permission to do so by completing a form available from the school office. The form is signed by the parent and then given to the principal for authorization. Students permitted to ride bicycles to school must park them immediately upon arrival. Bicycle riding on the school grounds is not permitted. Students should use locks to secure the bicycle to the rack. The school is not responsible for bicycles brought to school, and the family of the student assumes all liability for the child's safety. The privilege of riding a bicycle may be revoked at any time per the decision of the principal.

BULLYING PREVENTION AND INTERVENTION POLICY

Please refer to our website: www.rockyhillps.com to view the entire [Bullying Policy \(5310\)](#) and [The Rocky Hill Safe School Climate Plan \(5320\)](#). These policies and regulations are also available to students and their parents/guardians upon request

[State Law requires that boards of education notify students annually of the process by which they may anonymously report acts of bullying to school employees.]

Bullying behavior and teen dating violence by any student in the Rocky Hill Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as

race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school.

Students and/or parents/guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to the Safe School Climate Coordinator, school administrators, or school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

BUS TRANSPORTATION

Please refer to our website: www.rockyhillps.com to view the entire [Transportation Policy \(5780\)](#).

School Bus Rules And Regulations

Safety and efficient operation of the bus requires the cooperation of all families and the enforcement of the following regulations:

1. At all times the bus driver is in full charge of the bus and of all students riding therein.
2. The bus driver is empowered to enforce all rules.
3. Students must take a seat as soon as they enter the bus and remain seated until the bus has reached its designated stops.
4. Students may not change their seats while the bus is in motion. The behavior of the students on the bus should be substantially the same as that in the classroom. Reasonable conversation is permitted.
5. Yelling or indecent language is forbidden.
6. Fighting, pushing, or shoving is also forbidden.
7. Unnecessary conversation with the bus driver is discouraged.
8. Students must not throw unwanted items on the floor of the bus.
9. Students must assist the drivers in keeping buses clean by adhering to reasonable standards of accountability.
10. Upon entering or leaving the bus, all students are to behave in an orderly manner. Crowding or tripping is not permitted.
11. Students are not permitted to leave the bus without permission from the bus driver.
12. Students must be on time at their stops. Bus drivers will not wait for students.

13. Students must not stand or play on the traveled part of the roadway while waiting for the bus.
14. After being discharged from the bus, students will cross the road in FRONT of the bus while traffic is stopped in both directions. The bus driver will keep his red lights flashing and not start the bus until students are safely across the roadway.
15. Students must not extend their head or arms out of an open window.
16. Students are not to mar or deface the interior or exterior of the bus. Students who violate this rule above shall be liable for the damage
17. Students who wish to ride a bus other than the one to which they are assigned, may do so if authorization has been received from the principal.
18. Students not adhering to the bus rules risk having their bus transportation privileges revoked.

CAFETERIA

While in the cafeteria, students are expected to demonstrate good manners and appropriate behavior. Students who do not abide by the established rules of the cafeteria may be removed from the cafeteria and may be subject to progressive discipline.

A student who has forgotten or lost lunch money will be placed on the school's "Indebted List". It is expected that the School Lunch Program will be reimbursed on the next regular school day. The School Lunch Program Publication lists the prices, menus, and other information pertaining to the program. (Please also reference the Board of Education Policy regarding our School Lunch Program.) If lunch and snacks are sent from home, please consider making it a healthy one.

CONDUCT

Students are expected to behave in an appropriate manner at all times in the classroom, cafeteria, playground, and on the school bus. All students have the right to receive an education in an atmosphere that is free from disturbing influences. We expect students to be courteous toward adults and their classmates, to respect the rights, feelings, and property of others, to abide by the rules, and to act in a way that is appropriate to the activity or class.

If a student is disruptive, the family will be notified by a staff member or principal either by phone or email or a disciplinary referral. Recurrent disruptive behavior will be cause for progressive discipline.

The behavior and discipline of students is a shared responsibility between the home and school. With your action and support, we will be able to minimize the reoccurrence of poor behavior and strive to improve the student's self-control and self-esteem.

CONFIDENTIALITY OF EDUCATION RECORDS

Definitions

1. Student Records: any item of information directly related to an identifiable student which is maintained by the school district or required to be maintained by an employee in the performance of his/her duties, whether recorded by handwriting, print, disk, tapes, student gathered within or without the school system and maintained

within the school district, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of review by a second party is considered a student record.

- A. Student records shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.
 - B. Substitute: a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of notes in his or her position. Medical records are not open to public inspection.
2. Parent: means a natural parent, an adopted parent, or legal guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right to access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access.
- Whenever a student has attained eighteen years or is attending an institution of post secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student.
3. Access: a personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record.
 4. Student: a person who is or was enrolled in a school
 5. Adult Student: a person who is or was enrolled in school and who is at least eighteen years of age.
 6. Eligible Student: a person sixteen years or older or who has completed grade 10.

DEADLY WEAPONS/DANGEROUS INSTRUMENTS (District Policy 5510)

"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 weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death."

"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' as defined in subdivision (8) of section 53 a-3 of the Connecticut General Statutes."

If a student has in his possession a weapon or a dangerous instrument, the suspension/expulsion procedure will be implemented.

DELAYED OPENINGS, CANCELLATIONS, & EMERGENCY CLOSINGS

The alert announcement system is designed to make phone calls alerting both families and staff members to schedule disruptions caused by weather and other unforeseen incidents.

Additionally emergency/storm closings will be announced on radio stations in and around Hartford starting at approximately 6:30 a.m. On delayed opening days, the schedule will typically begin 2 hours later than the regular schedule. Please do not call the school. Phone inquiries should be directed to the dedicated "Weather Line" (860-258-7703). Parents are asked not to bring students to school until 15 minutes prior to the announced opening time when there is a delayed opening, as there will be no supervision for students until that time. In the event of an all day closing or early dismissal because of bad weather, all evening activities scheduled for the schools will be postponed automatically unless announced otherwise on the radio (WTIC, WDRC, WRCH) or TV (Channel 3 WFSB or Channel 30 WVIT).

Typical Delayed Opening Schedule	Start	End
Kindergarten-Grade 3	11:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	No morning program	
Bright Beginnings PM (Mon-Thurs)	12: 45 PM	3:30 PM

Typical Early Dismissal Schedule	Start	End
Kindergarten-Grade 3	9:00 AM	1:05 PM
Bright Beginnings AM (Mon-Thurs)	8:30 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs)	No afternoon program	

It is very important that you discuss with your student any alternate plans for emergency and early closing days.

EARLY DISMISSAL REQUESTS FOR INDIVIDUAL STUDENTS

All requests for early dismissal for individual students must be made in written form by the parent or legal guardian and must be submitted to the school office by 2:00PM the day of pick-up. In an emergency, telephone requests for early dismissal may be approved. Upon the arrival of the family or a designee, the student will be called from class for dismissal. **The family member or designee must sign the student out from the school office and present a photo I.D.** Planned parent pick-ups take place in front of the gym at 3:40.

FIELD TRIPS

Transportation to and from school field trips will be arranged by the school. In the event that an adult family member attends the field trip and wishes to bring his/her child home, a release form must be signed.

GENERAL SCHOOL RULES

- No gum chewing.
- No toys in school.
- No running in school.
- No hats worn in school.
- Birthday invitations are not to be distributed in school.
- Flip flops are discouraged.

- Electronic devices, including cell phones, are not to be turned on or allowed to be within the student's reach during instruction time.
- Food at celebrations is prohibited.

HEALTH AND SAFETY

The health and safety of the students in school is of utmost concern to all of us, requiring close cooperation between parents, teachers and the school nurse. Understanding and constant communication are vital in helping the schools render the best possible care and protection to your child. Your assistance in following the instructions below will help us greatly in providing proper health services.

WHEN TO CALL THE SCHOOL: Parents must notify the school:

1. To report if a student will be absent from school.
2. To designate a responsible adult who is to be notified in case of emergency should a parent be unavailable.
3. To inform the school if the student has:
 - a) been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.
 - b) been placed on daily medications.
 - c) had severe, known reactions to allergens, e.g., bee stings, foodstuffs, etc.
 - d) had any surgery.
 - e) had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date).
 - f) had hearing or sight tested, and the results of these tests.
 - g) had any update of immunizations (e.g. DT, MMR)
 - h) has a communicable disease (e.g. strep throat, chicken pox)

WHEN TO KEEP THE STUDENT HOME: Parents are responsible for keeping students home when an illness is evident and are advised to keep a student home when a rash is detected. Nurses are not allowed to diagnose an illness or rash. Students should be kept home until they have been free of fever (temp below 100) and/or vomiting for 24 hours. **Parents should call the school office to report if a student will be absent.**

LENGTHY ABSENCES: Parents whose child has been absent from school because of illness or injury for a period of ten school days or longer must secure their doctor's approval for the student's readmission to school.

EXCLUSION FOR CERTAIN HEALTH CONDITIONS: Students will be excluded from school for the following conditions:

- any undiagnosed rash (MD approval for re admission to school or resolution of rash)
- any untreated eye infections
- temperature of 100 degrees or over
- suspected communicable diseases, e.g., chicken pox, etc.
- vomiting

STUDENTS ON MEDICATION:

Students who require medication, including over the counter medication, during school hours may do so provided they have WRITTEN AUTHORIZATION FROM A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE

REGISTERED NURSE/ PHYSICIAN'S ASSISTANT. MEDICATION FORM LOCATED ON RHPS WEBSITE - [CLICK HERE](https://www.rockyhillps.com/healthservices) OR USE THE URL: <https://www.rockyhillps.com/healthservices>

THE MEDICATION AUTHORIZATION FORM **MUST** INCLUDE THE FOLLOWING:

- DATE OF DOCUMENT
- STUDENT'S NAME, ADDRESS, AND BIRTHDATE
- CONDITION FOR WHICH THE MEDICATION IS BEING ADMINISTERED
- NAME OF DRUG, AMOUNT OF DRUG, TIME OF ADMINISTRATION, RELEVANT SIDE EFFECTS, AND DURATION TO BE ADMINISTERED (FROM ____ TO _____)
- DOCTOR'S SIGNATURE

THIS FORM, MUST INCLUDE PARENT'S/GUARDIAN AUTHORIZATION SECTION COMPLETED, AND BE PRESENTED TO THE NURSE PRIOR TO ANY DRUG BEING ADMINISTERED, ACCORDING TO CONNECTICUT STATE LAW.

Students who are able to self administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on an over night field trip, may do so provided:

- 1) THEY PRESENT A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE RN/ PHYSICIAN'S ASSISTANT'S WRITTEN ORDER FOR "AUTHORIZATION FOR SELF- ADMINISTRATION"
- 2) THERE IS WRITTEN AUTHORIZATION FROM STUDENT'S PARENT INCLUDING AN AGREEMENT TO SUPPLY THE SCHOOL NURSE WITH BACK-UP MEDICATION
- 3) THERE IS A SIGNED STATEMENT OF UNDERSTANDING FROM THE STUDENT
- 4) THE SCHOOL NURSE HAS EVALUATED THE SITUATION AND DEEMED IT TO BE SAFE AND APPROPRIATE. IF THE NURSE DETERMINES THAT THE MEDICATION CANNOT BE SAFELY ADMINISTERED, THE PHYSICIAN AND PARENT WILL BE NOTIFIED. IF THE SITUATION CANNOT BE RESOLVED, THE SCHOOL MEDICAL ADVISOR WILL DETERMINE IF THE STUDENT CAN SELF-ADMINISTER MEDICATION.

ANY MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE FROM THE PHARMACY. IT IS TO INCLUDE THE STUDENT'S NAME, DATE, MEDICATION NAME, FREQUENCY OF ADMINISTRATION, AND THE DOCTOR'S NAME. THE MEDICATION, EXCEPT THOSE APPROVED FOR TRANSPORTING BY STUDENTS FOR SELF MEDICATION, MUST BE DELIVERED TO THE NURSE BY A PARENT, GUARDIAN, OR OTHER RESPONSIBLE ADULT. NO MORE THAN A 90 DAY SUPPLY OF MEDICATION MAY BE BROUGHT IN.

YEARLY HEALTH SCREENINGS: In an effort to promote a maximum level of wellness and in keeping with Ct Gen. Statute 10-214, at a minimum will provide annually: 1. Each pupil in kindergarten, grades, 1, 3, 4, 5 a vision screening; 2. Each pupil in Kindergarten, grades 1, 3, 4, 5 an audiometric screening for hearing; 3. Postural screening for (1) each female pupil in grades 5, 7 and (2) each male pupil in grade 8 or 9.

IN THE EVENT OF ACCIDENT OR ILLNESS: Parents are responsible for contacting the school to keep updated telephone numbers and individuals responsible for transporting ill students. Nurses and teachers make every effort to ensure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- * School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- * Parents, or an individual designated by the parents, are responsible for transporting an ill student to his home or to the physician.

- * If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or the hospital of choice listed in Power School if appropriate), where he will remain until the parent arrives. In a life-threatening emergency the student will be transported by ambulance to the nearest hospital.

We very much appreciate your attention and cooperation in these important matters. Please do not hesitate to call your school nurse if you have any questions.

HOMEWORK

Although homework is an activity which requires active monitoring and involvement on your part, you should bear in mind that the final responsibility for its completion belongs to your student.

HOW MUCH TIME IS SPENT ON HOMEWORK?

Every student is expected to spend the following daily minimum estimated amount of time completing homework assignments:

- **GRADE 1:** 15 to 20 minutes
- **GRADE 2:** 20 to 30 minutes
- **GRADE 3:** 30 to 40 minutes

LATE ARRIVING STUDENTS

If you bring your child to school after 9:00 a.m., please bring your child to the school office. Late arriving students must be signed in by the family member accompanying the child to school. The school office staff will provide the child with a pass to enter the classroom and remove his/her name from the absence list.

LOST AND FOUND

Throughout the year we accumulate a number of abandoned items and pieces of clothing. The "Lost and Found" is located in the office area and is accessible for your perusal. Items unclaimed at the end of the year will be donated to a worthy organization.

PARENT PICK-UP PROCEDURE

Parents picking up their children from school should enter the parent pick up line at the far entrance to the parking lot (closest to Parsonage St.) Parents will be provided with a sign to place on the dashboard of their vehicle with their child's name and teacher. Staff will ask to see a license or identification for students. In addition, if your child is being picked up from someone other than a parent or legal guardian, the office requires a note written by the parent or legal guardian authorizing this individual to pick up the student. The office staff may ask to create a photo copy of the individual's driver's license if that individual is not known to the office staff.

PARENT/TEACHER CONFERENCES

In addition to the scheduled conference days that are indicated on the district calendar, families are encouraged to contact the teacher or the school regarding concerns about your student's progress or other matters. These issues can often be clarified through communication such as a phone call or conference with your child's teacher. Other acceptable means of contacting the teachers include e-mail or notes sent in with the student. Teachers shall not leave the

classrooms while they are with their class, but may be available at other times. Communication provides a link between school and home which will promote mutual understanding.

When a concern arises, please address the matter with the teacher, as she/he is oftentimes closest to the concern.

PHYSICAL EDUCATION

The physical education program attempts to provide the families of students' flexibility in providing clothing which must be worn by their children to physical education classes and still maintain satisfactory student safety standards. The clothing requirements for children in the physical education program in grades K-3 are as follows:

- a) well-fitted sneakers (no backless or platform);
- b) comfortable fitting slacks or shorts;
- c) minimal jewelry, please

Gym Exclusions: There may be times when a child is unable to participate in physical education class. If that is the case, a note from the child's doctor should be sent to the school nurse. The note should indicate an estimated time of absence. Any modifications/adaptations in physical education participation by the student upon return to class should be indicated as well.

REPORT CARDS

Report cards are issued three times a year. Dates will be provided in the newsletter, and they will be sent digitally.

SAFETY REGULATIONS

It is against the law to pass a school bus with flashing lights. Do not drive past the school bus during loading and unloading at any time including the beginning of the day or at dismissal time. The bus loading area is also a fire lane with parking or stopping prohibited during the school day. For the safety of all students, it is necessary to abide by these laws.

In addition, if entering the building between the hours of 8:55 a.m. – 3:25 p.m., you will need to press the security buzzer in order to enter the building. You are required to report directly to the school office. If you plan to stay, you need to sign in and wear a visitor's badge.

SCHOOL HOURS

Regular School Day	Start	End
Kindergarten-Grade 3	9:00 AM	3:40 PM
Bright Beginnings AM (Mon-Thurs)	8:45 AM	11:30 AM
Bright Beginnings PM (Mon-Thurs)	12: 45 PM	3:30 PM

At 8:45 a.m. students may enter the building. Supervision of students is not provided until 8:45 a.m. Therefore, students are not to arrive before that time.

SCHOOL PROPERTY

Students are issued textbooks and other materials to use in the education program. Students are responsible for returning texts, library books, etc., in satisfactory condition at the proper time. If such materials are lost, the students, and their families by extension, shall be responsible for the cost of replacement. You will be billed for the items not returned. If they are found and returned at a later date, the money will be refunded.

SEXUAL HARASSMENT

Please refer to our website: www.rockyhillps.com to view the entire [Title IX Of the Education Amendments of 1972- Prohibition of Sex Discrimination and Sexual Harassments \(Students\) Policy - 5120](#).

What is sexual harassment?

Sexual harassment is 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. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

While the majority of incidents of sexual harassment involve a male harassing a female, harassment also can involve female to male, male to male, or female to female behaviors. Harassment may be student to student, teacher to student, student to teacher, or teacher to teacher.

What are my responsibilities and rights related to sexual harassment?

Students are legally protected against sexual discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also addressed by Connecticut state law. Students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Each person has a responsibility not to engage in behaviors that are unwelcome or offensive to others.

How do I know when sexual harassment may be occurring?

Am I being harassed? Am I harassing someone?

Ask yourself the following questions:

- Can the behavior be interpreted as being of a sexual nature?
- Is it possible that the behavior would be unwelcome by anyone involved?
- Does the behavior make you or appear to make any other person feel uncomfortable?
- Does the behavior appear to interfere with the ability of another to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some kind of power over another person?
- Is the behavior part of a pattern of recurring behavior?
- Would you want this behavior to be directed toward a member of your family or toward a friend?

Flirting
Welcome
Wanted
Two-sided
Feels good
Equal Participation

Harassment
Unwelcome
Unwanted
One-sided
Feels uncomfortable
Embarrassing or humiliating
Use of power

What are some of the differences between flirting and harassment? What are some examples of behaviors that may be considered sexual harassment?

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Physical sexual assault

What should I do if I believe I am being sexually harassed?

- Whenever possible, tell the harasser verbally or in writing the specific behaviors that you find offensive. Request for this behavior to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator (contact information below) or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your report.
- If you are not satisfied with the resolution of your concerns, contact the district administration or the Connecticut Commission on Human Rights and Opportunities at (800) 477-5737, <http://www.ct.gov/chro/site/default.asp>.

Where can I get additional information or assistance?

Amy Stevenson, Assistant Superintendent of Personnel & Student Services
School District Title IX Coordinator: (860) 258-7701.

Gender Equity Consultant
CT State Department of Education
P.O. Box 150471
Hartford, CT 06115-0471
(860) 713-6737

The Commission on Human Rights and Opportunities,
21 Grand Street
Hartford, CT 06106
(860) 541-3400
CHRO.Webmaster@ct.gov (e-mail)
Office for Civil Rights, Region I
Regional Civil Rights Director
U.S. Department of Education

J.W. McCormack Post Office and Courthouse
Post Office Square, Room 222
Boston, MA 02109
(617) 223-9662

Permanent Commission on the Status of Women

18-20 Trinity Street
Hartford, CT 06106
(860) 240-8300
pcsw@cga.ct.gov (e-mail)

Connecticut Women's Education & Legal Fund,

135 Broad Street
Hartford, CT 06105 -3701
(860) 247-6090
cwealf@cwealf.org (e-mail)

SMOKING

The Rocky Hill Board of Education prohibits the use of or possession of tobacco-related products by students irrespective of age and the use of all tobacco products on all school system property by anyone else.

STUDENT ATTIRE

Families should monitor the appropriateness of students' clothing. Moderation in dress and appearance is always a reasonable guide. Students arriving to school with clothing with suggestive pictures or writings will be asked to call home for a change of clothing. Students are not allowed to wear boots or shoes with carbon-based black soles. This is a school district regulation for all schools. This type of shoe makes black marks which are difficult to remove.

STUDENT BEHAVIOR

Please refer to our website: www.rockyhillps.com to view the entire [Student Discipline Policy \(5510\)](#).

I. DEFINITIONS

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **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.
- C. **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 weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

- D. **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.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) 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. The term firearm does not include an antique firearm. 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 (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) 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 and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **Generative Artificial Intelligence ("AI")** refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.
- J. **Protected Class Harassment** is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class"). Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment against any individual on the basis of that individual's association with someone in a Protected Class may be a form of Protected Class Harassment.

- K. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- L. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- M. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- N. **School Days** shall mean days when school is in session for students.
- O. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- P. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- Q. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- R. **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.
- S. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the District to another regular education classroom program in the District shall not constitute a suspension or expulsion.
- T. For purposes of this policy, references to "school", "school grounds" and "classroom" shall include physical educational environments, including on school transportation, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. PROCEDURES GOVERNING REMOVAL FROM CLASS

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify the responsible administrator or the administrator's designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the responsible administrator or the administrator's designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class

III. ACTIONS LEADING TO DISCIPLINARY ACTION, INCLUDING REMOVAL FROM CLASS, SUSPENSION AND/OR EXPULSION

Conduct that is considered to violate a publicized policy of the Board includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participates in the investigation of such reports.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school staff members or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), including the use of AI to engage in such conduct.
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the

procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of this Paragraph 15, the term "electronic cannabis delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of this Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, employees, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other employees and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school employees responsible for student supervision.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; the unauthorized use of AI for the completion of class assignments; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes, including using AI in a manner that disrupts or undermines the effective operation of the school district or is otherwise seriously disruptive to the educational process.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
 - a. causes physical or emotional harm to an individual;
 - b. places an individual in reasonable fear of physical or emotional harm; or
 - c. infringes on the rights or opportunities of an individual at school; or

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

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for employees, students, third parties on school property, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or District health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication (other than to school officials).

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication) (other than to school officials).
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, AI, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school employee.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. PROCEDURES GOVERNING SUSPENSION

- A. The responsible administrator or the administrator's designee shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed:
 - a. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the responsible administrator or the administrator's designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 - b. If suspended, such suspension shall be an in-school suspension, except the responsible administrator or the administrator's designee may impose an out-of-school suspension on any student:
 - i. in grades three to twelve, inclusive, if, during the informal hearing, (i) the responsible administrator or the administrator's designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that the student should be excluded from school during the period of suspension; or (ii) the responsible administrator or the administrator's designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the District Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - ii. in grades preschool to two, inclusive, if the responsible administrator or the administrator's designee determines that an out-of-school suspension is appropriate for such student based on evidence that such student's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.

- c. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the responsible administrator or the administrator's designee, but only considered in the determination of the length of suspensions.
- d. By telephone, the responsible administrator or the administrator's designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
- e. Whether or not telephone contact is made with the parent or guardian of such minor student, the responsible administrator or the administrator's designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the responsible administrator or the administrator's designee), offering the parent or guardian an opportunity for a conference to discuss same.
- f. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
- g. Not later than twenty-four (24) hours after the commencement of the suspension, the responsible administrator or the administrator's designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
- h. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
- i. The Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program. The Superintendent may delegate this authority to building or program level administrators.
- j. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration. The Superintendent may delegate this authority to building or program level administrators.
- k. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

- l. The decision of the responsible administrator or the administrator's designee with regard to disciplinary actions up to and including suspensions shall be final.
 - m. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the responsible administrator or the administrator's designee specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board. The responsible administrator or the administrator's designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

V. DISCRETIONARY AND MANDATORY EXPULSIONS

- A. An administrator responsible for a school program ("responsible administrator") may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where the responsible administrator has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A responsible administrator must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the District Administration has reason to believe:
- a. was in possession on school grounds, on school transportation, or at a school sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
 - b. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
 - c. was engaged on or off school grounds or school transportation in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion. The terms "dangerous instrument," "deadly weapon," "electronic defense weapon," "firearm," and "martial arts weapon," are defined above in Section I
 - d. In any preschool program provided by the Board or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such

preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term "firearm" is defined above in Section I.

- e. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board so that the Board can consider and act upon this recommendation.
- f. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion.

VI. NOTIFICATION TO PARENTS OR GUARDIAN

The family of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within 24 hours the time the student was excluded.

VII. SPECIAL EDUCATION STUDENTS

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

VIII. ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Board of Education recognizes its obligation to offer any student under the age of sixteen who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not chose to have his or her child enrolled in an alternative program shall not be subject to the provisions of Section 10-184 of the General Statues. Any expelled student who is between the ages of sixteen and eighteen and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the Board to offer an alternative educational opportunity to a student between the ages of sixteen and eighteen who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined that the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school sponsored activity a firearm, deadly weapon or a dangerous instrument or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in

Subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. 21a-277 or 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Board expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education within 30 days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in Subdivision (1) of sub-section (e) of Connecticut General Statutes 10-76a.

IX. GUN FREE SCHOOLS ACT

The Board of Education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. Section 8921, et seq.

STUDENT INFORMATION

The purpose of acquiring student information is to provide the school staff with a quick means of contacting students' families in the event of sudden illness/injury. In a serious or life-threatening situation requiring immediate medical attention, every effort will be made to contact family members in a timely manner. The needs of the student will be attended to first. In a non-life-threatening situation which requires student dismissal, the nurse will make a judgment and call the contacts on the card beginning with the family contacts. Please update these student cards at any time. A note to the school with the family's preferences, changes in telephone numbers, contacts, and addresses will be processed with confidentiality.

TECHNOLOGY & INSTRUCTION: ACCEPTABLE USE OF COMPUTER NETWORK

Please refer to our website: www.rockyhillps.com to view the entire [Students Use of the District's Computer Systems and Internet Safety Policy](#).

1. RIGHTS

Users have certain rights and privileges. Infringement upon or disrespect of the rights of other members or users may result in the loss of network privileges and other disciplinary action including, but not limited to, suspension or expulsion

A. PRIVACY/MONITORING NOTIFICATION

All computer communication systems received or contained on the network are the property of the Rocky Hill Public Schools and are to be used only for school-related purposes. To ensure proper use of the computer network and of the Internet, private correspondences and/or files may be accessed at any time. Prior to a search, the user shall be notified and given an opportunity to be present during the search. In the event there is a reasonable suspicion that a user is using the network in violation of the guidelines stated in this policy, a teacher or administrator may gain access to private correspondence or files without prior notice. There also may be a need to access private files as part of regular system maintenance. An attempt will be made to notify users of this in advance whenever possible. It is important that users recognize the fundamental difference between public and private forms of communication.

B. EQUAL ACCESS

Users will be granted free and equal access to as many network services as their technology permits. Exploration of the Internet is encouraged if consistent with the mission and policies of the Rocky Hill Public Schools. No single user should monopolize a computer or the network it uses. Users may be asked to remove personal files if total system storage space is limited.

C. SAFETY

To the greatest extent possible, users will be protected from harassment and unwanted contacts. Any student user who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator. Students must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers of the network cannot eliminate access to all such services, nor could they even begin to identify them. Individual student users must take responsibility for their own actions when navigating the Internet.

D. INTELLECTUAL FREEDOM

The computer network of the Rocky Hill Public Schools must provide a free and open forum for expression, including differing viewpoints. Students should be aware, however, that others may be openly critical of such opinions. Occasionally, a posted message may be received from outside the local school network with harsh criticism (a practice known as "Flaming" or "Slamming"). It is best not to respond to such attacks. Personal attacks are not an acceptable use of the network at any time. The Rocky Hill Board of Education does not officially endorse any opinions stated on the network. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the Rocky Hill Public Schools.

2. RESPONSIBILITIES

Students must become familiar with their responsibilities while using the network and the Internet. Failure to adhere to them may result in the loss of privileges on the computer network of the Rocky Hill Public Schools and possible disciplinary action including, but not limited to, suspension or expulsion.

- a) Users have the full responsibility for the use of their account. Users must never share their password or account with anyone. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should users give their password to other users.
- b) Users must not knowingly degrade the performance of the network. Electronic chain letters and mail bombs are prohibited for this reason.
- c) Users must obey the rules of copyright. They must respect all copyright issues regarding software, information, and attributions of authorship. Commercial software may not be installed on the system without express permission of a teacher or administrator.
- d) Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum, such as news groups or alias e-mail, may be copied in subsequent communication, so long as proper attribution is given.

- e) Use of the network for any illegal activities is prohibited. Illegal activities include tampering with hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
- f) Users must avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed as pranks and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the network or any other computer system on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- g) Users must employ appropriate language. Profanity or obscenity will not be tolerated on the network. All users should employ language appropriate for school situations as indicated by school codes of conduct.
- h) Users should avoid offensive or inflammatory speech. Users must respect the rights of others both on the local network and on the Internet. Personal attacks are unacceptable use of the network.
- i) Impersonations, anonymity, or pseudonyms are not permitted. As an educational network, users must take responsibility for their actions and words.
- j) Exemplary behavior is expected on "virtual" field trips. When visiting locations on the Internet or using video conferencing or screen sharing communication tools, users must conduct themselves as representatives of both their class and the entire Rocky Hill community.

Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of privileges to use the computer network of the Rocky Hill Public Schools and possible disciplinary action including, but not limited to, suspension or expulsion.

3. NETWORK ETIQUETTE AND PRIVACY

Users of the Rocky Hill Public Schools computer network are expected to follow the accepted rules of network etiquette. These rules include, but are not limited to, the following. Users must:

- a) Be polite.
- b) Use appropriate language. Users are representatives of their school. What is written can be viewed worldwide. Use of offensive or obscene words or any other inappropriate language is prohibited.
- c) Report messages relating to illegal activities to a teacher or administrator since electronic mail is not guaranteed to be private.
- d) Sharing personal information or names, home addresses, and phone numbers of any other person while on the Internet is not permitted.
- e) Not send or encourage others to send abusive messages.
- f) Not disrupt the computer network in any way.

4. PROHIBITIONS

The use of the computer network of the Rocky Hill Public Schools for illegal, inappropriate, unethical purposes by users is prohibited. More specifically:

- a) Use of the computer network of the Rocky Hill Public Schools to facilitate illegal activity is prohibited.
- b) Use of the computer network of the Rocky Hill Public Schools for commercial or for profit purposes is prohibited.

- c) Use of the computer network of the Rocky Hill Public Schools for non-school purposes is prohibited.
- d) Use of the computer network of the Rocky Hill Public Schools for product advertisement or political lobbying is prohibited.
- e) Malicious use of the computer network for the Rocky Hill Public Schools to develop programs that harass other users or infiltrate a computer system and/or damage the software or a computer or system is prohibited.
- f) Harassment, discriminatory remarks, and other anti-social communications on the computer network of the Rocky Hill Public Schools are prohibited. Students should promptly inform staff of any online communications that the student feels is threatening, harassing, or otherwise inappropriate.
- g) The network and internet will not be used to obtain obscene or pornographic material. There is to be no display or transmission of sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientations, age, disability, religious and political beliefs. The e-mail system should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school related solicitations.
- h) Use of the computer network of the Rocky Hill Public Schools to transmit material likely to be offensive or objectionable to recipients is prohibited.
- i) Use of the computer network of the Rocky Hill Public Schools intentionally to obtain or modify files, passwords, or data belonging to other users is prohibited.
- j) Use of the computer network of the Rocky Hill Public Schools to misrepresent others users on the computer network of the Rocky Hill Public Schools is prohibited.
- k) Use of the technology or the computer network of the Rocky Hill Public Schools for fraudulent copying, communications, or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- l) Loading or use of unauthorized games, program, files, and other electronic media is prohibited.
- m) Users should not allow onsite or remote access to district hardware or network without official authorization.
- n) The hardware and software of other users shall not be destroyed, modified or abused in any way.

Abuse of any one of the above activities will result in the loss of privileges to the computer network of the Rocky Hill Public Schools and possible disciplinary action including, but not limited to suspension or expulsion.

5. SECURITY

Security on the computer system is a high priority because there are so many users. If users of the computer network of the Rocky Hill Public Schools identify a security problem, the user must notify a teacher or administrator at once without discussing it or showing it to another user. The user must not use another individual's account. Any user identified as a security risk will be denied access to the computer network of the Rocky Hill Public Schools.

6. CONSEQUENCES

Users of the computer network of the Rocky Hill Public Schools shall be responsible for damages to the equipment, system, and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to gain access to the computer network of the Rocky Hill Public Schools. Other appropriate disciplinary procedure may take place as needed.

Illegal use of the computer network of the Rocky Hill Public Schools, intentional deletion or damage of files of data belonging to others, and copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

7. LIMITATION OF LIABILITY

The Rocky Hill Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any problems suffered while on the internet. These problems include but are not limited to, loss of data as a result of delays or otherwise, no deliveries, "misdeliveries", or service interruptions caused by the internet or users which include errors or omissions. Use of any information obtained through the internet is at the user's own risk. The Board will not accept any responsibility for the accuracy of information obtained through the internet.

In no event shall the Rocky Hill Board of Education be liable to any user for any damages, whether direct, indirect, special or consequential, arising out of the use of the internet, or accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure to delay of the school system in providing access to the internet.

Nothing in this policy should be interpreted to constitute an expressed or implied contract on the part of the Rocky Hill Board of Education to continue to provide Internet or other computer services. The Board reserves the right to discontinue this service at any time with or without notice.

VISITORS

All visitors need to sign in at the main office and are required to provide picture identification.

Visitors will be permitted to enter the building with a visitors pass that needs to remain visible.