

**CANTON INTERMEDIATE SCHOOL**  
**Student/Parent/Guardian Handbook**  
**2010-2011**



**39 Dyer Avenue**  
**Canton, Connecticut 06019**  
**Telephone: 860-693-7717**  
**Fax: 860-693-7814**

**Dr. Jordan Grossman, Principal**  
**[jgrossman@cantonschools.org](mailto:jgrossman@cantonschools.org)**

**CIS Website: [www.cantonschools.org/cis](http://www.cantonschools.org/cis)**

## ***Canton Public Schools - Vision***

***Canton Public Schools is an educational community where all learners of varying abilities and talents are equally valued. Our community develops citizens who creatively solve problems, demonstrate ethical behaviors and make a difference in the world through their commitment, respect and sense of global community.***

## ***Canton Intermediate School Mission Statement***

***The Canton Intermediate School Community***  
***--develops the whole individual;***  
***--fosters mutual respect, support, and tolerance;***  
***--challenges and nurtures students to become***  
***enthusiastic, lifelong learners***  
***for a rapidly changing world.***

**Official School Hours**  
**8:05 a.m. – 2:45 p.m.**

**(First Bell 7:55 a.m.)**

**Early Release time: 12:20 p.m.**

## ***TO REPORT STUDENT ABSENCES***

***Call the CIS Health Room at 860-693-7792***  
***Health Room Fax: 860-693-5838***

# Canton Intermediate School

## Regulations for Acceptable Use of Technology

### Reasons for this Policy

The Canton Board of Education provides students and teachers with a Computer Network and access to the Internet. Therefore, the Board of Education must also write guidelines so that the network and Internet are used properly. Every year, *everyone* who will use a computer in the Canton Schools must read the policy and agree to follow the rules. Some of these rules are for school use. Some of the rules apply even when you are at home. Everyone agrees to follow these rules by signing the Acceptable Use Contract.



**If you forget the rules, a copy of the rules can be found on the school's website.**

**[www.cantonschools.org](http://www.cantonschools.org)**

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### The Rules:

1. I will use the school computers and school Internet only for school-related purposes.
2. If I am unsure if what I want to do is OK, I will ask a teacher.
3. I will not view or download UNACCEPTABLE PICTURES or information from the Internet.
4. I will not DELETE another person's work on the computer. I will not COPY another person's work using the computer.
5. I will not TOUCH other students' computers while they are logged on, unless they ask me for help and the teacher says it is OK to help.

6. I will not **FORGE** something on the computer. This means I will not put someone else's name on something that is bad or not permitted, even when working on the computer at home.
7. I will not use another student's or a teacher's personal information for any reason, including their **LOG-IN** names and **PASSWORDS**.
8. I will not do anything to **DAMAGE** the computer equipment or the files.
9. I will not **REMOVE** or **SWITCH** the mice, cables, or keyboards unless I am asked to do so by a teacher.
10. I will not **SWEAR** or use impolite language when I am online, even when working on the computer at home.
11. I will not pretend to be someone else online and **THREATEN** or make hurtful comments about other people at CIS, even when working on the computer at home.
12. I will not play **GAMES** on the Internet at school, unless I have a teacher's permission.
13. I will not **BUY** something or **SELL** something on the Internet at school.
14. I will not **TELL** any personal information on the Internet – I will not tell my last name, my address, my telephone number, my school address, or any information about my parents on the Internet.
15. I will not **MEET** anyone I have talked to on the Internet, even when working on the computer at home.
16. I know the use of a computer and the Internet is a privilege, not a right.
17. I know breaking the rules may mean I lose the right to use the computers or Internet at school.
18. I will not take food or drinks near any computers.



## 2010 – 2011 Technology User Agreement:



Student must sign the acceptable use policy below by September 10, 2010 or the account will be turned off.

I, \_\_\_\_\_ (typed or printed name), understand the rules and will follow the rules. I understand that these rules apply even when I am at home and not supervised by my parents.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Parent or guardian must also sign the acceptable use policy before September 10, 2010 for student to have continued access to the CBOE Computer Network. Parents and guardians should read and consider *both* versions of this policy, as there are protections in the full version that are not included here.

I, \_\_\_\_\_ (typed or printed name), have read Canton Board of Education’s “Regulations for Acceptable Use of Technology,” and I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept responsibility for my child’s compliance.

Parent/Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Food or Drink will not be taken or consumed in computer classrooms or near any workstation!**

# CANTON INTERMEDIATE SCHOOL

2010 - 2011

## Student/Parent/Guardian Handbook

**ACKNOWLEDGMENT – Please return by Friday, 9/10/10**

**I have read the Canton Intermediate School handbook. I understand the school regulations/policies and agree to abide by them.**

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**Student Signature**

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**Date**

**I have reviewed the CIS handbook and I will help my child abide by school policies.**

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**Parent/Guardian Signature**

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**Date**

**Attention Students: At the start of the second week of school, your teacher will check for signatures on both sides of this page. Be sure to read and sign both sides yourself and share it with your parents/guardians to read and sign. Please return this form, signed on both sides, by Friday, September 10, 2010.**



# CANTON INTERMEDIATE SCHOOL

39 Dyer Avenue • Canton, Connecticut 06019  
Phone: 860-693-7717 • Fax 860-693-7814  
Email: [jgrossman@cantonschools.org](mailto:jgrossman@cantonschools.org)

**Dr. Jordan E. Grossman**  
*Principal*

September, 2010

Dear Parents/Guardians and Students:

I am really looking forward to my fifth year as Principal of Canton Intermediate School. Each new school year provides us an opportunity to grow and flourish in a wonderful community. We at Canton Intermediate School are dedicated to providing a learning environment that fosters respect, expects responsibility and leads our students to achieve and develop into self-directed learners.

This handbook contains useful information for both parents/guardians and students regarding student life at Canton Intermediate School. You will find information highlighting school regulations, policies and guidelines that are necessary for the safety, welfare, and well-being of our students. You will also find activities in which both you and your child may want to participate. Please keep this handbook throughout the 2010 - 2011 school year. You and your child are required to read the contents of this handbook and sign and return to their homeroom teacher by Friday, September 10, the perforated tear-out sheet located in the front of the handbook.

I know that your involvement, combined with the efforts of our outstanding faculty and staff, will make this school year an exciting and rewarding one for your child. I am truly interested to hear your ideas about how we can make Canton Intermediate School the best school in the State of Connecticut.

If you have any further questions, concerns, or comments, please feel free to contact me at your convenience at [jgrossman@cantonschools.org](mailto:jgrossman@cantonschools.org). or at (860) 693-7717.

Best wishes,

Dr. Jordan E. Grossman  
Principal

## **BOARD OF EDUCATION MEETINGS**

Board of Education meetings are typically scheduled for the second and fourth Thursdays of the month at 7:30 p.m. at the Canton Community Center. Please refer to monthly CIS newsletters to confirm dates of 2010-2011 Board of Education meetings.

### **Board of Education Members**

**Beth Kandrysawtz**, Board Chair

**Carlene Rhea**, Vice Chair

**Sue Saidel**, Secretary

**Susan Crowe**

**Leslee Hill**

**Mark Lange**

**Gretchen Sonju**

**Jonathan Webb**

**Patti White**

### **P.T.O. Officers**

President: Angie Abbott

Vice President: Elizabeth Haynes

Secretary: Chrissy Kelly

Treasurer: Chris Nardello

### **Central Services**

(860) 693-7704

Mr. Kevin Case, *Superintendent of Schools*

Ms. Lynn McMullin, *Assistant Superintendent of Schools*

Mrs. Mary-Louise Dorpalen, *Director, Pupil Personnel Services*

Mr. Edward Hoyt, *Business Manager*

## **NON-DISCRIMINATION**

In compliance with regulations implementing Title VI, Title VII of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972 (H.E.W. Office of Civil Rights), Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, the Americans with Disabilities Act, and appropriate state laws, the Canton Board of Education adopts the following statement:

The Canton Board of Education as a matter of policy does not knowingly condone discrimination on the basis of sex, age, race, religious creed, national origin, color, marital status, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, in treatment, or employment, or admission or access to educational programs, and services provided or operated by the Canton Board of Education.

The Non-Discriminatory Compliance Officers for the Canton School System are:

Title IX/Equity Officer – Mrs. Lori DeVito – 860-693-7707

Sec. 504 Officer – call Superintendent's office – 860-693-7704.

In order to provide prompt, equitable resolutions of citizen, student and employee complaints, the Board of Education has adopted a grievance procedure that is available in the Superintendent's and all school offices.

## DIRECTORY, 2010 - 2011

Principal: Dr. Jordan Grossman  
Administrative Assistant: Mrs. Lorie Carlson  
Secretary: Mrs. Roxy Austin  
Secretary: Mrs. Janet Kochanowski  
Nurse: Mrs. Jackie Crowley  
Nurse's Aides: Mrs. Lisa Bahre  
Mrs. Kate Ciccarillo

Mrs. Denise Dauria Grade 4, Room 102  
Mrs. Beth Dropick\* Grade 4, Room 105  
Miss Carrie Futterleib Grade 4, Room 104  
Miss Allison Godbout Grade 4, Room 106  
Mr. Erik Perotti Grade 4, Room 107  
Mrs. Kristy Uveges Grade 4, Room 103

Mr. Tim Barth Grade 5, Room 101  
Mrs. Kama Cawley Grade 5, Room 100  
Mrs. Kathy Magarian\* Grade 5, Room 201  
Mrs. Tricia Reynolds Grade 5, Room 301  
Mrs. Rebecca Truscio Grade 5, Room 302  
Mrs. Jennifer Stevens Grade 5, Room 305

Mr. Patrick Allen\* Grade 6, Room 208  
Mrs. Tina Roy Grade 6, Room 209  
Mrs. Jennifer Perry Grade 6, Room 206  
Miss Tracey Reichen Grade 6, Room 204  
Miss Christie Stepensky Grade 6, Room 207  
Miss Jennifer Weinberg Grade 6, Room 203  
\*Grade Team Leaders

### **SPECIALISTS**

Ms. Deborah Beaudoin Art  
Mrs. Debra Blaine ESL Specialist  
Mr. Andy Buckle Technology Curriculum Specialist  
Mr. Mark Buonfiglio Instrumental Music  
Ms. Kelly Conway Library Media Specialist  
Mrs. Lisa Deltano K-6 Math and Science Coordinator  
Mrs. Lori DeVito Social Worker  
Mrs. Helen Farmer Occupational Therapist  
Mrs. Elizabeth Halsey Special Education, Gr. 5/6  
Mrs. Diana Hiza Special Education, Gr. 4/6  
Ms. Vicki Holbrook-Duran Speech & Language  
Mrs. Lynn Kaufman School Counselor  
Mr. Scott LaRock Physical Education  
Mr. Chris Markkanen General Music  
Ms. Claire McCarthy General/Instrumental Music  
Mrs. Jennifer Merriam Special Education, Gr. 5/6  
Mrs. Barbara Silverio Language Arts Consultant  
Mr. Bill Phelps Health Education - Wednesdays  
Mr. John Pierce School Psychologist  
Ms. Lee Randall Special Education, Gr. 4/5  
Mrs. Liz Legere ACT Program

### **SUPPORT STAFF**

#### **Paraeducators:**

Mrs. Brenda Benoff  
Mrs. Ruth Ann Golis  
Mrs. Deb Gula  
Mrs. Kelly Holley  
Miss Krystle Maisch  
Mrs. Jackie Marciano  
Mrs. Eleni Nicholas  
Mrs. Stella Richardson, (Library Media Aide)  
Mrs. Eileen Setzler  
Mrs. Lauren Tolhurst

#### **Tutors:**

Mrs. Deborah Althen  
Mrs. Kris Collins  
Mrs. Barbara Emerson  
Mrs. Theresa Gerlando, Literacy Specialist  
Mrs. Terri Humphrey, Literacy Specialist  
Mrs. Leslie Moore  
Mrs. Laura Swenson

#### **Custodians**

Mr. Jim Varasconi, Acting Head Custodian  
Mr. Rob Howland  
Mr. James Conlon

#### **Cafeteria Aides**

Mrs. Peggy Dykema  
Mrs. Tammy Papadopoulos

#### **Monitor**

Mrs. Karen Bahre

#### **Building Substitute**

To Be Determined

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Floor Plan of Building  
Calendar, Canton Board of Education\*

*\*Please note on Canton Public Schools Calendar, 2010-2011, the Tentative Last Day of school and the June Early Release days, which are also tentative, based on make-up days for emergency closings. In the Spring, please call CIS school office at 860-693-7717 to confirm.*

## THE SCHOOL DAY

Canton Intermediate School students begin their day at 7:55 a.m. when the first bell sounds and they go to their classrooms. The official start of the day is at 8:05 a.m. when Morning Announcements begin. *Students should not arrive at school prior to 7:30 a.m. as we have no supervision available before that time.* School ends at 2:45 p.m.

## OFFICE SIGN-IN

A surveillance camera allows office personnel to view those entering the building. Upon arriving at the school office, visitors must stand where they can be identified and then “buzzed” into the office.

All visitors, guests and parents/guardians are required to:

- Sign in and out of the CIS office;
- Speak with office personnel, stating purpose of visit and destination;
- Obtain an identification badge.

Lunchtime/recess visits are not allowed. Students who wish to have a visitor must contact the main office at least one day in advance of the anticipated visit. These procedures are for our students’ protection.

## REPORTING SCHOOL PROGRESS

Student report cards are formally issued three (3) times each school year. Parent/Guardian-teacher conferences are scheduled for all pupils during the first marking period. A special parent/student/teacher conference will be scheduled in March for each student. Of course, necessary conferences may be arranged at other times by calling the school at 860-693-7717.

If a student is not making satisfactory progress, the teacher will notify parents/guardians by phone, note, interim form or e-mail. Parents/guardians with any questions regarding school progress are urged to call the school office and leave a message. The teacher will respond at the earliest possible free moment but no longer than two school days (unless absent). Parents/guardians should not hesitate to communicate any concerns with the school.

## REPORTING SCHEDULE 2010-2011

November 15:	Report Cards Issued
November 16, 17*, 18:	Parent Teacher Conf.
March 21:	Report Cards Issued
March 22, 23, 24*:	Student/Parent/Teacher Conf.
Last School Day:	Report Cards Issued

\*Evening conferences as well as daytime  
(Additional Communication As Needed)

## HOMEWORK

Homework is an important aid in helping students make the most of their school experience. It reinforces what has been taught in class, prepares students for upcoming class topics, teaches students to work independently, and develops self-discipline, responsibility and organizational skills. Homework may be for reinforcement, extension, or enrichment of studies previously presented in class.

A conscientiously working student can expect to spend approximately one hour per night completing assigned homework. Students in grade six can expect up to 1½ hours of homework per night beginning in January of the school year. This will help them to be prepared for homework requirements of the Middle School. For the first marking period, fourth graders will be given forty-five minutes of homework per night, four nights per week. This should make the transition from grade three to grade four a smoother one.

It is expected assigned homework will take no longer than the above time allotments. If your child has completed the designated amount of homework time, has been conscientious and is still not finished with homework, the parent/guardian may send a note to the teacher explaining the problem. Students will not be penalized for this and may be given additional completion time at school or at home. If the child is regularly spending significantly longer time periods than the above, please contact the teacher immediately. It is understood children with special needs may have their homework and time modified according to their individual educational programs.

Research consistently shows parents/guardians are a key factor in children’s achievement in school. It indicates, therefore, that parents/guardians must play an important role in

the homework process. We ask parents/guardians to establish homework as a top priority for their children. Make sure children do homework in a quiet environment. Establish a daily homework time. Provide positive support when homework is completed.

Contact the teacher if the child is having problems with the homework.

Students have responsibilities for meeting homework requirements. It is expected all assignments will be completed. Students will turn in work done to the best of their abilities. Students are responsible for making up homework assignments missed due to absence.

If there is a legitimate reason why a student is unable to finish or do homework, please send a note on the day the homework is due stating the reason it is not complete. If the student has diligently worked on the assignment for the allotted homework time and has not completed the work, parents/guardians may send a signed note to the teacher describing the difficulty. Students will not be penalized. The parent/guardian must sign the note.

Finally, if a student completes his/her homework before the allotted time, it is required the student spend the rest of homework time doing independent reading.

**HOMEWORK ASSIGNMENTS ARE POSTED ON THE CIS WEBSITE FOR YOUR CONVENIENCE:** [www.cantonschools.org/cis](http://www.cantonschools.org/cis)

### **CIS OBSERVATION PRACTICES**

Twenty-four hours prior to an observation, parents/guardians must arrange the observation in writing with the teacher responsible for the class being observed as well as with the principal (This helps avoid an observer arriving on a day when the students are being tested or engaged in an activity likely to make children unusually self-conscious).

### **OFFICE SIGN-IN**

A surveillance camera allows office personnel to view those entering the building. Upon arriving at the school office, visitors must stand where they can be identified and then “buzzed” into the office.

All visitors, guests and parents/guardians are required to:

- Sign in and out of the CIS office;
- Speak with office personnel, stating purpose of visit and destination;
- Obtain an identification badge.

Lunchtime/recess visits are not allowed. Students who wish to have a visitor must contact the main office at least one day in advance of the anticipated visit. These procedures are for our students’ protection.

## **HOME/SCHOOL COMMUNICATION**

### **NEWSLETTER**

CIS sends home a monthly newsletter via “e-notice” at the beginning of each month.

Additionally, we have a web page--  
[www.cantonschools.org/cis](http://www.cantonschools.org/cis)

If you would like a hard copy of e-notices, please contact the main office at the beginning of the year.

Feel free to contact any staff member regarding problems your child may be experiencing.

### **PRINCIPAL COFFEEHOUSE**

Principal Coffeehouse is an opportunity for parents/guardians to meet with the Principal with no set agenda. No appointment is necessary, but this is not a time when you will be able to speak about individual student concerns. If you do have concerns regarding your child, do not hesitate to set up a meeting with me. Principal Coffeehouses will be held in the CIS conference room during the year.

Dates/times are listed below.

<b>Tuesday, September 14, 2010</b>	<b>7:30 - 8:30 a.m.</b>
<b>Tuesday, November 23, 2010</b>	<b>7:30 - 8:30 a.m.</b>
<b>Tuesday, January 25, 2011</b>	<b>7:30 - 8:30 a.m.</b>
<b>Wednesday, February 23, 2010</b>	<b>7:30 - 8:30 a.m.</b>

### **TELEPHONE (860-693-7717)**

Uninterrupted instructional time is very important to our students. We will only allow students to receive outside calls or messages in *emergency situations*. *Students are not allowed to make calls from the classroom.* Students may use the office telephone when absolutely necessary with staff permission only. The school office is staffed from 7:30 a.m. to 4:00 p.m. *In emergencies*, the school secretary

will deliver parent/guardian messages to students. Please, **IF AT ALL POSSIBLE, DO NOT CALL THE OFFICE after 12:00 p.m. TO DELIVER A MESSAGE TO YOUR CHILD.** Students may be at band or other locations. It is often difficult to deliver a message during the last hour of school. *Again, every time a message is sent to a student, instruction in the classroom is disrupted.* Thank you for your understanding.

### **CONTACT BY E-MAIL**

An efficient and quick way to contact a staff member is through e-mail. While sometimes a conference or telephone conversation is necessary, information can also be communicated through e-mail. Any staff member can be contacted electronically by using the staff member's first initial, last name@cantonschools.org For example, [jgrossman@cantonschools.org](mailto:jgrossman@cantonschools.org) Teachers check their e-mail daily.

### **CIS WEBSITE**

Canton Intermediate School maintains a website to provide information to students and parents. Individual teachers have homework assignments posted on this site. Parents can use the website to communicate by e-mail with teachers. The web address for CIS is [www.cantonschools.org](http://www.cantonschools.org) and click on Canton Intermediate School.

### **ALERTNOW PHONE/E-MAIL MESSAGE SYSTEM**

The Canton School System uses an automated phone/e-mail message system to quickly get information to parents/guardians. Parents/guardians are phoned/e-mailed by Central Office in the event of an emergency. Principals use the system to contact parents/guardians with a variety of messages including distribution of report cards, PTO news, etc. If a parent/guardian does not want to be part of this system, please contact Lorie Carlson in the main office at 860-693-7717.

**CELL PHONES/ PERSONAL ELECTRONIC DEVICES:** (CD players, i-Pods, cameras, electronic games and toys, etc.): **Students are not allowed to use cell phones in school. Personal Electronic Devices are not allowed in school** and, for

security reasons, should remain at home. Students who are required by parents/guardians to have a cell phone must keep it in the "Off" position *in lockers* during all school hours. Students who remove their cell phone from their locker and subsequently lose it or any personal electronic device may not spend time retrieving them during school hours. *Cell phones and personal electronic devices will be confiscated and kept in the office where they can be retrieved at the end of the day.*

### **INSURANCE**

At the beginning of the school year, children will receive insurance information. Parents/guardians should sign the form whether or not they want the coverage. Signed forms should be returned to the school as soon as possible.

### **LOST AND FOUND**

We have Lost and Found Boxes located in the cafeteria against the left wall as you enter. Parents/Guardians are requested to place the child's name on all of his/her outer clothing, boots and lunch boxes. Students and parents may check the Lost and Found at any time.

### **DAMAGES**

Damage to textbooks, chairs and other school equipment is the responsibility of the student and will require payment (see page 4).

### **FINANCIAL OBLIGATIONS**

#### **Policy 6161.2**

**Instruction - Care of Instructional Materials**  
Library books, textbooks, and other educational materials are loaned to the students for their use, and shall be returned when requested by school authorities. Teachers shall emphasize to students that texts and materials are the public's property, and should be appropriately cared for. Parents must pay the full replacement cost of any book or educational material lost or damaged beyond ordinary wear. Parents who fail promptly to return or pay for texts and materials may have their child's grades, transcripts or report cards withheld until restitution is made.

(cf. 5131.5 - Student Vandalism)

Legal Reference: Connecticut General Statutes 10-221c Boards of education to prescribe rules,

policies and procedures.

10-222a Boards to have use of funds derived from repayment for school materials.

Final report cards may be withheld until a student has met all of his/her financial obligations.

1. Textbooks - Students are expected to return all school textbooks at the end of each course. If a book is damaged or lost, the student will be expected to pay the repair or replacement cost.

2. Library Books - Students will be billed for any library books not properly returned. At present there is no fine system in the library for late return of books. Students are expected to return or renew books on the due date. (See section on Library and Media Center for additional information.)

3. Accidental Damage - If a student accidentally damages school property, he/she must accept liability. Arrangement for replacement or financial restitution will be made on an individual basis. No disciplinary action will be taken with students who voluntarily report accidents to the office.

4. Vandalism - Vandalism is defined as a willful act of destruction. Students apprehended in acts of vandalism will be subject to:

- a. full restitution for damages;
- b. appropriate disciplinary action;
- c. possible referral to the police.

## **LOCKERS AND DESKS**

The student lockers at CIS are in excellent condition. It is extremely important that each student treat lockers with respect and care. Lockers should never be overloaded, forced shut, slammed, kicked or defaced in any manner. Students who mistreat lockers will be subject to serious disciplinary consequences. Lockers and desks are school property and are subject to inspection at any time by the superintendent, principal or their designated agent. No locks are permitted on lockers.

## **RESPONSIVE CLASSROOM**

Canton Intermediate School has formally adopted the Responsive Classroom philosophy. The staff is trained in this approach to teaching and learning. Each day, students and their teacher participate in a morning meeting.

Classmates gather in a circle to greet one another, to listen and respond to one another's news, to practice academic and social skills, and to look forward to the events in the day ahead. The guiding principles of responsive classroom include:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing the families of the children we teach and inviting their participation is essential to children's education.
- How the adults at school work together is as important as individual competence: lasting change begins with the adult community.

For more information on Responsive Classroom: [www.cantonschools.org/cis](http://www.cantonschools.org/cis)

## **CHARACTER COUNTS**

Our school is a "Character Counts" School. As a school we uphold the following six pillars of character: *Responsibility, Citizenship, Respect, Trustworthiness, Caring and Fairness*. These pillars guide us in all we do in our school. Both students and staff have established principles for each of the six pillars of character.

**ALL CIS STUDENTS ARE EXPECTED TO LIVE BY THE FOLLOWING PRINCIPLES:**

**RESPONSIBILITY**

All CIS students are responsible for the school environment. Students are responsible for themselves. They will look at their actions and the consequences for these actions. Students will meet all school requirements, be positive role models for others and always try their best.

**CITIZENSHIP**

All CIS students are expected to follow the school rules. Students will keep our school environment safe and clean.

**RESPECT**

All CIS students should treat individuals with respect and expect the same in return. Students need to be courteous and polite. Everyone will have respectful behavior at all times while in school.

**TRUSTWORTHINESS**

All CIS students will show trustworthiness by respecting people's privacy. Students will be good listeners, help solve problems and share their thoughts and ideas in a safe environment.

**CARING**

All CIS students will treat everyone as they would like to be treated. They will show caring by being aware of people's feelings.

**FAIRNESS**

All CIS students will show fairness while playing games at recess or while in the school environment. Students will listen and be open to different opinions.

For more information on Character Counts:  
[www.cantonschools.org/cis](http://www.cantonschools.org/cis)

**NO-SCHOOL – EARLY CLOSING**

An ALERTNOW message will be sent and announcements will be made on the radio and television stations listed below as well as on the website: [www.cantonschools.org](http://www.cantonschools.org) Please discuss with your child the procedure he/she should follow in the event no one is at home when an early dismissal occurs.

**TV and Radio Stations that carry our closing or delay announcements:**

**TV Stations:**

- WFSB (Channel 3)
- WTNH (Channel 8)
- WVIT (Channel 30)
- FOX61 (FOX61)

**Radio Stations:**

- WDRC FM 102.9 and AM 1360
- WSNB AM 610 (Torrington area)
- WWCO AM 1240 (Waterbury area)
- WMMW AM 1470 (Meriden area)
- WTIC FM 96.5 and AM 1080
- WRCH FM 100.5

The following schedule is observed if school is delayed due to weather conditions:

2 hour delay                      10:05 a.m. – 2:45 p.m.

**Please Note:**

Lunch *will not be served* on early-release days.

**TRANSPORTATION**

**BUS RULES**

The bus driver has immediate authority over students at all times students are on his/her bus. The bus driver is fully occupied driving the bus and alert to traffic, pedestrians and other hazards. Therefore, it is particularly important children abide by the following specific rules of safety and courtesy.

1. Students shall at all times be courteous to the bus driver and follow his/her instructions. Students shall not disturb or distract the driver. The bus driver is in charge of the bus and all of the students riding on it.
2. No student may ride on a bus other than the one he/she is assigned unless a note from his/her parent/guardian has been approved by the principal or Business Manager (child care purposes only). No special stops shall be added to a bus route for social affairs, recreation or religious instruction.
3. Students shall be at their assigned pick up points five (5) minutes prior to the published time for their stop. No child shall be allowed to board the bus at any point other than published/approved stops. **STUDENTS MUST BE IN CLEAR VIEW OF THE DRIVER.**

4. Students shall enter or leave the bus only by the front door except in cases of emergency. When entering or leaving the bus, students shall avoid crowding or in any way disturbing others. **IF IT IS NECESSARY FOR A STUDENT TO CROSS THE STREET TO GET ON OR OFF THE BUS, THE STUDENT SHALL CROSS IN FRONT OF THE BUS.** NOTE: The bus shall not proceed until the child is safely off the traveled portion of the street.

5. No student shall leave the bus except at his/her stop or at the school.

6. Bus windows shall not be opened without permission from the driver. Students shall not extend anything out of the window.

7. No indecent or profane language, rowdy behavior or loud talking shall be permitted. Students shall not converse with the bus driver while the bus is in motion. **THERE SHALL BE NO SMOKING ON THE BUS.** Students should refrain from damaging or abusing the bus or throwing papers or materials. Students shall be held liable for any damage or abuse caused by them.

8. Books, chairs, instruments, equipment or articles shall not be placed in the driver's area of the bus or in the school bus aisles.

9. Hazard-creating articles such as water pistols, knives, etc. are not to be carried on the bus. Do not eat on the bus; do not leave articles behind when leaving the bus.

10. Students should not move about the bus while the bus is operating.

#### **Penalties for Violation:**

The bus driver shall report to the school principal any student who violates any of the above rules and regulations. The principal may withhold transportation privileges from any student who violates any of the above rules and regulations. The principal will provide consequences for inappropriate behavior. The principal shall notify the student's parent/guardian of any violations and the discipline applied.

**ACCIDENT PROCEDURE:** If at any time a bus should be involved in an accident, students should follow these procedures:

- Listen to and follow the directions of the bus driver;
- If an older student is assisting the bus driver, follow his or her direction;
- Exit the bus in a quiet and orderly manner;
- Stand off the road;
- Do not leave the area where the bus has stopped until told to do so.

**Bus Route** information is available at each school and on our website, [www.cantonschools.org](http://www.cantonschools.org)

#### **STUDENT DROP-OFF AND PICK-UPS**

##### **BY CAR:**

During morning and afternoon student drop-offs and pick-ups, please drive down the designated car lane accessed from Dyer Avenue and exit onto Simonds Avenue. **PLEASE HAVE YOUR CHILD EXIT THE CAR ON THE PASSENGER'S SIDE AND CROSS THE BUS LANE AT THE LINED SPOTS ONLY, WHERE THE CROSSING GUARD IS LOCATED.** Any drop-offs and pick-ups between the hours of 11:30-1:30 must be made from Simonds Avenue only. This is due to student recesses. **Students being picked up at dismissal must have their names checked off by the crossing guard.**

##### **BIKE RIDERS**

You may ride your bike to and from school if your parents permit. You must wear a helmet, as it is a Connecticut State law. Park and lock your bike in the bike rack at school. Please be sure to ride on the right side of the road with other traffic. Obey all traffic signs and stay alert. Plan to arrive at school no earlier than 7:30 a.m. Cross the street only where a traffic guard is stationed.

##### **WALKERS**

Please be careful on your way to and from school and take the following precautions:

- Cross the street where the crossing guard is located.
- Always use the sidewalks.
- If there is no sidewalk, walk single file on the left side of the road facing traffic.
- Don't take shortcuts.
- Respect private property.
- Don't accept rides from anyone you and your family don't know very well.
- Don't loiter – walk directly to and from school.
- ***Plan to arrive at school no earlier than 7:30 a.m.***

### **SKATEBOARDING:**

All Canton Intermediate School's paved areas are busy parking lots. It is very dangerous to skateboard in these areas at any time. Children may not bring skateboards to school or skateboard on school property at any time.

## **ATTENDANCE**

### **SCHOOL ATTENDANCE:**

Regular and punctual attendance is a must for success at school. Doing makeup work at home is a poor substitute for actual participation in the teacher-directed learning process at school.

**Please plan any family vacations for those times when school is not in session.** Vacation taken while school is in session is posted as an unexcused absence. Four unexcused absences in any month constitute truancy as defined by Connecticut Statutes (see below). Teachers are not required to provide homework information prior to a vacation taken during while school is in session. Please refer to school website. We know there may be emergencies, and we will do our best to help you in these instances.

### **TARDINESS**

(Arrival in the classroom past 8:05 a.m.) Tardy pupils are to secure a tardy admission slip from the Health Room before going to their classroom. Please help your child avoid being tardy. The beginning of the school day is one of the most critical times of our students' education. During the early morning, information is disseminated, classroom morning meetings occur, or students attend academic, art, music, or physical education classes. The

academic tone for instruction is set and expectations are determined. When your child misses this time due to tardiness, he/she is missing a great deal. In addition, joining a group already in progress can begin your child's day in confusion.

Parents/guardians will receive a letter from the CIS office if your child is tardy three or more times. If the nature of the tardiness is unexcused (decision by the Principal), the student will serve a detention after school following the third tardy. Parents/guardians will be expected to pick up students in the office.

### **TRUANCY**

When will students be determined to be "truant" and "habitually truant" according to the truancy law?

*Section 10-198(A) of the Connecticut General Statutes, as amended by Section 4 of Public Act 91-303, defines a "truant" as a child enrolled in a grade from kindergarten to eight, inclusive, in a public or private school who has four unexcused absences from school in any month or ten unexcused absences from school in any school year and a "habitual truant" as any such child who has twenty unexcused absences within a school year.*

The names of truant students are reported to the State. If a parent/guardian does not verify his/her child's reason for absence with the office, an unexcused absence is recorded.

### **PARENT/GUARDIAN NOTES**

Notes should be brought to the school office whenever there is a change to the student's routine. Examples include: absence; removing the student from class for an appointment; early dismissal; permission to walk to the library; permission to stay after school; change of phone or address and going home other than the usual manner—walking, riding bike, different bus, different bus-stop, etc.

### **Parent/Guardian Absence Notification:**

If a parent/guardian is going to be away while school is in session and your student will be cared for by anyone other than the parent/guardian, it is important for the school to have a note from you that will include: (1) The

dates your student(s) will be in the care of someone other than you; (2) the name(s) of those caring for your student(s) in your absence; (3) all alternate contact phone numbers; (4) any alternate arrangements for transportation to and from school; (5) any alternate arrangements for activities after school during your absence; and (6) signed permission stating that your student(s) may be released to the assigned caregivers in the event the student(s) need to be picked up from the Health Room or the School Office. The information in this note will be shared by the student's teacher, the Health Room and the Main Office.

### **ABSENCES**

1. Parents/guardians are required to call the school at 860-693-7792 (Health Room/Attendance phone) before 9:00 a.m. any day of absence. If a student is absent and we have not been called, we will call the parents/guardians. This may be an unexcused absence.
2. If a student is absent for one day, the teacher will help the student make up the missed work the next day.
3. If a student is going to be absent for two or more days and is well enough to do some schoolwork, a parent can request work when calling **(before 9:00 a.m.)** to report the absence. The teacher will get the work together and have it on the office counter by 2:30 p.m. on day two of illness for parent pickup. If absence continues, parents should leave completed work when picking up the next day's work. Homework assignments are posted on the CIS website for your convenience: [www.cantonschools.org/cis](http://www.cantonschools.org/cis)
4. Since homework is usually based on a review of class work or enrichment, assignments will not necessarily be available to students who are absent due to vacations not on the school calendar. It is expected that any missed work will be made up upon return on school.
5. **Excessive absences could result in a student not meeting grade level expectations and being retained in that grade.**

### **SCHOOL ARRIVAL**

**Students should not arrive at school prior to 7:30 a.m.** (unless specific arrangements have been made with a staff member). **WE HAVE NO SUPERVISION AVAILABLE BEFORE 7:30 A.M.**

It is the responsibility of the student to sign the classroom attendance sheet upon arrival at school.

### **EARLY DISMISSAL**

Early dismissal is discouraged since it interrupts class continuity and instruction. If it is absolutely necessary to remove a student prior to 2:45 p.m., the office should be notified. A note should accompany the child to school. **Students will be dismissed from the office only.**

### **HEALTH, ILLNESS, INJURY**

1. Parents/guardians will receive an Emergency Information Card (for Health Room records) and Annual Student Information form (for the office records) to be completed and returned to the CIS office. It is essential that our Health Room and office have updated and current emergency information.
2. Children who are ill or show signs of becoming ill should not be sent to school. If a child becomes ill at school, the parents/guardians will be called and asked to provide transportation. There must be an adult to receive and take care of an ill child.
3. When a child suffers a serious accident at school, parents/guardians will be notified immediately. If parents cannot be reached, the family physician will be called. First aid will be administered for all minor injuries.
4. All accidents, occurring at school or en route to or from school, are to be reported to the school immediately. If the student is insured under the school accident insurance program, the parents/guardians

should request accident claim forms from the CIS Health Room.

- Supervised play periods (recesses) are part of the regular school day. A physician must authorize in writing exclusion from recess. Children are expected to come to school properly clothed for the weather conditions. This means heads and hands are covered as well as legs (no shorts) and a warm coat. In the interest of student health: If the school feels the student is not dressed appropriately for the cold weather recess, i.e., lack of a coat, he/she will be notified they cannot participate in recess and will be supervised in the office. A notification indicating the child did not participate in outdoor recess will be sent home to the parent. If the parent/guardian feels the child's dress was appropriate, the parent/guardian would sign the form giving approval for the student to participate in outdoor recess with the lack of a coat. If the student chooses not to follow the parent/guardian directive for appropriate dress for outdoor recess, the student will receive disciplinary action.

#### **Administration of medication:**

Connecticut State law requires a physician's written order and parent's or guardian's written authorization for medicinal preparations to be administered at school. Forms for this purpose are available in the school office or at the State Department of Health.

### **CANTON BOARD OF EDUCATION WELLNESS POLICY**

In an effort to promote an understanding of the benefits of nutrition on overall health and disease prevention, the Canton Board of Education adopted a wellness policy at its 6/22/06 meeting. This policy is described on the website: [www.cantonschools.org](http://www.cantonschools.org) which includes a link to the list of foods that meet the Connecticut State Department of Education guidelines. Your students will see a heightened emphasis on nutrition education which shall be integrated into the Health Curriculum taught in the first through twelfth grades. Other ways in which this policy will be implemented include

changes to the school cafeteria menu, parental guidelines for alternate, healthful snacks for student celebrations, and an ongoing review of foods offered at school functions.

### **CANTON INTERMEDIATE SCHOOL LUNCH PROGRAM**

Students have the option of bringing a bag lunch or purchasing hot lunch. Lunches are available at a reasonable price in the school's cafeteria. Families eligible for free or reduced price lunches may obtain applications in the school office. In the cafeteria, students are expected to practice the good table manners learned at home. These include: leaving the table and surrounding area clean and neat and putting trash in proper containers. Absolutely no food purchased will leave the cafeteria area.

#### **Cafeteria Account Payment System**

A computerized Student Cafeteria Account System has been instituted at the CIS Cafeteria. This system adds flexibility to payment options and helps improve cafeteria line efficiency. The system also allows us to provide parents or guardians with a report on what each student has purchased within a specified time frame including payment dates, amounts, and current balance. Additionally the system has the means to track and control a student's special limitations or dietary restrictions.

Each student has an individual account. Funds are to be provided by the parent or guardian in advance. Your child will then draw against those funds to pay for their lunches. Students state their name when they come through the lunch line. The system then accesses the student's account and draws from the balance. As a security precaution, the system displays the student's photo on the screen. This photo is then used for recognition to ensure the correct account is being charged.

Funding of the Student Cafeteria Account System will be in advance through Café Prepay (see school website) or by **Check Only** made payable to: **Canton Public Schools Cafeteria Program**. Parents or Guardians may deposit any amount of money into the student's account.

Money will be drawn from the general balance for meals, milk and snack purchases. It is recommended that a minimum fund balance of \$10.00 be maintained in each account.

### **Payment Procedure:**

-Checks may be brought to school by your child to the cafeteria or School Office;

-Checks may be sent by mail to your school to the attention of: Canton School Cafeteria Program, c/o Canton Intermediate School, 39 Dyer Ave, Canton CT 06019

-Parents/Guardians may use Café Prepay with a credit card.

In either case, funds must be in a sealed envelope marked to the attention of “Canton School Cafeteria Program.” Include a slip inside each envelope with your child’s name, homeroom teacher’s name, and payment amount.

Parents/Guardians will be provided with an account update each week *only* if the account balance is below the \$10.00 minimum. These updates will be sent home with your child on an “as needed” basis. If your child’s account should reach a negative balance, we will contact you by letter and phone in order to keep the account current.

## **CIS SAFETY**

### **VISITORS**

A surveillance camera allows office personnel to view those entering the building. Upon arriving at the school office, visitors must stand where they can be identified and then “buzzed” into the office.

All visitors, guests and parents/guardians are required to:

- Sign in and out of the CIS office;
- Speak with office personnel, stating purpose of visit and destination;
- Obtain an identification badge.

Lunchtime/recess visits are not allowed.

Students who wish to have a visitor must contact the main office at least one day in advance of the anticipated visit. These procedures are for our students’ protection.

### **FIRE DRILLS**

Fire Drills are required by law. It is important students respond promptly and clear the building using the posted route as quickly and quietly as possible. The teacher will accompany the students and tell them when to return.

### **SCHOOL SAFETY PLAN**

School officials have worked with town officials to develop safety plans for a variety of emergencies (i.e. bomb threats, suspicious intruder, hostage situation, hazardous material incident, hurricane, etc.). In our effort to be proactive, stay-put (lockdown) drills will be conducted with staff and students during the year.

### **PLAYGROUND RULES**

The Six Pillars of Character must be followed along with the enforcement of the following playground rules during the school year:

1. Students must follow appropriate rules when playing all games.
2. Tackle football is not permitted.
3. Blocking during touch football is not permitted.
4. Slide tackling in soccer is not permitted.
5. Piggyback riding is not permitted.
6. Students must use appropriate language at all times.
7. Students should pick up and return equipment on the way to and from recess.
8. Students may not leave the playground without permission.
9. If there is snow on the playground, only children who are wearing boots and snow pants will be allowed on the field.
10. Good sportsmanship is to be shown always.
11. Students are to play safely on the swings and other playground equipment. Only one child is to be on a swing. Children are not to hold hands with other students while swinging.
12. Roughhousing on the playground is not permitted.

## **SPECIAL AREAS OF INSTRUCTION**

### **PHYSICAL EDUCATION**

The physical education program is an integral part of the total education process for all students. Some of the components of the program include:

- Physical Fitness
- Ropes Course Challenges
- Recreational and Leisure Games
- Team Sports
- Manipulative Skills
- Cooperative Games and Activities
- Sportsmanship
- Human Anatomy

Students in grades 4-6 have two physical education classes each week. Sneakers are required for participation and class credit. Sneakers must always be worn in the gym.

If students are to be excused for medical reasons, a note to the nurse or physical education teacher is required. If a child is to be excused for more than two (2) consecutive physical education classes, the note must be from a doctor.

### **ART**

In line with the National and State Visual Arts Standards, it our goal at CIS to further students' artistic literacy. Students will explore various art media and techniques, respond and critique their work and the work of others, and express their thoughts, ideas and ideals artistically. They will become skilled problem solvers and gain an aesthetic appreciation for the visual arts, as well as for the world around them.

Students receive one art class per week and extra time for integrated lessons throughout the year. An art club is offered for interested students during recess time. Please remember to have students dress appropriately on days of art. Students are encouraged to wear smocks which are provided.

### **MUSIC**

The CIS classroom music program offers the students a wide variety of experiences, fostering and enhancing music appreciation and enthusiasm. They will have the opportunity to sing, dance/move, play instruments and listen to the highest quality of music. They will also learn and improve upon the basic music fundamentals necessary for excellent musicianship. Students meet with the music teacher two periods per week. Chorus is offered to all students once per week and is mandatory for all students in Grade 4. Chorus is optional for Grades 5 and 6. Chamber Singers is an auditioned group that meets before school once per week.

The instrumental program at CIS is designed to enhance the children's knowledge, interest and enthusiasm in music.

Students are given the opportunity to play a musical instrument beginning in Grade 4 and continuing through grade 6 and beyond. Each student receives one half hour small group lesson in addition to one band rehearsal per week. Advanced students are given further opportunities to perform in small chamber ensembles. Additional benefits to the program include listening skill development, discipline, memory training, increased and academic awareness.

### **A.C.T. (Achieving Critical Thinking) ENRICHMENT PROGRAM**

Our enrichment teacher works regularly in the classrooms on enrichment projects/activities with the students. The primary goals of the Enrichment Program are:

- to create an instructional environment encouraging the development and demonstration of gifted behaviors in all students;
- to provide ongoing student assessment and identification;
- to integrate gifted programming strategies into the regular classroom; and
- to offer enrichment opportunities to all students inside and outside of the classroom.

## **LIBRARY MEDIA CENTER**

The Library Media Center is considered the hub of the school. Each class visits the LMC regularly. Opportunities for book exchange, storytelling activities, information retrieval and library skills are provided. Students are allowed to visit the LMC on an individual basis. LMC materials and resources, both print and non-print, support curriculum needs. Faculty, students, parents and visitors are always welcome in our library-media center. Students are not charged fines for overdue books or other library materials. However, students are charged for lost or damaged books or library materials. It is expected all matters will be settled by end of school.

## **COMPUTER LAB**

Each class has a designated period scheduled weekly in the Computer Lab. Our primary goal is to use technology to improve instruction and learning. The computer technology staff and teachers work together in the lab and/or classroom. Students have the opportunity to come to the lab individually, as needed.

**School Computer Use and Misuse of the Internet: Parents/Guardians and students must read the Regulations for Acceptable Use of Technology and return the signed 2010-2011 Technology User Agreement at the beginning of this handbook.**

## **ACTIVITIES**

### **VOLUNTEER PROGRAM**

The Canton Intermediate School PTO enriches our school in many ways. Volunteers work in a variety of capacities throughout the school. The room parent/guardian program, implemented by the PTO, is of continuing service to the teachers and students during the year.

The Computer Lab uses volunteers as computer tutors. Our “expert” parents often enrich our curriculum by presenting special lessons on a variety of topics in their areas of interest or expertise. Parents always are encouraged to volunteer and/or visit our school. All non-staff members entering CIS must report to the office

immediately upon arrival. They will be asked to sign in and out and wear badges.

### **P.T.O.**

The goals of the Parent-Teacher Organization are to encourage and coordinate parent/guardian involvement within the school, as well as to foster parent/guardian interaction and communication. The PTO sponsors several fund-raisers to help purchase necessary materials needed to enrich the educational programs taking place in the school. The PTO provides fabulous enrichment activities to our students and families.

The PTO holds both daytime and evening meetings. Membership and dues will be discussed during the CIS Parent Night. All parents/guardians are encouraged to join and participate in this organization.

### **BOOK FAIR**

The Book Fair is a CIS annual event held during November conferences. The PTO conducts the Book Fair. The books offered are selected to foster good reading habits and a love of literature.

### **COMPUTER CLUB**

The CIS Computer Lab is available to interested students during lunch/recess on designated days. Under the direction of a trained adult, stimulating educational programs are offered during this period.

### **STUDENT COUNCIL (SAC)**

The Student Council is composed of representatives from all Grade 4-6 classes, selected by the students. The council meets regularly to discuss important school issues, concerns and to plan student-directed events. All students may attend meetings.

### **FIELD TRIPS**

Field trips are chosen to coordinate with and enhance the school program. Advance notice of field trips will be sent to parents/guardians. Parent/guardian permission will be needed for field trips.

## **FINANCIAL ASSISTANCE**

No student will be excluded from CIS-sponsored activities due to financial hardship. If assistance is needed, please contact Dr. Jordan Grossman, Principal.

## **STUDENT RESPONSIBILITY AND CODE OF STUDENT CONDUCT**

### **STUDENT RESPONSIBILITY**

Students are to conduct themselves properly, in a manner prescribed by the teacher, and they must comply with the applicable rules and policies of the school.

Students are expected to:

1. Develop good habits, such as:
  - Attending school daily.
  - Arriving to classes punctually.
  - Working well independently and in groups.
  - Using appropriate language.
  - Maintaining good health habits.
2. Assume responsibility for their actions by:
  - Being self-disciplined.
  - Making his/her own decisions despite peer pressure.
  - Accepting the consequences for their own behavior including penalties for inappropriate behavior.
  - Using time wisely.
  - Completing work on time.
  - Having good study habits.
  - Practicing neatness.
  - Doing all assigned work.
3. Maintain a positive attitude by:
  - Being proud of personal accomplishments.
  - Being trustworthy.
  - Having academic integrity.
4. Respect the rights of others by:
  - Allowing others to concentrate on their work.

- Allowing others to assume responsibility for their own actions.
- Learning to resolve differences in appropriate ways.
- Realizing that their behavior will directly affect others.
- Respecting others' property.

5. Treat others with respect by:
  - Working and interacting well with others.
  - Being courteous.
  - Being polite and helpful.
  - Caring for others.
  - Displaying affection appropriately.
  - Appreciating others' accomplishments.
  - Expressing opinions and ideas in a respectful manner so as not to slander others.
6. Treat teachers and school staff with respect by:
  - Being cooperative.
  - Being attentive.
  - Listening to teachers.
  - Being polite.
7. Respect the authority of teachers and other school staff by:
  - Listening to them.
  - Following their directions.
  - Questioning the classroom teacher appropriately.
  - Seeking changes in school rules and policies in an appropriate and responsible manner through approved channels.
8. Obey all school and classroom rules and procedures, such as:
  - Being in the appropriate seat and ready when the bell rings.
  - Being prepared for each class with appropriate materials and assignments.
  - No gum chewing

- |   |   |
|---|---|
| <p>9. Participate in assigned academic activities, such as:</p> <ul style="list-style-type: none"> <li>• Attending all classes.</li> <li>• Bringing supplies as required for classroom work.</li> <li>• Talking when it is appropriate.</li> <li>• Following instructions.</li> <li>• Doing all assignments.</li> </ul> | <p>6. Cooperate with and support the teachers and the school administrators in their efforts to achieve and maintain a quality school system.</p> |
| <p>10. Assume responsibility for maintaining the learning environment, such as:</p> <ul style="list-style-type: none"> <li>• Coming to school well groomed and dressed appropriately.</li> <li>• Walking quietly in the school hallways.</li> <li>• Staying in the classroom seat as required.</li> </ul>               | <p>7. Discuss report cards and classroom assignments with their child.</p>  |
| <p>11. Take care of the school, such as:</p> <ul style="list-style-type: none"> <li>• Helping keep it clean.</li> <li>• Keeping it free from destruction.</li> <li>• Cooperating with school staff on vandalism cases.</li> <li>• Helping keep the school a safe place to be.</li> </ul>                                | <p>8. Inform the school of any problems or conditions in the home which affect their child.</p>   |

**PARENT AND/OR GUARDIAN  
RESPONSIBILITY**

Parents/Guardians have the responsibility to:

- |   |   |
|---|---|
| <p>1. Ensure that their child complies with district and school policies, rules and regulations.</p>                | <p>9. Provide a work area free of interruption where their child may study and do homework.</p>   |
| <p>2. Assist their child to attend school well groomed and dressed appropriately.</p>                               | <p>10. Maintain up-to-date home, work, and emergency telephone numbers at the school.</p>         |
| <p>3. Communicate regularly with the school concerning their child's academic progress and conduct.</p>             | <p>11. Prepare the child emotionally and socially to be receptive to learning and discipline.</p> |
| <p>4. Provide for the physical needs of the child.</p>  | <p>12. Encourage the child to develop proper study habits at home.</p>                            |
| <p>5. Participate in parent/guardian-teacher conferences and other activities in which their child is involved.</p> | <p>13. Send their child to school regularly and on time.</p>                                      |

## **CIS COMMUNITY BEHAVIOR EXPECTATIONS**

Students proceed to their lockers or classrooms after morning bell rings.

- Be silent and pay attention to morning announcements.
- Walk in hallways; stay to right.
- Be reasonably quiet in the hallways and display appropriate behavior.
- Be silent when passing working groups in hallways or classrooms in session.
- No sliding down staircases, touching ceiling or locker slamming.
- At assemblies:
  - Focus on speakers or performers; do not talk or make inappropriate noises.
  - Clap appropriately.
  - Do not leave an assembly unless it is an emergency. Only the back door should be used.
- Follow cafeteria rules which are posted on the cafeteria wall.

## **DRESS FOR SUCCESS**

Students are expected to dress and groom themselves for the business of school so as to neither distract other students nor teachers, disrupt the education process or pose a health or safety threat to anyone. Any attire that interferes with the learning process or could be injurious to the health and safety of any student will not be allowed. Student dress should be modest and in good taste for an educational setting. It is the responsibility of each student to understand the dress code. While the following is not an all-inclusive listing, specific items that are not permitted for wear include:

- a. hats
- b. flip-flops
- c. clothing with alcohol, tobacco or other drug messages

- d. clothing having indecent writing, indecent pictures or indecent slogans
- e. clothing which exposes bare back and midriffs
- f. clothing which exposes undergarments
- g. strapless clothing
- h. halter tops
- i. spaghetti straps
- j. clothing which overexposes the chest and/or thigh areas
- k. pants worn below the waist
- l. sweatshirt hoods cannot be worn on the head

Coats should not be worn to class. Shoes (foot wear) must be worn at all times. Clothing should be neat, decent and clean.

The school administration or assigned designee has the authority to deal immediately with any violators of the dress code. Students dressed inappropriately will be asked to arrange for a clothing change. With repeat offenders parents/guardians will be notified and disciplinary consequences may be levied. The intent is to encourage all concerned to dress, groom and conduct themselves in keeping with an atmosphere reflecting sensitivity to and respect for self and others and the overall functions of the school.

## **BULLYING REGULATION**

**Students**

**5131.911**

### **Bullying**

The following sets forth the procedures to implement Board Policy 5131.911 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 disciplinary suspensions and expulsion.

### **I. Definition**

In accordance with state law and 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 a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school 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.

- Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
  1. Physical violence and/or attacks;
  2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
  3. Threats and intimidation (through words and/or gestures);
  4. Extortion or stealing of money and/or possessions.
- Ridicule, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, 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, either admitted or appropriately inferred, of the perpetrator.

- Repeated incidents. 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 may not constitute “bullying” under state law and Board policy. Conversely, where there are repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.
- 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) may be considered bullying under this Policy if it has a direct and negative impact on a student’s academic performance or safety *in school*. 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, if it has a direct and negative impact on a student’s academic performance or safety at school, 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.

## **II. Complaint Processes**

### **A. Publication of the Prohibition Against Bullying and Related Procedures**

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “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 a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student’s academic performance or safety in school. Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. 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. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.”

### **B. Annual Notification of the Complaint Process**

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools.

### **C. Formal 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 teacher or administrator, and they shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

### **D. Informal/Verbal Complaints by Students**

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal 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 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 for review and action in accordance with Section IV below.

### **E. Anonymous Complaints**

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive 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. No disciplinary action shall be taken solely on the basis of an anonymous report.

### **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. Promptly is defined as no longer than the next school day. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the Building Principal and/or his/her designee of such report(s): Formal written complaints shall be forwarded to the Building Principal or his/her designee.

Informal complaints by a student received by a certified teacher shall be reported on the *Report of Bullying Form* and forwarded to the Building Principal or his/her designee.

Informal complaints by a student that are received by non-certified school staff shall be verbally reported to the Principal and/or his/her designee.

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with

students. Teachers and other professionals 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, 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 allows their 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. This

written report is confidential and for internal use only; it shall not be shared with the family of either the perpetrator or the victim, except as provided by law (e.g. court order/subpoena).

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

## **2. Remedial Actions**

### **a. 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

### **b. 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 Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

### **c. 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

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

## **3. General 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 any potential problem 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 staff members in each school:

- a. Respectful responses to bullying concerns raised by students, parents or staff;
- b. Planned professional development programs addressing bully/victim problems;
- c. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- d. Use of peers to help ameliorate the plight of victims and include them in group activities;
- e. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- f. Awareness and involvement on the part of staff and parents with regards to bully-victim problems;
- g. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
- h. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- i. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- j. 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 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

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 (e.g., court order/subpoena). The parents of the children involved in the bullying incident shall be invited to attend at least one meeting at school.

**C.** Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

##### **D. 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. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) 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.

## **5131.911**

### **ANNUAL BULLYING NOTICE**

The Canton Board of Education will notify students annually of the process by which they may anonymously report acts of bullying to teachers and school administrators. This wording will be included in student handbooks. Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“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 committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. 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. Board policy and regulation # 5131.91 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

#### **Informal/Verbal Complaints of Bullying by Students**

Students may make 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 school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the 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 a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The 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.

#### **Formal/Written Complaints of Bullying**

Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify 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 teacher or administrator, and they shall be promptly forwarded to the building Principal for review and action.

#### **Anonymous Complaints of Bullying**

Students who make complaints of bullying to a teacher and/or administrator may request that their name be maintained in confidence by the teacher(s) or administrator(s) 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. No disciplinary action shall be taken solely on the basis of an anonymous report.

## **FIREARMS, WEAPONS, DRUGS AND FELONIES**

Students should be aware that several Connecticut laws can have an impact on their ability to attend public school. The content of these laws and policies is summarized below:

1. It is illegal for students to bring firearms, knives, dangerous weapons or dangerous instruments to school. These items should never be brought on to school grounds. Being in possession of such items in school may result in arrest by the police and suspension and expulsion from school.
2. Students who illegally possess a firearm outside of school or who use a firearm, dangerous weapon or dangerous instrument in the commission of a crime and are arrested by the police for such an act will be reported to school officials by the police. Such actions may result in suspension or expulsion from school.
3. Students who possess, distribute or sell illegal drugs in school or outside of school are subject to arrest by police. Such actions are reported by the police to school officials and may result in suspension or expulsion from school (see the entire Canton School Drug Policy below).
4. All felonies and Class A misdemeanors committed outside of school are reported to school officials by the police. School officials are required by Connecticut state law to meet and determine if it is safe for students involved in these activities to remain in school.

## **CANTON PUBLIC SCHOOLS DRUG AND ALCOHOL REGULATIONS**

There are serious consequences for using, possessing, selling, dealing or giving away alcohol, illegal drugs, narcotics and/or restricted drugs by students in the Canton Public Schools.

### **Definition:**

A drug may be defined as any mood-altering chemical used to affect behavior, promote abuse

or psychological or physiological dependence. These substances include alcohol and all controlled substances defined by CT State Statutes (Section 21a-240). Among these, but not limited to, are amphetamine type, hallucinogens, morphine type, cannabis type, cocaine type, barbiturate type, steroids, and other stimulant or depressant drugs. Also included are any substances prescribed by a physician that are not used in the prescribed manner.

### **Search:**

School administrators may search a student's car, locker, bag, and backpack and may demand that a student empty his/her pockets if they have reasonable cause to believe that the student possesses chemicals or objects related to the drugs defined above.

### **Consequences of alcohol or other drug possession, use, and/or distribution by students**

Any student in the Canton Public Schools in possession of, using/misusing, or under the influence of alcohol or controlled substances/drugs, or in possession of related paraphernalia on school premises or on/at a school-sponsored activity shall be subject to the following penalties:

1. Suspension/Expulsion – immediate suspension from school for ten (10) school days and possible recommendation to the Board of Education for expulsion. Expulsions may last 11 to 180 days. In accordance with the Canton Board of Education Policy (Section 5114): students offering for sale, or possessing with intent to sell, a controlled substance on or off school grounds shall be expelled for one full calendar year.
2. Contact/Conference – the school will contact the parent/guardian in order to inform them of the incident. A conference will be held with the student's parent/guardian and the building administrator to discuss the extent of the problem and share

concerns and suggestions for parent/guardian action. In the event that the student is in possession of alcohol or controlled substances/drugs or in possession of related paraphernalia, the police will be contacted.

3. Resources – the parent/guardian may be referred by the building administrator to appropriate outside agencies and will be made aware of in-school resources for help.
4. Other – the student may also be subject to any other consequences as outlined in school handbooks.

### **LASER POINTERS**

A Connecticut law which went into effect in the fall of 2000 forbids public school students from possessing or using laser pointers in school (Students are only permitted to do so under the direct supervision of a teacher in a classroom setting). Students are never to bring laser pointers to school without the specific permission of the Principal. Students are not permitted to purchase laser pointers while on school field trips.

### **CANTON PUBLIC SCHOOLS SEXUAL HARASSMENT POLICY**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with administrative procedures. 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. In addition to school policies, sexual harassment is illegal and is prohibited by federal and state laws.

As a student at Canton Intermediate School, you have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility

not to engage in sexual behaviors that are unwelcome or offensive to others.

If you are concerned that sexual harassment may be occurring, ask yourself the following questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or any other person feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some power over another person?
- Is the behavior part of a pattern of repeated behavior?
- Would you want this behavior to be directed toward a member of your family or toward a friend?

There are many types of behavior that could be considered sexual harassment. Some examples of these would be:

- 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 and pinching
- Asking for sexual favors in exchange for grades, promotions or participation in school activities
- Physical sexual assault
- If a student thinks that he/she is being sexually harassed, he/she should report the problem to the Principal, the school guidance counselor, the social worker, a teacher and their parents/guardians. Students are encouraged to take action and get help when needed. Ignoring sexual harassment is not a way to stop it.

Additional information or help is available from the Canton Schools District Title IV Coordinator: School Social Worker, 693-7707

**Policy 5114** **Students**  
**Removal, Exclusion, Suspension and**  
**Expulsion/Due Process**

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

**A. Definitions**

1. **“Exclusion”** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **“Removal”** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **“In-School Suspension”** shall be defined as an exclusion from regular classroom activity for no more than five 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.
4. **“Suspension”** shall be defined as an exclusion from school privileges and/or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
5. **“Expulsion”** shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion

from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

6. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **“Days”** is defined as days when school is in session.
8. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **“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.
11. **“Firearm”** means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.

12. **“Vehicle”** means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

13. **“Martial arts weapon”** means a nunchakum kama, kasari-fundo, octagon sai, tonfa or chinese star.

14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

### **B. Removal From Class**

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process or other emergency exists within the classroom.

2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.

3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

### **C. Exclusion from Co-Curricular and Extra-Curricular Activities**

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

### **D. Suspension and Expulsion**

1. A student may be suspended or expelled for conduct on school property or at a school-

sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:

a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;

b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;

c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);

d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;

e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;

f. Deliberate refusal to obey the directions or orders of a member of the school staff;

g. Harassment and/or hazing/bullying on the basis of that person’s race, religion, ethnic background, gender or sexual orientation;

h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;

i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;

j. Blackmailing a member of the

school community, including any teacher, member of the school administration or any other employee or fellow student;

k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;

l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol.

m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;

n. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;

p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;

q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building,

school premises, facility or classroom by any group of students or other persons;

r. Repeated unauthorized absence from or tardiness to school;

s. Intentional and successful incitement of truancy by other students;

t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;

u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;

v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;

w. Lying, misleading or being deceitful to a school employee or person having authority over the student;

x. Unauthorized leaving of school or school-sponsored activities;

y. Unauthorized smoking.

#### **E. Suspension for Conduct Off School Grounds**

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:

a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school

employees or school property.

b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

#### **F. Mandatory Expulsion**

It shall be the policy of the Board to expel a student for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921\*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did

so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

\*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

#### **G. Suspension Procedure**

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to five days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G(3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student’s parents and the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason

therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.

3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

4. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

5. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

## **H. Expulsion Procedures**

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.

2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice to the student and his parents or guardian, if said student

is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case event a hearing shall be held as soon after the expulsion as possible.

3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast.

4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.

5. The procedure for any hearing conducted under this paragraph shall at least include the right to:

a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; and a statement that the board is not required to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who is found to have engaged in conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or school transportation or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(a) of the Connecticut General Statutes.

b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;

c. Be heard in the student's own defense;

d. Present witnesses and evidence in the student's defense;

- e. Cross-examine adverse witnesses;
- f. Be represented by counsel at the parents'/student's own expense; and
- g. Have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language.
- h. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.

- 6. The record of the hearing held in any expulsion case shall include the following:
  - a. All evidence received and considered by the Board of Education;
  - b. Questions and offers of proof, objections and ruling on such objections;
  - c. The decision of the Board of Education rendered after such hearing; and
  - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.

- 7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
  - a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
  - b. The Board of Education shall give effect to the rules of privilege by law;
  - c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
  - d. Documentary evidence may be received in the form of copies or excerpts;

- e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
- f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
- g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

#### **I. Notification**

- 1. All students and parents within the jurisdiction of the Canton Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
- 2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action within 24 hours of the time of the institution of the period of expulsion or suspension.

#### **J. Students with Disabilities**

A special education student's and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten

school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by the student's disability. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

2. If the IEP team (PPT) finds that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general curriculum and to advance toward achieving the goals of his/her IEP.

3. If the IEP team (PPT) finds that the misconduct was caused by the disability, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff.

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing under C.G.S. 10-76h to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in his/her then current placement pending decision in said due process hearing and any subsequent judicial review proceedings. This "stay put" requirement shall not apply when modified by a court order or by the decision of a hearing officer.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function. For purposes of this paragraph, "weapon" means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. The interim alternative placement shall be

determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

6. In order for the district to unilaterally obtain a 45 day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence, that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

#### **K. Alternative Educational Opportunity**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational program shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled 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 educational opportunity may include, but shall not be limited to, the assignment of a student (who is sixteen years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative education 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.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is not required to offer such alternative educational opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers a

person, if it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a firearm, deadly weapon or dangerous instrument as defined in C.G.S. 53a-3 or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in subdivision (8) 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 and 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 a student is expelled for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

Whenever the Board notifies a student between the ages of sixteen and eighteen or the parents/guardians of such student, that an expulsion hearing will be held, the notification shall include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found to have engaged in conduct including possession of a martial arts weapon, firearms, deadly weapons or dangerous instruments on school property or at a school function.

#### **L. Other Considerations**

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational

record by the Board if the student graduates from high school unless the expulsion notice is based on possession of a firearm or deadly weapon.

2. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.

3. Whenever a student against whom a expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall completed the expulsion hearing and render a decision.

4. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.

5. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.

6. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Legal Reference:

Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly

Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

Policy adopted: August 9, 2001  
Canton, Connecticut

Any student who is arrested for the possession or use of alcohol, marijuana, anabolic steroids, or any other controlled chemical substance, or is reported to be in possession of, or using alcohol, marijuana, anabolic steroids, or any other controlled chemical substance by a reliable source will be subject to suspension.

(cf. 5114 - Removal, Exclusion, Suspension and Expulsion/Due Process)

(cf. Canton High School Athletic Handbook)

Policy adopted: August 9, 2001  
Canton, Connecticut

In order to inform students, parents and staff members of pertinent Board policies, regulations, and school rules and procedures, the administration shall publish and annually revise student handbooks containing information about the school district as a whole and the individual schools. The contents of student handbooks must conform with school Board policies, administrative regulations, and state and federal laws and regulations.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll.

Policy adopted: August 9, 2001  
Canton, Connecticut

## **PROMOTION/RETENTION**

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the District will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met.

The Board desires to minimize/eliminate the practice of promoting students to the next grade level for social reasons when they are failing academically. The Board expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting standards of expected student achievement.

Schools shall identify students at risk for retention. Prior to deciding on retention for a student not mastering the appropriate skills, the district shall provide and may require the student to attend one or more alternatives for remedial assistance. Opportunities provided for supplemental and remedial instruction to assist the student in overcoming his/her academic deficiencies may include but are not limited to: Title 1 tutorials, math and language arts lab support, other in school assistance, after school programs, summer school, summer assignments, and cross-age tutoring or student mentoring.

## **Pre-K-8**

In evaluating student achievement each teacher shall make use of all available information, including results of teacher-made tests and other measures **CANTON PUBLIC SCHOOLS** standardized results, criterion-referenced tests and teacher observation of student performance. The teacher shall take into consideration the learning potential of the student and the effects any handicapping condition may have on that student. The Principal shall direct and aid the teachers in their evaluations and review grade assignments in order to assure uniformity of evaluation standards.

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 April 15. A subsequent meeting will take place no later than June 1. The Principal shall be responsible for making the final decision as to retention and promotion.

## **Students 5122**

### **Assignment of Students**

Children transferring from schools outside Canton shall be placed according to the best interests of the child and at the discretion of the Principal. The former grade level shall be a general guide to placement, but consideration should also be given to the child's age, record and achievement, and social, emotional and physical maturity.

### **Assigning Students To a Teacher and Classes in Grades K-12**

Each building Principal will have the responsibility and the authority for assignment of each student to his or her class and, therefore, his or her teacher with the best interests of the child in mind. Principals will not take requests to place children with particular teachers. The parent(s) is/are encouraged to consult with their Principal or designee in the spring prior to classroom assignments concerning the child's learning style, specialties and difficulties, and particular needs, personal or educational. The

parent(s) is/are also encouraged to discuss with the building Principal the child's progress in the fall once classes are under way. However, the Principal will make the final determination in placing all children.

Legal Reference: Connecticut General Statutes 10-221(b) Boards of Education to prescribe rules.

## **STUDENT SERVICES**

### **GUIDANCE**

Canton Intermediate School has a comprehensive school counseling program which is an integral part of the total educational program. The school counselor, through regular sessions with each homeroom, presents a systematic and structured curriculum.

The guidance activities help students in understanding the school environment, developing school success skills, understanding self and others, developing decision-making and problem-solving skills, developing interpersonal and communication skills and developing a sense of community. In addition, the school counselor offers individual and group counseling and consultation. The school counselor is available for consultation with individual students, teachers and parents/guardians.

### **PSYCHOLOGICAL SERVICES**

The school system may provide psychological services to children who are experiencing difficulties and are in need of evaluation. The school psychologist uses a wide assortment of tests to measure both achievement and potential for learning. Parent/guardian permission is required prior to any testing. In addition to the above, the school psychologist offers individual and group counseling and consultations.

### **SOCIAL WORKER**

The school social worker serves as a support resource person. By utilizing interviewing techniques, psychodynamics in human behavior, and an understanding of the family and its social environment, the school social worker counsels students individually and in groups. The social worker talks with students and family members, when necessary, to help them consider possible

solutions to problems and assists them in their selection of appropriate alternatives. In addition to counseling, the social worker serves as consultant to school personnel and as a community resource. To offer the most positive experience for students, the social worker works closely with and receives referrals from guidance counselors, school administrators, ancillary staff, teachers and parents/guardians. Student interviews with the social worker are scheduled by appointment or if the social worker is available, a student may drop in.

### **SPECIAL EDUCATION**

The Special Education staff services children who are identified by a Special Education mandated Planning and Placement Team. The staff offers instruction and remediation of deficits through an integrated program of reading, writing, spelling, oral language, and mathematics. The particular structure of the program varies to accommodate the age ranges and specific needs of the students with as much independence and integration into the mainstream as possible.

Diagnostic services, consultation with classroom teachers and direct instruction are components of the special education program. Physical therapy, occupational therapy and adaptive physical education services are also available to students identified through the Planning and Placement Team process.

### **STUDENT INTERVENTION TEAM**

Our collaborative assistance team meets on a weekly basis. Members of the team include: the principal, classroom teacher, school counselor, special education teachers, language arts consultant, K-6 math/science coordinator, and school psychologist. The team follows the Response to Intervention (RTI) model.

### **RTI: Response to Intervention (Scientific Research Based Intervention—SRBI)**

- It is the process of providing high quality instruction/intervention matched to student needs and measuring student achievement over time.
- Problem solving is the process that is used to develop effective instruction/intervention

TIER 1: Universal Interventions – All settings, all students, preventive, proactive

TIER 2: Targeted Group Interventions – Some students (at-risk); High efficiency; Rapid response; 2-3 times per week.

TIER 3: Intensive, Individual Interventions – Individual Students Assessment-based; Intense, durable procedures; 4-5 days per week

This is not a special education process, but rather a regular education team that meets to discuss children experiencing difficulties, seeming to inhibit academic growth. The team may:

- Offer specific strategies to the classroom teacher.
- Offer to observe the child in the classroom to gather data.
- Collect more information by conducting an informal screening.
- Recommend a formal referral be started.

The team tracks each child's progress. Careful notes are kept of the meeting, recording concerns and actions taken by the team.

### **SPEECH AND LANGUAGE PROGRAM**

This special education program services students whose speech and language deficits adversely affect their academic performance. These delays can be in the areas of verbal expression, comprehension, articulation or stuttering.

Sessions are held one to several times a week, individually or in small groups, depending on the child's needs. Consultation with the classroom teacher and parents is critical to integrating therapeutic and curriculum goals into a meaningful and natural environment. Parental support and supervision is essential to the success of this program.

### **TITLE I SERVICES**

Students may receive supplementary help in math and/or language arts. Achievement scores, classroom performance, and/or teacher recommendation identify those receiving help. Services may be a combination of small group and/or individual time in language arts, additional classroom support in math.

Canton Schools Notification of Rights under FERPA For Elementary and Secondary

Institutions: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") 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 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
  - Parents or eligible students may ask Canton District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent 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 parent 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 which permits disclosure without consent is disclosure to school officials with legislator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with the 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 discloses education records without consent to officials of another school district in which a 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605*

[Note: In addition, a school may want to include its directory information public notice, as required by S99.37 of the regulations, with its annual notification of rights under FERPA.]

## **APPENDIX A: Additional Canton Public School Policies:**

### **3520.10(a)**

#### **Business/Non-Instructional Operations Electronic Information Security PowerSchool Grading Portal**

In an effort to foster student achievement and enhance communication with students and their parents, the Canton Public Schools has implemented PowerSchool's Grading Portal. The "Grading Portal" enables students and their parents to view their own personal grades, attendance record, and teachers' comments via a secure internet site.

Information accuracy on the Portal is the shared responsibility of school, teachers, students, and parents/guardians. The Portal is available to every student, parent, and/or legal guardian of a student enrolled in the school district provided that the district has a signed usage agreement and the associated regulations are followed.

Use of the "Grading Portal" is subject to electronic monitoring by the district.

Legal Reference: Connecticut General Statutes  
10-15b Access of parent or guardians to student's records.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors. Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Policy adopted: June 23, 2010

CANTON PUBLIC SCHOOLS

3516.13(a)

#### **Business/Non-Instructional Operations**

##### **Hazardous Material in Schools**

##### **Pest Management /Pesticide Application**

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms, that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;

- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

### 3516.13(b)

#### **Business/Non-Instructional Operations Hazardous Material in Schools**

##### **Pest Management /Pesticide Application**

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means.

Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. *The Business*

*Manager shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.*

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. Effective July 1, 2000, the District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Notices shall also be posted in designated areas at school at least forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including

information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

3516.13(c)

**Business/Non-Instructional Operations  
Hazardous Material in Schools  
Pest Management /Pesticide Application**

Legal Reference: Connecticut General Statutes

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 99-165 An Act Concerning Notice of Pesticide Application in Schools and Day Care Centers.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: January 9, 2003

CANTON PUBLIC SCHOOLS]

3524.2(a)

**Business/Non-Instructional  
Operations**

**Hazardous Material in Schools**

**Green Cleaning Program**

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Canton Public Schools, in compliance with applicable statutes. The Board of Education encourages and supports efforts to implement green cleaning in all District schools.

This shall result in the implementation of a green cleaning program in all District facilities no later than July 1, 2011.

It is the policy of the Canton Public Schools to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment.

The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

The transition to environmentally and health-friendly cleaning and/or sanitizing products shall be accomplished as soon as possible and in a manner that avoids the waste of existing inventories, accommodates establishment of supply chains for new products, enables the training of personnel in appropriate work practices, and allows the phase-out of products and practices inconsistent with this policy.

**Definitions**

“**Green Cleaning Program**” means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

**Alternate Definitions:**

- (a) **Green Cleaning** is an approach to facility maintenance that uses cost-effective cleaning products and practices that protect human health and the

environment. Cleaning products containing the least toxic compounds are utilized in combination with advanced technology and equipment that provide superior methods for removing dirt, soil, and particulates found in indoor environments.

**3524.2(b)**  
**Business/Non-Instructional Operations**  
**Hazardous Material in Schools**  
**Green Cleaning Program**

**Definitions** (continued)

(b) **Green Cleaning** is defined as cleaning to protect health without harming the environment. Green cleaning is an accepted movement that uses procedures and products to make cleaning for the health of building occupants, janitors, and the environment a primary concern.

**“Environmentally Preferable Cleaning Products”** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

**Notice Requirements**

Annually, starting by October 1, 2010, the District will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: “No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

**3524.2(c)**  
**Business/Non-Instructional Operations**  
**Hazardous Material in Schools**  
**Green Cleaning Program** (continued)

The Board will also make available on its website a copy of this green cleaning policy. (If no website is available the Board must make the policy publicly available or available upon request.)

Biennially, the Board will report to the Commissioner of Education on its green cleaning program, in a manner prescribed by the Commissioner.

(cf. 3524 – Hazardous Materials in Schools)  
(cf. 3524.1 – Pesticide Application)  
(cf. 7230.2 – Indoor Air Quality)

Legal Reference:

Connecticut General Statutes  
10-220 Duties of boards of education  
10-231a through 10-231d. Pesticide applications  
at schools

22a-46. Short title: Connecticut Pesticide  
Control Act.

P.A. 09-81 An Act Concerning Green Cleaning  
Products in Schools

Federal Insecticide, Fungicide, and Rodenticide  
Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: April 27, 2010  
CANTON PUBLIC SCHOOLS

**5145.42**

**Students**

**Nondiscrimination**

**Racial Harassment of Students**

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from racial\* discrimination, including harassment. The Board recognizes that racial harassment of students can originate from a person of the same or different race of the victim including peers, employees, Board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities.

Racial harassment of students consists of different treatment on the basis of race and is recognized in two different forms:

1. when the district's employees or agents, acting within the scope of official duties, treat a student differently than other students solely on the basis of race; or
2. when the education environment is not kept free from discrimination because the harassing conduct is so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the

services, activities or privileges provided.

The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any student who believes that he/she has been subject to racial harassment should report the alleged misconduct immediately so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once.

The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any student who believes that he/she has been subject to racial harassment should report the alleged misconduct immediately so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged racial harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any racial harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of racial harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other federal and state laws on racial harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding racial harassment and to implement preventative measures to help reduce incidents of racial harassment.

A copy of this policy and its accompanying regulation is to be distributed to all personnel and students and posted in appropriate places.

**\*For the sake of simplicity and clarity, the term "race" shall be used throughout this discussion to refer to all forms of**

**discrimination prohibited by Title VI - that is, race, color, and national origin.**

- (cf. 0521 - Equal Opportunity - Nondiscrimination)
- (cf. 4118.113/4218.113 - Harassment)
- (cf. 5114 - Suspension/Expulsion/Due Process)
- (cf. 5131 - Student Conduct)
- (cf. 5131.2 - Assault)
- (cf. 5131.21 - Terroristic Threats/Acts)
- (cf. 5144 - Discipline)
- (cf. 5145.5 - Sexual Harassment)
- (cf. 5145.51 - Peer Sexual Harassment)

Legal Reference: Civil Rights Act of 1964, Title VI, 42 U.S.C. §2000 et seq. 34 CFR Part 1000

Policy adopted: June 23, 2010

CANTON PUBLIC SCHOOLS

**5141.4(a)**

**Students**

**Reporting Suspected Child Abuse**

It is the public policy of the State of Connecticut to: protect children whose health and welfare may be adversely affected through injury and neglect; strengthen the family and make the home safe for children by enhancing the parental capacity for good child care; provide a temporary or permanent nurturing and safe environment for children, where necessary: and, for these purposes, require the reporting of suspected child abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family. To insure the full implementation of state statutes, the Canton School District does hereby establish the following policies with respect to suspected abuse and neglect of students:

1. All personnel of the Canton School District shall fully comply with all the requirements of the general statutes and with applicable regulations promulgated

by the Commissioner of Children and Families with respect to the reporting by school personnel of suspected abuse or neglect of a child in accordance with the administrative procedures of the Canton School District.

2. All personnel of the Canton School District shall fully comply with all the requirements of the general statutes and applicable regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting by school personnel of suspected abuse or neglect of mentally retarded students between the ages of 18 and 21 in accordance with administrative procedures of the Canton School District.
3. All personnel shall cooperate fully as required by law with the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities in the investigations of suspected abuse and neglect and with all court proceedings involving suspected abuse and neglect.
4. Such mandated reporting requirements of the general statutes and regulations, and the administrative regulations regarding reporting, shall be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters and with school personnel who are not mandated reporters (e.g.: secretaries, maintenance, cafeteria and transportation staff) at periodic intervals not less frequently than once each school year.
5. Any student suspected of having been abused or neglected who is in need of emergency health care attention shall be referred for such health care to the same extent as any other child in need of such care.

## **5141.4(b)**

### **Students**

#### **Reporting Suspected Child Abuse**

6. All personnel of the Canton School District shall treat all cases of suspected abuse and neglect with full consideration of the privacy of students and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.
7. The purpose of this Board policy is to protect the children of the Canton Schools from abuse and neglect by insuring full compliance with existing statutes.

#### Legal Reference:

Connecticut General Statutes

17a-101 Protection of children from abuse.  
Reports required of certain professional persons.  
When child may be removed from surroundings without court order.

17a-101a Report of abuse or neglect by mandated reports.

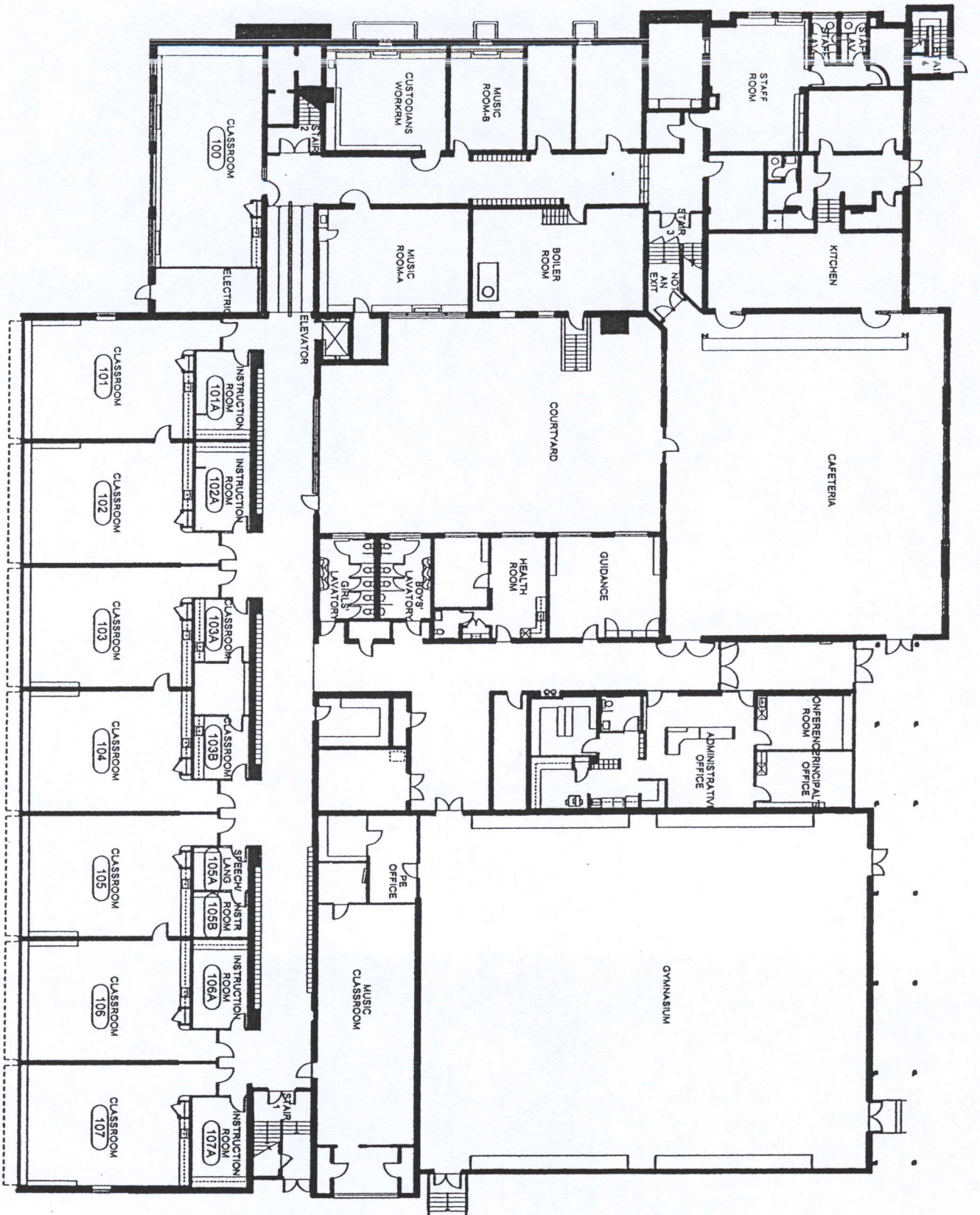
17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

PA 96-246 An Act Concerning the Reporting, Investigation and Prosecution of Child Abuse and the Termination of Parental Rights

10-151 Teacher Tenure Act

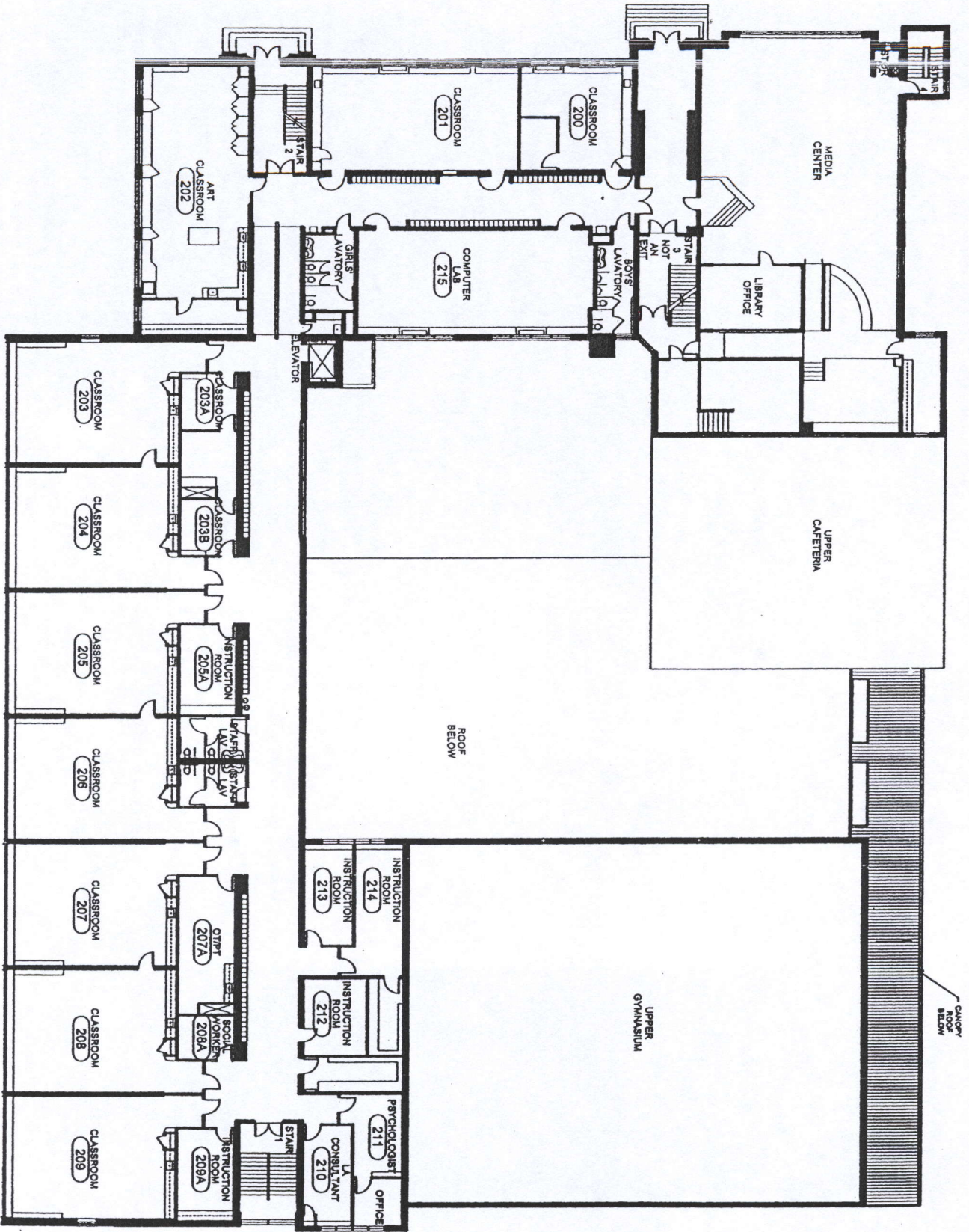
Policy adopted: August 9, 2001

CANTON PUBLIC SCHOOLS



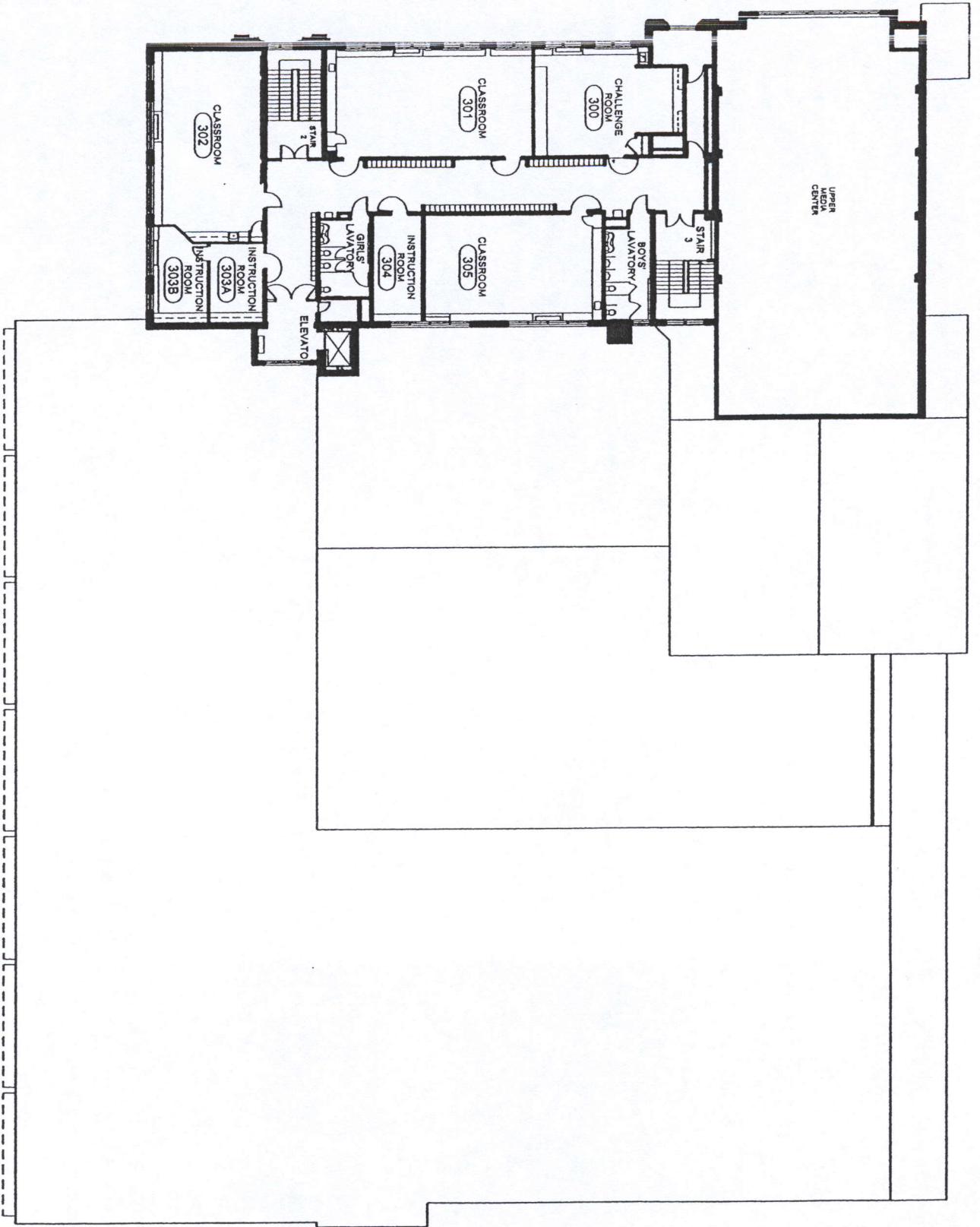
FIRST FLOOR PLAN





SECOND FLOOR PLAN





THIRD FLOOR PLAN



# CANTON PUBLIC SCHOOLS

## 2010-2011

August (1 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September (20 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October (20 days)				
M	T	W	T	F
				1
4	5	6	7	*8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (20 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	**16	**17	**18	19
22	23	^24	25	26
29	30			

December (17 days)				
M	T	W	T	F
		1	2	3
6	7	*8	9	10
13	14	15	16	17
20	21	22	^23	24
27	28	29	30	31

January (20 days)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	*14
17	18	19	20	21
24	25	26	27	28
31				

February (18 days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March (23 days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	**22	**23	**24	25
28	29	30	31	

April (16 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	*15
18	19	20	21	22
25	26	27	28	29

May (21 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	*18	19	20
23	24	25	26	27
30	31			

June (7 days)				
M	T	W	T	F
		1	2	3
6	7	^8	^9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- August 26,27,30 Professional Development
- August 31 First Day of School
- September 6 Labor Day
- September 9 Rosh Hashanah
- October 11 Columbus Day
- November 25 & 26 Thanksgiving Recess
- December 23 - 31 Winter Recess
- January 17 Martin Luther King
- February 21 & 22 President's Day-Winter Recess
- April 18-22 Spring Recess
- April 22 Good Friday
- May 30 Memorial Day
- June 9 Tentative Last Day\*\*\*
- June 10,13,14,15,16,17 Make-Up Days for Emergency Closings

- No School
- \*\* Conferences - early release  
11/16,11/17,11/18,3/22,3/23,3/24
- \* Early Release-Professional Dev.  
10/8,12/8,1/14,4/15,5/18
- ^ Early Release 11/24,12/23, 6/8, 6/9

If the number of emergency closing days exceeds six (6) days, any additional days will be taken from the spring recess beginning Monday, April 18, 2011.

- Canton High School – Principal, Mr. Gary Gula 693-7707
- Canton High School – Assistant Principal, Dr. Nancy Bean 693-7707
- Canton Middle School – Principal, Mr. Joseph Scheideler 693-7712
- Canton Intermediate School – Principal, Dr. Jordan Grossman 693-7717
- Cherry Brook Primary School – Principal, Mr. Andrew Robbin 693-7721
- Director of Pupil Personnel Services – Mrs. Mary Dorpalen 693-7714
- Central Services: Superintendent – Mr. Kevin Case 693-7704
- Central Services: Assistant Superintendent – Ms. Lynn McMullin 693-7704
- Central Services: Business Manager – Mr. Edward Hoyt 693-7704